



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

Agenda

**Thursday, January 11, 2024
CAPMC Conference Room 1 / 1a
1225 Gill Avenue
Madera, CA 93637
5:30 pm**

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

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

Please visit www.maderacap.org for updates.

CALL TO ORDER BOARD OF DIRECTORS

ROLL CALL – Cristal Sanchez

PLEDGE OF ALLEGIANCE – Eric LiCalsi, *Chairperson*

A. PUBLIC COMMENT

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

B. ADOPTION OF THE AGENDA

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

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

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

C. TRAINING/ADVOCACY ISSUES

None

D. CONSENT ITEMS

All items listed under 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 – December 14, 2023.

D-2 Review and consider approving the Minutes of the Madera Migrant and Seasonal Head Start Policy Council Committee Meeting – November 7, 2023.

D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – December 7, 2023

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

- December 2023

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

- November 2023

D-6 Review and consider approving the following **Madera Migrant and Early Seasonal Head Start** Reports:

- Monthly Enrollment Report – October & November 2023
- In-Kind Report – October & November 2023
- CACFP Program Report – October & November 2023
- Program Information Report – October & November 2023

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

- Monthly Enrollment Report – November 2023
- In-Kind Report – November 2023
- CACFP Program Report – November 2023

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

- Monthly Enrollment Report – November 2023
- In-Kind Report – November 2023

D-9 Review the 2022-2023 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)

- D-10 Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings, and Plan of Action for Recommendations.
- D-11 Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.
- D-12 Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 5th Year Update.
- D-13 Review and consider approving the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.
- D-14 Review the Madera County Child Advocacy Center Report for December 2023. (Informational Only)
- D-15 Review the Child Care Alternative Payment and Resource & Referral Program Report for December 2023. (Informational Only)
- D-16 Review the Community Services Program Report for December 2023. (Informational Only)
- D-17 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for December 2023. (Informational Only)
- D-18 Review the Victim Services Report for December 2023. (Informational Only)

E. DISCUSSION ITEMS

- E-1 Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2023.
- E-2 Review and consider approving the modifications to the Personnel Policies and Procedures Manual for policies regarding background verification and holidays. Final policies are to be distributed at the Board of Directors meeting.
- E-3 Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.
- E-4 Consider approving the reappointment of Chowchilla/Fairmead Board Representative, Molly Hernandez, to fill the vacancy of Early Childhood Education Expertise under the Private Sector on the CAPMC Board of Directors and appoint Diana Palmer as the new Board Representative for Chowchilla/Fairmead.

ADMINISTRATIVE/COMMITTEE REPORTS TO THE BOARD OF DIRECTORS

- F-1 Finance Committee Report – January 8, 2023
- F-2 Personnel Committee Report – None
- F-3 Executive Director Monthly Report – December 2023
- F-4 Financial Statements – December 2023
- F-5 Head Start Policy Council/Committee Reports
- F-6 Work Related Injury Report – December 2023
- F-7 CAPMC Board of Directors Attendance Report – December 2023
- F-8 Staffing Changes Report for December 6, 2023 – January 4, 2024

F. CLOSED SESSION
None

G. CORRESPONDENCE

- G-1 Human Trafficking Awareness Flyer
- G-2 Correspondence from the California Office of Emergency Services dated November 28, 2023, regarding the performance assessment results.

H. ADJOURN

I, Cristal Sanchez, Strategic Plan Coordinator & Assistant to the Executive Director, declare under penalty of perjury that I posted the above agenda for the regular meeting of the CAPMC Board of Directors for January 11, 2024, in the Lobby of CAPMC as well as on the agency website by 5:00 p.m. on January 5, 2024.



Cristal Sanchez
Strategic Plan Coordinator &
Assistant to the Executive Director

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
Regular Board of Directors Meeting
December 14, 2023
1225 Gill Ave Madera, CA 93637

ACTION SUMMARY MINUTES

The Board of Directors Meeting was called to order at 5:32 p.m. by Chairperson Eric LiCalsi.

Members Present

Eric LiCalsi, Chair
David Hernandez, Vice-Chair
Sherrif Tyson Pogue, Secretary/Treasurer
Supervisor Leticia Gonzales
Council Member Jeff Troost
Council Member Steve Montes
Otilia Vasquez
Donald Holley
Martha Garcia

Members Absent

Deborah Martinez
Debi Bray
Richard Gutierrez
Aurora Flores
Molly Hernandez

Personnel Present

Mattie Mendez
Nancy Contreras-Bautista
Daniel Seeto
Irene Yang
Ana Ibanez
Maritza Gomez-Zaragoza

Public – Other Present

None

A. PUBLIC COMMENT

Board Member Donald Holley shared information on an upcoming event to honor Martin Luther King Jr., on January 14, 2024, at MLK Middle School at 2:00 pm.

B. ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA: Adoption of the agenda.

Motion: APPROVE WITH THE REMOVAL OF TRAINING AND ADVOCACY PRESENTATION.

Moved by David Hernandez, Seconded by Donald Holley

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 – November 9, 2023.
- D-2 Review and consider approving the Minutes of the Fresno Migrant and Seasonal Head Start Policy Council Committee Meeting – October 11, 2023.
- D-3 Review and consider approving the Minutes for the Madera Mariposa Regional and Early Head Start Policy Council Committee Meeting – November 2, 2023
- D-4 Review and consider accepting the Bank of America Credit Card Statements:
- November 2023
- D-5 Review and consider accepting the American Express Credit Card Statement and All Other Credit Card Statements:
- October 2023
- D-6 Review and consider approving the following **Fresno Migrant and Early Seasonal Head Start** Reports:
- Monthly Enrollment Report – September & October 2023
 - In-Kind Report – October 2023
 - CACFP Program Report – September & October 2023
 - Program Information Report – September & October 2023
- D-7 Review and consider approving the following **Madera Mariposa Regional Head Start** reports:
- Monthly Enrollment Report – October 2023
 - In-Kind Report – October 2023
 - CACFP Program Report – October 2023
- D-8 Review and consider approving the following **Madera Mariposa Regional Early Head Start** reports:
- Monthly Enrollment Report – October 2023
 - In-Kind Report – October 2023
- D-9 Review the Fresno Migrant & Seasonal Head Start 2022-2023 Program Information Report. (Informational Only)
- D-10 Review the Equal Employment Opportunity Report (EEO-1). (Informational Only)

- D-11 Consider approving the 2024 Holiday Schedule.
- D-12 Review the Madera County Child Advocacy Center Report for November 2023. (Informational Only)
- D-13 Review the Community Services Program Report for November 2023. (Informational Only)
- D-14 Review the Homeless Engagement for Living Program (H.E.L.P) Center Report for November 2023. (Informational Only)

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Leticia Gonzales

Vote: Carried Unanimously

E. DISCUSSION / ACTION ITEMS

E-1 Review and consider authorizing a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for calendar year 2024.

Daniel Seeto, Chief Financial Officer, presented regarding a 5% discretionary employer contribution for the CAPMC 403(b) Retirement Plan for all eligible employees for the calendar year 2024. Based on the plan document, the Board of Directors must determine at the beginning of each plan year the discretionary contribution for each eligible participant. Since 2021, the discretionary employer contribution has been 5% of FICA wages for qualified employees.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

E-2 CAPMC Fresno Migrant Head Start notice of program deficiency. (Informational Only)

Maritza Gomez-Zaragoza, Head Start Director, presented regarding the Fresno Migrant Head Start notice of program deficiency. After the incident, center staff were provided with training regarding child's rights, mandated reporting, child supervision, and standards of conduct. Additionally, staff are participating in training related to proper behavior management and de-escalation of behavior including strategies to involve parents in the process. CAPMC staff will be working jointly with CAPSLO to develop a plan to address the deficiency which will include revision of policies and procedures, training on appropriate interactions with children with special needs.

INFORMATIONAL ONLY

Board Member Steve Montes entered the room.

E-3 Review and consider approving the submission of the 2024 Community Services Block Grant (CSBG) Application and resolution with the Department of Community Services & Development (CSD).

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the 2024 Community Services Block Grant (CSBG) Application and resolution with the Department of Community Services & Development (CSD). CSBG is designed to provide a range of services to assist low-income families and individuals. The 2024 contract remains a two-part agreement. Part 1 consists of the base contract and Part 2 consists of Administrative, Financial and Programmatic Policies and Procedures.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-4 Review and consider ratifying the submission of the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2024 – 2025 application.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the City of Madera Community Development Block Grant (CDBG) Housing Stabilization Program 2024 – 2025 application. Through this grant, staff will conduct outreach to identify individuals and families in need of emergency housing and/or prevention and diversion services such as a deposit and rent, as well as utility assistance. Outreach efforts will continue and those identified and qualified to receive the emergency housing services will be placed in emergency housing temporarily providing the case worker time to assist in finding housing for the identified individual or family. The CDBG Housing Stabilization Program will assist the homeless in locating decent sustainable housing for homeless or near homeless individuals.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously

E-5 Review and consider ratifying the submission of the Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for the year 2024 -2025.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Community Development Block Grant (CDBG) for the Fresno Madera Continuum of Care (FMCoC) Membership Application for the year 2024 -2025. Funding will allow CAPMC to send two staff members to participate in the monthly FMCoC meetings. Funding will also provide for the preparations for the 2025 Annual Point-In-

Time Count and homeless awareness events.

Motion: APPROVE AS PRESENTED

Moved by Steve Montes, Seconded by David Hernandez

Vote: Carried Unanimously

E-6 Review and consider approving the submission of the Anthem Blue Cross Food Insecurity Capacity Grant.

Ana Ibanez, Community Services Program Manager, presented regarding the submission of the Anthem Blue Cross Food Insecurity Capacity Grant. CAPMC will offer a variety of food items, including fresh produce and non-perishables to individuals and families who are engaged with CAPMC's Homeless Engagement for Living Program (HELP Center) or the Shunammite Place tenants. This initiative will include partnerships with local businesses such as large and small food markets.

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzales, Seconded by Martha Garcia

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 – November 2023

F-4 Financial Statements – November 2023

F-5 Head Start Policy Council/Committee Reports

F-6 Work Related Injury Report – November 2023

F-7 CAPMC Board of Directors Attendance Report – November 2023

F-8 Staffing Changes Report for November 2 – December 5, 2023

G. CLOSED SESSION

None

H. CORRESPONDENCE

H-1 Correspondence from the Office of Head Start dated November 20, 2023 regarding the Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period.

I. ADJOURN

Chairperson Eric LiCalsi adjourned the Board of Directors Meeting at 6:03 p.m.

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

Community Action Partnership of Madera County
Madera Migrant/Seasonal Head Start Policy Council Meeting
Tuesday, November 7, 2023

Minutes

The Madera Migrant/Seasonal Policy Committee called to order at 5:36 p.m. by Yuritsi Ortiz.

Committee Members Present

Fabiola Rendon
Lidia Tinajero
Delldi Fuentes
Yuritsi Ortiz
Irene Juarez
Ramon Garcia

Committee Members Absent

Luis Pinacho
Catalina Venegas
Luxceli Eufracio

Personnel Present

Maru G. Sanchez, Deputy Director of Direct Services
Maribel Aguirre, Parent and Governance Specialist

Others

None

A. Public Comment

None

B. Training

None.

C. Adoption of the Agenda

C-1 Yuritsi Ortiz asked for a motion to approve the agenda as presented. Motion made by Delldi Fuentes, seconded motion by Lidia Tinajero to approve the agenda as presented. The motion approved unanimously.

D. Adjourn to Closed Session - None

E. Approval of Minutes

E-1 – Yuritsi Ortiz requested a motion to approve the minutes of the meeting on October 10, 2023. Motion made by Irene Juarez, seconded motion by Ramon Garcia to approve the minutes of the meeting. The motion approved unanimously.

F. Discussion / Action Items –

F-1 Review and consider approving the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review. – Mrs. Sanchez mentioned the information for the monitoring review is needed to ensure the program is in compliance with the Office of Head Start. In the report the information includes the program strengths, areas that were highlighted, areas of concern and no findings. There were no questions.

Yuritsi Ortiz requested a motion to approve the results of the 2023-2024 Madera Migrant/Seasonal Head Start Program Monitoring Review. Lidia Tinajero made the first motion, seconded by Irene Juarez. Motion carried unanimously.

F-2 Review of the Madera Migrant/Seasonal Head Start Program Information Report for 2022-2023 – Mrs. Sanchez reviewed the Information provided and shared that the program was able to serve 420 children and was not able to meet the funded enrollment of 579. 100% of children ended the program term with health insurance, dental and medical home. 93% of children were up to date with possible immunizations by the end of the program term. 93 % of families received at least one family service and the program was able to serve 10% of children with an IFSP or IEP. She further explained that the report is for informational purposes and does require a motion to approve.

G. Administrative Reports

G-1 Staff Changes – Ms. Aguirre explained there are no staffing changes for October 2023.

G-2 Bank of America Credit Card Account Statement – Agency and other credit cards: (October 2023) – Ms. Aguirre reviewed the charges for the month. There were no questions about the charges.

G-3 Budget Report (September 2023) – Ms. Aguirre reviewed the budget. No questions asked.

G-4 In-kind Report (September 2023) – Ms. Aguirre reviewed the In-kind percentage.

G-5 Report of enrollment in the program and attendance report (September 2023) – Ms. Aguirre went over the enrollment for the MHS programs and the attendance.

G-6 CACFP Monthly Report (September 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of June was \$21,552.92 for 8,069 meals. There were no questions.

G-7 PIR Program Information Monthly Report (September 2023) – 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 – Irene (SV) Shared that Sierra Vista continues to increase In-Kind hours and she encourages other parents to volunteer their time whenever possible.

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

H-3 Active Supervision, Challenges and Best Practices Report – Mrs. Sanchez asked if there were any concerns. There were none.

I. Correspondence

None

J. Future Agenda Items

J-1 2022-2023 Program Annual Report

J-2 Program Goals and Objectives Update

K. Adjournment

Yuritsi Ortiz requested a motion to adjourn the session. Motion made by Fabiola Rendon to adjourn the meeting at 6:36 p.m., in the afternoon, seconded by Delldi Fuentes. Motion approved unanimously.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
Madera/Mariposa Regional & Early Head Start Policy Council Committee Meeting
Thursday, December 7, 2023
MINUTES

The Madera/Mariposa Regional & Early Head Start Policy Council Committee meeting was called to order by Otilia Vasquez at 5:38 p.m.

Committee Members Present

Patricia Alonzo
Irene Gomez
Martha Garcia
Amber Pickett
Juana Escalante
Otilia Vasquez
Lisbeth Lopez
Marisa Vega

Committee Members Absent

Liliana Serna
Lenora Pate
Nicole Delosreyes
Maria Delgado

Personnel Present

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

ROLL CALL

- A. PUBLIC COMMENT** – Maribel mentioned the coloring booklets left in front of each parent one goes to them and the other one goes to referring a friend to the program.
- 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 Martha Garcia, seconded by Amber Pickett 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 – November 2, 2023. Motion made by Martha Garcia, seconded motion by Amber Pickett. Motion carried unanimously.
- F. DISCUSSION / ACTION ITEMS**
F-1 Review and consider approving the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council – Ms. Aguirre presented the bylaws and asked if anyone had suggestions or changes. No changes were made.
Otilia Vasquez requested a motion to approve the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council. Irene Gomez made the first motion, seconded by Patricia Alonzo.

G. ADMINISTRATIVE REPORTS**G-1** Staffing Changes – None.**G-2** Bank of America Business Card Monthly Credit Card Statement and all other Credit Card Expenses (August, September, & November 2023) – Ms. Aguirre reviewed the credit card expenses. No questions were asked.**G-3** Budget Status Reports (October 2023) – Ms. Aguirre mentioned report will be reviewed next month.**G-4** In-Kind Report (October 2023) – Ms. Aguirre reviewed the in-kind percentages for the Regional and Early programs.**G-5** Program Enrollment & Attendance Report (October 2023) – Ms. Aguirre went over the enrollment and attendance report. The center summary will be presented at the next meeting.**G-6** CACFP Monthly Report (October 2023) – Ms. Aguirre reviewed CACFP and noted that the reimbursement for the month of August was \$18,896.22 for 5,585 meals. There were no questions asked.**H. POLICY COMMITTEE MEMBER REPORTS****H-1-** Center Report – Otilia V. (**Mis Tesoro**) The center will be having a winter concert.

Ms. Gomez – Mentioned Fairmead had a fall festival and might be having a winter festival as well. There was amazing parent participation.

H-2- BOD report – All items presented today will be presented at the next board meeting.**H-3** Active Supervision – Ms. Gomez-Zaragoza asked parents if there are any health and safety concerns to notify the director immediately.**I. CORRESPONDENCE****I-1 Program Instruction** from the Office of Head Start regarding *Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period*, Issuance Date: 11/20/2023**J. FUTURE AGENDA ITEMS****J-1** 2023-2024 Goals and Objectives Update**J-2** Community Assessment Update 2023-2024**J-3** Self-Assessment Results and Corrective Plan of Action**K. ADJOURNMENT**

Otilia Vasquez asked for a motion to adjourn the meeting at 6:29 p.m. Motion made by Martha Garcia, seconded by Amber Pickett. Motion carried unanimously.

Bank of America Business Card
Credit Card Charges

December 2023 Statement

Mattie Mendez / Administration

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
12/01/2023	HILTON MYRTLE BEACH	No	Lodging for Mattie Mendez National Community Action Partnership Board of Directors Retreat Myrtle Beach, SC	\$448.77	200.0-61-2.0-000-90	YES
11/17/23	BANK OF AMERICA	No	Rewards/Bonus Credit	-\$29.31		
			Total	\$419.46		

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).

Date: December 7, 2023

Mattie Mendez, Executive Director

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

DECEMBER 2023 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
11/17/23	SAVERMART	8HR TIC – PROVIDER WORKSHOP		\$64.98	401.0-6121-4.0-000-00	YES
11/17/23	SAL'S MEXICAN	8HR TIC – PROVIDER WORKSHOP		\$321.01	401-0-6121-4.0-000-00	YES
11/18/23	STARBUCKS	8HR TIC – PROVIDER WORKSHOP		\$40.00	401.0-6121-4.0-000-00	YES
11/30/23	PANDA EXPRESS	CAFÉ #3 – PROVIDER WORKSHOP		\$220.90	401.0-6121-4.0-000-00	YES
11/30/23	VALLARTA VFE – MADERA	CAFÉ #3 - PROVIDER WORKSHOP		\$45.60	401.0-6121-4.0-000-00	YES
TOTAL				\$683.65		

Comments:

A CREDIT WAS GIVEN FOR THE PANDA EXPRESS ORDER IN THE AMOUNT OF \$8.84.

Platinum Plus Business Card
Credit Card Charges

December Statement

Jennifer Coronado / Victim Services Center

Date of Transaction	PO NUM	Name of Vendor	Description	Amount	Account Charged	Receipt
11/5/23	No	Save Mart	Food for UV legal clinic	\$27.75	508.0-6121-5.0-000-00	Yes
				Total	\$27.75	

Bank of America Business Card
Credit Card Charges

December 2023 Statement

Irene Yang / Human Resources

Date of Transaction	Name of Vendor	PO #	Description of Purchase	Amount of Purchase	Account Charged	Receipt
11/7/2023	Compa Franks	No	MHS PC meal	90.06	321.0-7116-3.2-000-00	Yes
11/10/2023	Biometric4All	No	Relay fees for livescan	3.00 2.25 1.50	311.0-6852-3.1-000-00 321.0-6852-3.2-000-00 331.0-6852-3.3-000-00	Yes
11/15/2023	Biometric4All	No	Livescan equipment maintenance	640.09	200.0-6181-2.0-000-90	Yes
TOTAL:				736.90		

MBNA America Business Card
Credit Card Charges
December / decembre 2023 Statement
Maritza Gomez / Regional & Migrant Head Start

Date of Transaction	Purchase Order #	Name of Vendor	Description	Amount	Account Charged	Receipt
11/06/2023	NA	Servsafe	Food handlers training	\$45.00	311.0-6742-3.1-000-39 (\$45.00)	Yes
11/06/2023	NA	Venngage.com	Monthly subscription for flyer software	\$10.30	311.0-6130-3.1-000-00 37% (\$9.07) 312.0-6130-3.1-000-00 5% (\$1.23)	Yes
11/09/2023	NA	Chevron	Fuel for vehicle #170	\$18.83	311.0-6610-3.1-000-00 (\$18.83)	Yes
11/10/2023	NA	Hyatt	Health Institute Hotel Reservation	\$277.11	311.0-6714-3.1-000-50 (\$277.11)	Yes
11/10/2023	NA	Hyatt	Health Institute Hotel Reservation	\$277.11	311.0-6714-3.1-000-00 (\$277.11)	Yes
11/10/2023	NA	Hyatt	Health Institute Hotel Reservation	\$267.51	311.0-6714-3.1-000-00 (\$267.51)	Yes
11/10/2023	NA	CPS HR	Child Care Center online orientation	\$54.85	310.0-6742-3.1-004-00	Yes
11/10/2023	NA	CPS HR	Operations and record keeping online training	\$4.85	310.0-6742-3.1-004-00	Yes
11/13/2023	NA	Hyatt	Health Institute Hotel Reservation	-\$258.20	311.0-6714-3.1-000-00 (\$258.20)	Yes
11/14/2023	NA	Teachstone	CLASS Pre-school recertification	\$60.00	310.0-6742-3.1-000-00 48% (\$60.00)	Yes
11/19/2023	NA	Zoom	Video Conferencing system	\$7.68	311.0-6130-3.1-000-00 48% (\$7.68)	Yes
11/21/2023	25633	Passion Planner	Agendas for the office staff	\$225.62	311.0-6110-3.1-000-00 \$166.19 311.0-6110-3.1-000-50 \$30.39 312.0-6110-3.1-000-00 \$24.93 312.0-6110-3.1-000-50 \$4.11	Yes
12/01/2023	NA	Teachstone	CLASS Pre-school recertification	\$60.00	310.0-6742-3.1-000-00 48% (\$60.00)	Yes
12/03/2024		Venngage.com	Monthly subscription for flyer software	\$10.30	311.0-6130-3.1-000-00 37% (\$9.07) 312.0-6130-3.1-000-00 5% (\$1.23)	Yes
TOTAL				\$1,060.96		

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).

Maritza Gomez, Head Start Director

Date

American Express
Credit Card Charges
NOVEMBER 2023 Statement
 Fiscal

Name of Vendor	Description	Amount	Receipt
ATT	Telephone	24360.92	Yes
Comcast	Net service	1001.43	Yes
Community Playthings	Supplies for centers	0.00	No
Discount School Supply	Supplies for centers	728.26	Yes
Ecolab	Dishwasher rental/repairs	137.46	Yes
Fedex	Postage	149.90	Yes
Lakeshore	Supplies for centers	10513.87	Yes
Matson Alarm	Alarm service	840.90	Yes
Verizon	Wireless devices	6800.10	Yes
Office Depot	Supplies for office/centers	13014.35	Yes
	TOTAL	57547.19	12/05/23 LA

Card Member Service

COSTCO Credit Card Charges

NOV 2023 Statement

Card Holder	Description	Card Amount
Irene Yang	Wellness event	782.58
Maritza Gomez-Zaragoza	Items for program	133.87
Jennifer Coronado	Items for program	1699.65
		2616.10

JD

U/CARD MEMBER BOD

Credit Card Charges

NOVEMBER 2023

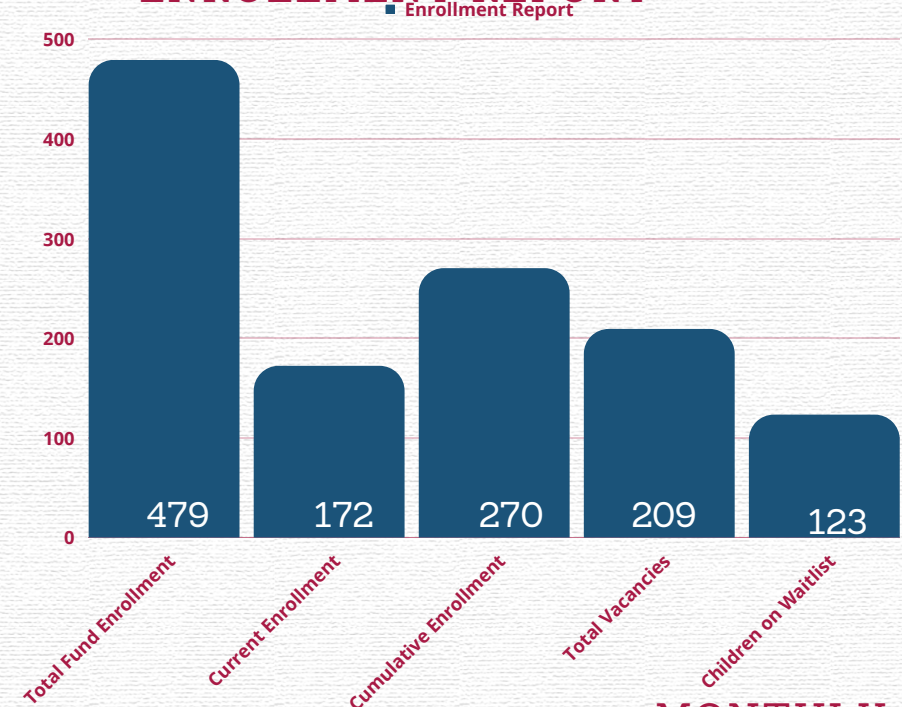
Fiscal

Name of Vendor	Description	Amount
Capital One/Walmart	Supplies for centers	2256.27
Home Depot	Supplies for centers	5421.63
Wex Bank (Chevron)	Fuel	0.00
Wex Bank (Valero)	Fuel	5223.22
NOV STMT DATES		
LA		

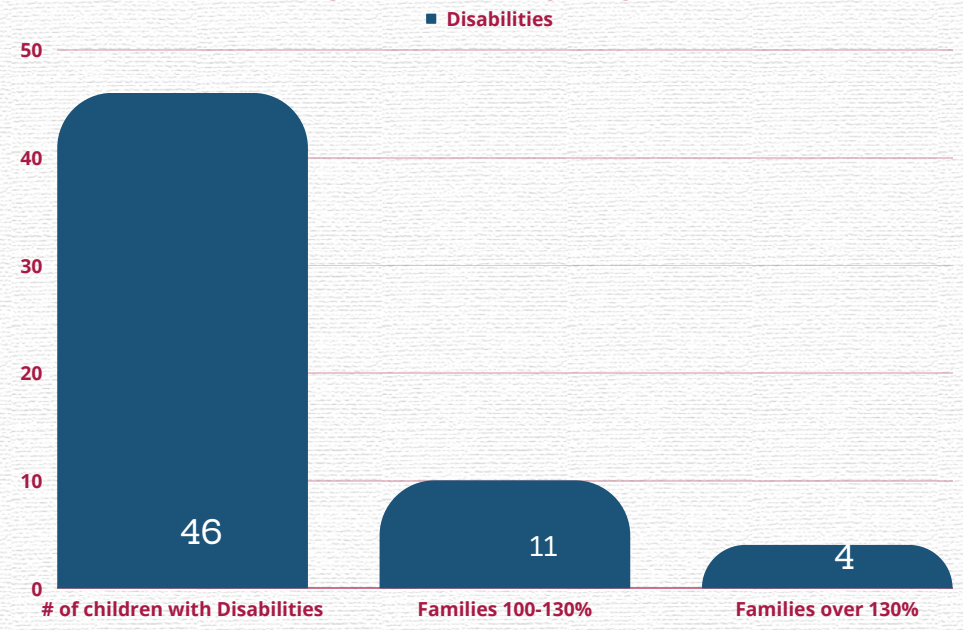


Migrant Seasonal Head Start Monthly Enrollment Report October 2023

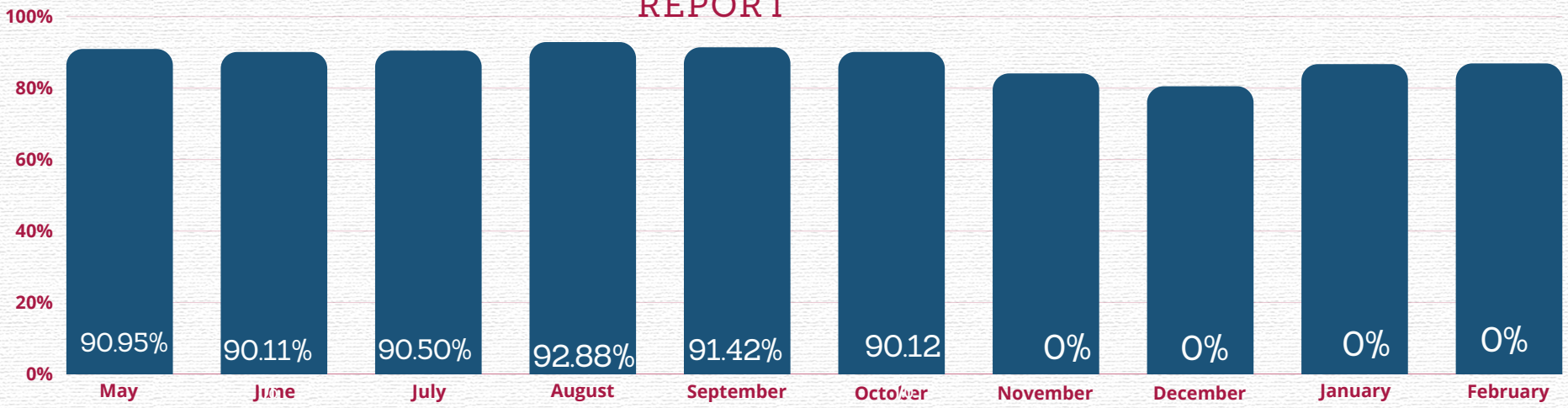
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



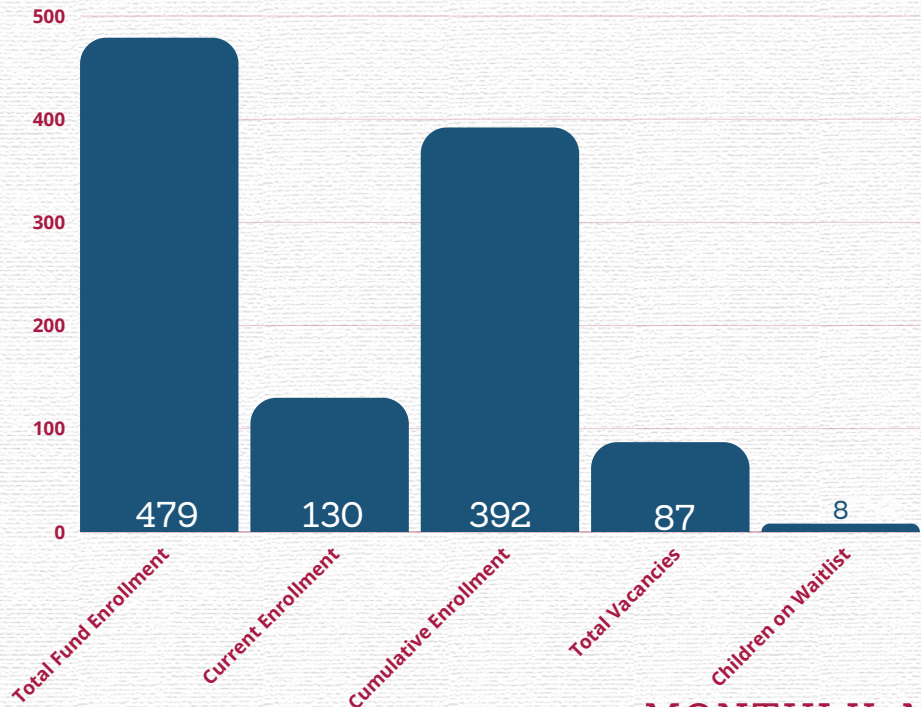
MONTHLY ATTENDANCE REPORT



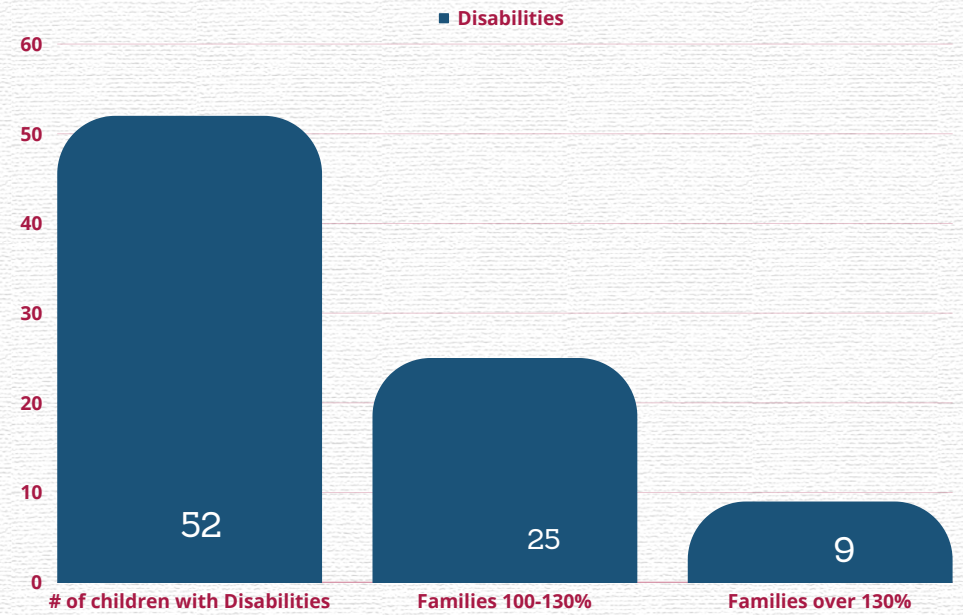


Migrant Seasonal Head Start Monthly Enrollment Report November 2023

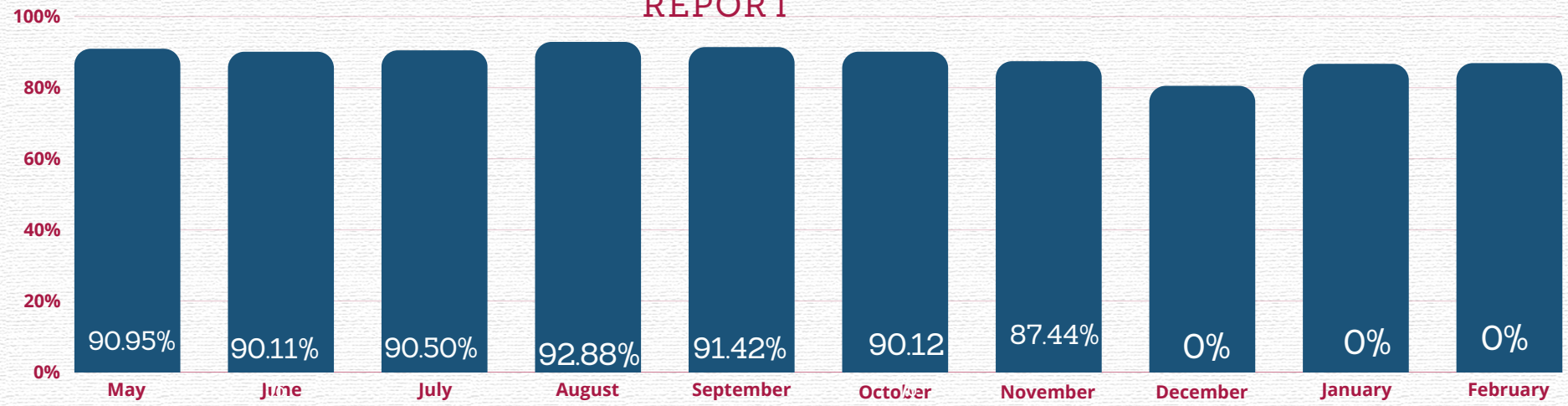
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



MONTHLY ATTENDANCE REPORT



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

IN-KIND MONTHLY SUMMARY REPORT 2023-2024 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2024

MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024

Month-Year OCTOBER 2023/ Mes-Año OCTUBRE 2023

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	297,519.00	347,566.78	56,470.10	404,036.88	(106,517.88)
A. Professional Services/Servicios Profesionales	0.00	1,150.00	505.00	1,655.00	(1,655.00)
B. Center Volunteers/Voluntarios en el Centro	297,519.00	346,416.78	55,965.10	402,381.88	(104,862.88)
Other/Policy Council/Otro/Comité de Póliza	0.00	2,199.33	470.31	2,669.64	(2,669.64)
State Collaboration/Colaboracion de Estado	1,006,468.00	409,209.77	90,253.07	499,462.84	507,005.16
Donated Supplies/Materiales Donanos	0.00	300.00	0.00	300.00	(300.00)
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	112,210.00	64,757.00	9,251.00	74,008.00	38,202.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,416,197.00	824,032.88	156,444.48	980,477.36	435,719.64

A. Y-T-D In-Kind / In-Kind asta ahora	980,477.36
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	69.23%

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

IN-KIND MONTHLY SUMMARY REPORT 2023-2024 / REPORTE SUMARIO MENSUAL DE IN KIND 2023-2024

MIGRANT AND SEASONAL HEAD START 2023-2024 MIGRANTE/TEMPORAL HEAD START 2023-2024
Month-Year NOVEMBER 2023/ Mes-Año NOVIEMBRE 2023

CATEGORY	BUDGET Presupuesto	PREVIOUS/Previo TOTAL	CURRENT/Corriente TOTAL	Y-T-D/Asta ahora TOTAL	REMAINING IN-KIND NEEDED Resto de In Kind para recaudar
NON-FEDERAL CASH/EFFECTIVO NO FEDERAL					
Volunteer Services/Servicios Voluntarios	297,519.00	404,036.88	96,640.75	500,677.63	(203,158.63)
A. Professional Services/Servicios Profesionales	0.00	1,655.00	0.00	1,655.00	(1,655.00)
B. Center Volunteers/Voluntarios en el Centro	297,519.00	402,381.88	96,640.75	499,022.63	(201,503.63)
Other/Policy Council/Otro/Comité de Póliza	0.00	2,669.64	399.37	3,069.01	(3,069.01)
State Collaboration/Colaboracion de Estado	1,006,468.00	499,462.84	91,352.94	590,815.78	415,652.22
Donated Supplies/Materiales Donanos	0.00	300.00	0.00	300.00	(300.00)
Donated Food/Comida Donada	0.00	0.00	0.00	0.00	0.00
Donated Space/Sitio Donado	112,210.00	74,008.00	9,251.00	83,259.00	28,951.00
Transportation/Transportacion	0.00	0.00	0.00	0.00	0.00
TOTAL IN-KIND/TOTAL DE IN KIND	1,416,197.00	980,477.36	197,644.06	1,178,121.42	238,075.58

A. Y-T-D In-Kind / In-Kind asta ahora	1,178,121.42
B. Contracted In-Kind/ In-kind Contratado	1,416,197.00
C. Percent Y-T-D In-Kind/ Porcentaje de in-kind ásta ahora	
CONTRACT AMOUNT/CANTIDAD CONTRATADA	83.19%

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
October-2023

FREE MEALS	186		65
REDUCED	0		0
BASE	0		0
TOTAL	186		65

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	3,149	X	100.0000%	X	\$2.2800	=	\$7,179.72
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	1,979 992	X	100.0000%	X	\$4.2500	=	\$8,410.75
		X	100.0000%	X	\$4.2500	=	\$4,216.00
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	1,602 665	X	100.0000%	X	\$1.1700	=	\$1,874.34
		X	100.0000%	X	\$1.1700	=	\$778.05
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00

	8,387		
		TOTAL FEDERAL REIMBURSEMENT	\$22,458.86

CASH IN LIEU:	LUNCHES X	\$0.2950	\$876.45
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TOTAL REIMBURSEMENT			\$23,335.31
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	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	992	665	1,657
MMHS-MADERA MIGRANT HEAD START	3,149	1,979	1,602	6,730
	3,149	2,971	2,267	8,387

	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$17,464.81	\$4,994.05	\$22,458.86
CASH IN LIEU:	<u>\$583.81</u>	<u>\$292.64</u>	<u>\$876.45</u>
	\$18,048.62	\$5,286.69	\$23,335.31

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
MADERA MIGRANT HEAD START including BLENDED MIGRANT PRESCHOOL STATE PROGRAM
INCOME CALCULATIONS
November-2023

FREE MEALS	265	112	
REDUCED	0	0	
BASE	0	0	
TOTAL	265	112	

PERCENTAGES:

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

MEAL	#		%		RATE	=	
BREAKFAST:	1,244	X	100.0000%	X	\$2.2800	=	\$2,836.32
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	675 533	X	100.0000%	X	\$4.2500	=	\$2,868.75
		X	100.0000%	X	\$4.2500	=	\$2,265.25
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	507 358	X	100.0000%	X	\$1.1700	=	\$593.19
		X	100.0000%	X	\$1.1700	=	\$418.86
		X	0.0000%	X	\$0.0000	=	\$0.00
		X	0.0000%	X	\$0.0000	=	\$0.00

	3,317			\$8,982.37
		TOTAL FEDERAL REIMBURSEMENT		\$8,982.37
CASH IN LIEU:		LUNCHES X \$0.2950		\$356.36
TOTAL REIMBURSEMENT				\$9,338.73

	Breakfast	Lunch	Snack	Total
CMIG-MADERA MIGRANT PRESCHOOL	-	533	358	891
MMHS-MADERA MIGRANT HEAD START	1,244	675	507	2,426
	1,244	1,208	865	3,317
	<u>MMHS</u>	<u>CMIG</u>	<u>Total</u>	
TOTAL FEDERAL REIMBURSEMENT:	\$6,298.26	\$2,684.11	\$8,982.37	
CASH IN LIEU:	<u>\$199.13</u>	<u>\$157.24</u>	<u>\$356.37</u>	
	\$6,497.39	\$2,841.35	\$9,338.74	

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

October 2023

 **270** cumulative children
 **220** cumulative families
 **36** teaching staff

PRIMARY TYPE OF ELIGIBILITY

(#)	(%)
Homeless Children	0%
Foster Children	0%
170 Receives Public Assistance	63%
85 Income Below Federal Poverty	31%
Near Low Income (waiver required)	0%
15 Over Income (maximum 10%)	6%

CHILDREN WITH DISABILITIES

(#)	(%)
47 Disabilities	8% ✗

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES

(#)	(%)
55 New Enrollees (cumulative)	20%
42 Received Screening <45 Days (Of new enrollees)	76%

CHILDREN'S HEALTH

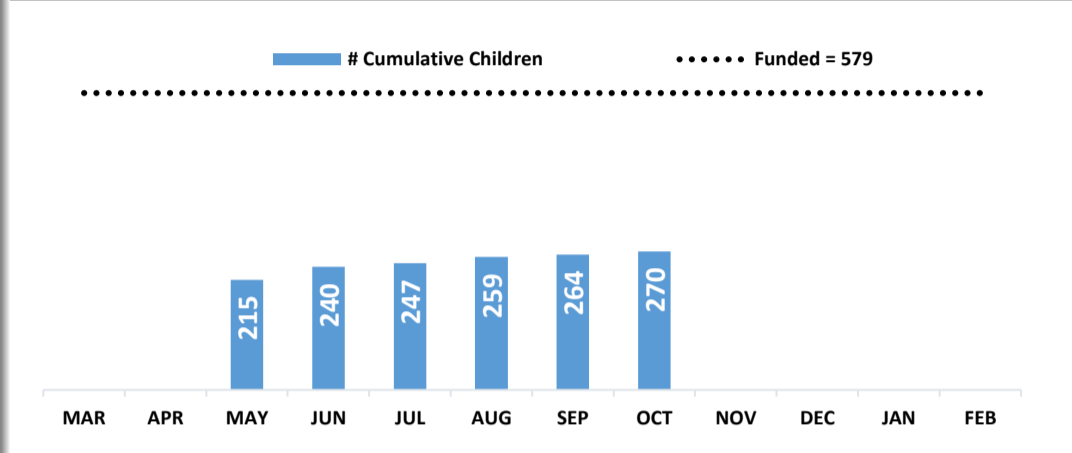
(#)	(%)
267 Has Health Insurance	99% ★
207 EPSDT Up-to-Date	77%
23 Chronic Health Condition	9%
23 Received Medical Treatment (Of children with diagnosed chronic health conditions)	100% ★
270 Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100% ★
267 Access to Dental Care	99% ★
158 Completed Dental Exam	88%
22 Received Dental Treatment (Of children who needed dental treatment other)	96% ★
134 Healthy BMI (Children under 3 years are excluded)	70% ▶

STAFF EDUCATION

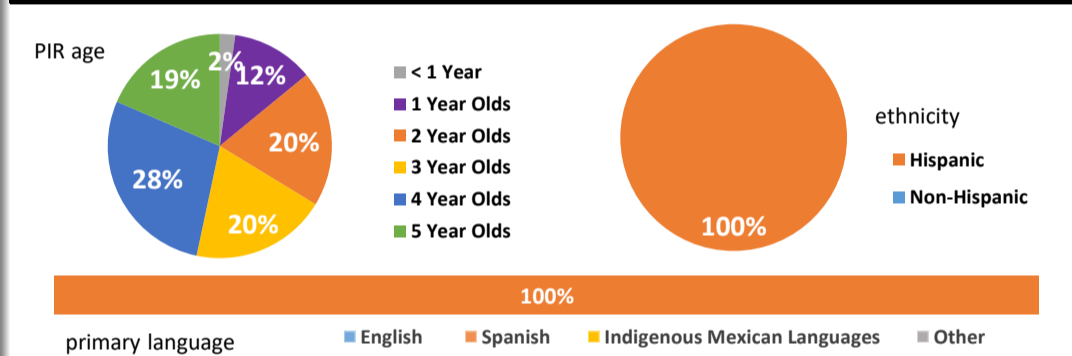
# Staff	% Meet Minimum Education Requirements
10 Preschool Teacher: BA+	30%
10 Preschool Teacher: AA+	100% ★
11 Preschool Assistant: CDA+	100% ★
15 Infant/Toddler Teacher: CDA+	100% ★

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).
(Includes those who are currently enrolled in a CDA/equivalent program)
All staff should meet minimum education requirements for their position.

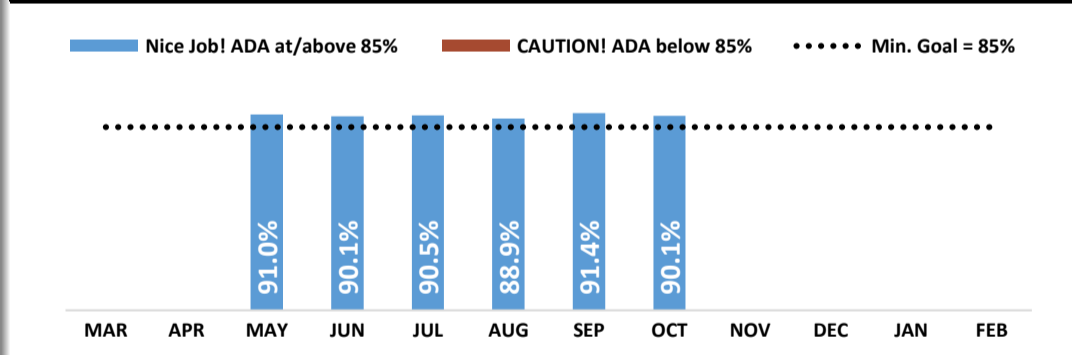
CUMULATIVE ENROLLMENT OF CHILDREN



DEMOGRAPHICS OF ENROLLED CHILDREN

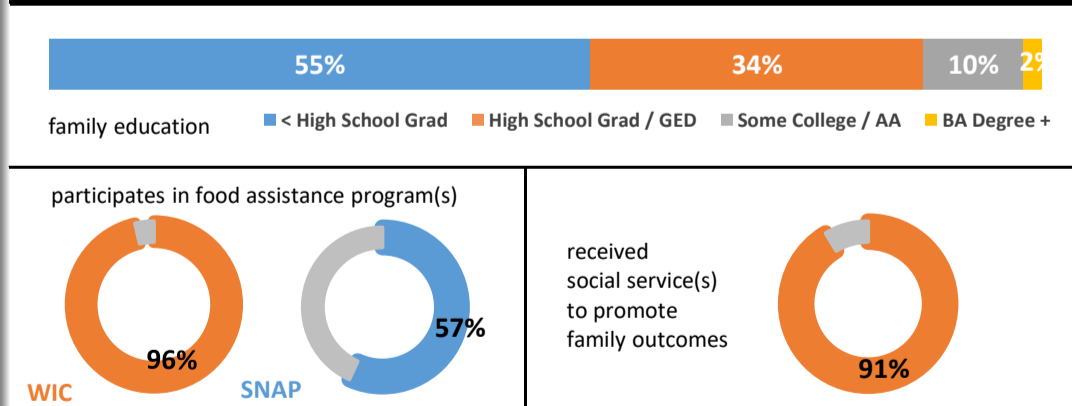


AVERAGE DAILY ATTENDANCE (ADA)



% of children who were **CHRONICALLY ABSENT** (missed over 10% of class days): **41%**

FAMILY INFORMATION



symbol key:

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

▶ = Caution!
Results lower than expected

✗ = Take Action!
Does not meet Head Start regulations

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

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

octubre 2023

270
Niños Acumulados

220
Familias Acumuladas

36
Maestras

Tipo de Elegibilidad

(#)		(%)
	Niños Sin Hogar	0%
	Niños en Adopción Temporal	0%
170	Recibe Asistencia Pública	63%
85	Ingresos por Debajo de la Pobreza Federal	31%
	Ingresos Cerca de Bajos (requiere una exención)	0%
15	Ingresos Sobre las Pautas (maximo 10%)	6%

Niños con Discapacidades

(#)		(%)
47	Discapacidades (% de la matrícula contratada; mínimo 10%)	8%

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)		(%)
55	Nuevos Niños(as) Inscritos (acumulados)	20%
42	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	76%

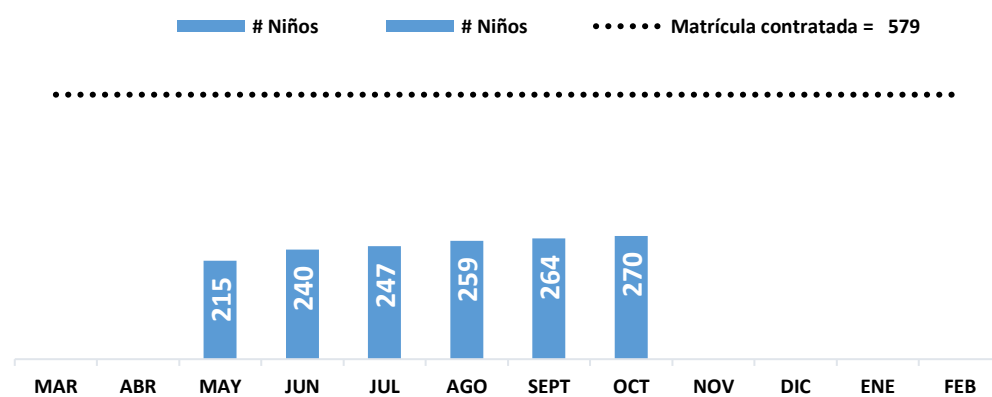
Salud de los Niños

(#)		(%)
267	Tiene Seguro Médico	99%
207	al Día Con el Cuidado de Salud Preventivo	77%
23	Condición de Salud Crónica	9%
23	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	100%
270	al Día con las Vecunas También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad	100%
267	Acceso a Servicios Dentales	99%
158	Completaron Exámenes Dentales Profesional	88%
22	Recibió Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	96%
134	BMI Saludable (los niños menores de 3 años están excluidos)	70%

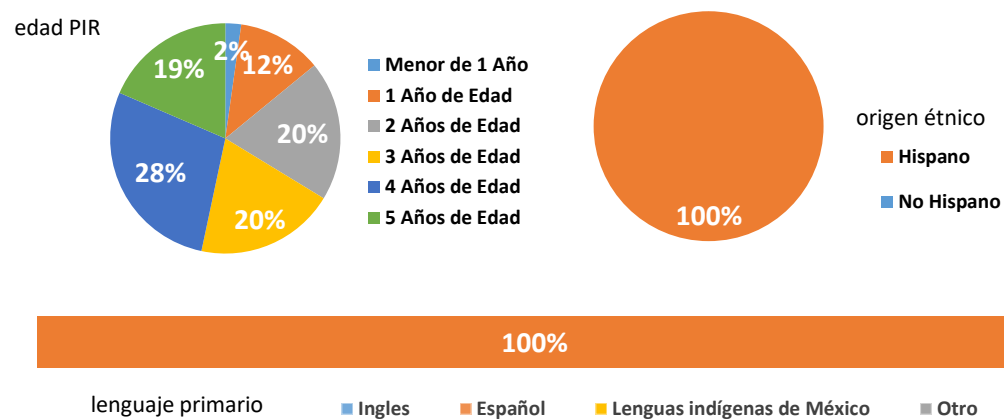
Educación del Personal

# Personal		% llenan los requisitos mínimo de educación
10	Maestras de la Clase Preescolar: BA+	30%
	Maestras de la Clase Preescolar: AA+	100%
	(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)	
11	Asistentes de Maestra de la Clase Preescolar: CDA+	100%
15	Maestras de la Clase de Infantes / Niños Pequeños: CDA+	100%
	(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)	
	(Todo el personal debe cumplir con los requisitos mínimos de educación para su puesto).	

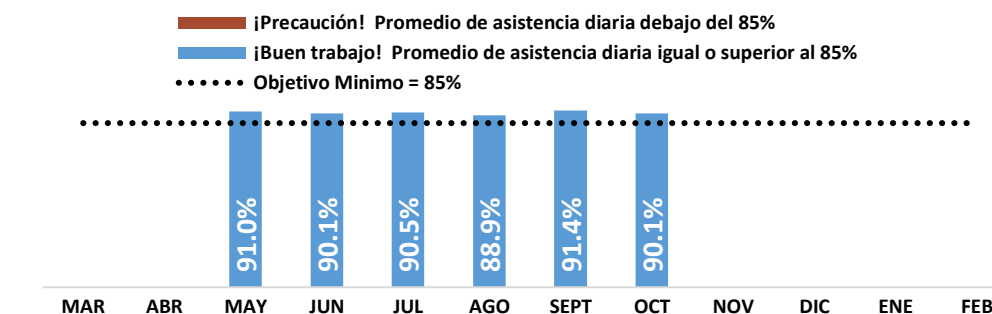
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

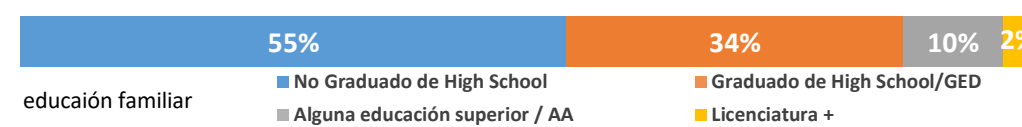


Promedio de Asistencia Diaria

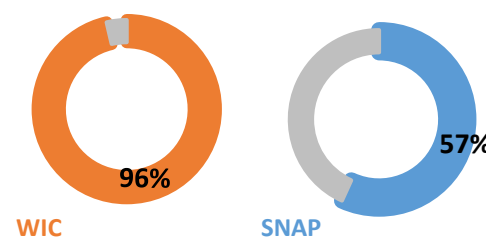


% de niños crónicamente ausentes (ausente más del 10% de los días de clase): **41%**

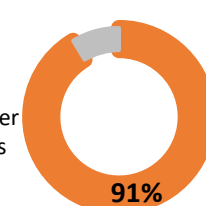
Información Familiar



participa en programas de asistencia alimentaria



recibió servicios sociales para promover resultados familiares



simbolo clave:

★ = ¡Buen trabajo!
Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!
Resultados más bajos de lo esperado

✖ = ¡Tomar acción!
No cumple con las regulaciones de Head Start

MONTHLY PROGRAM INFORMATION SUMMARY REPORT FOR POLICY COUNCIL & GOVERNING BODY

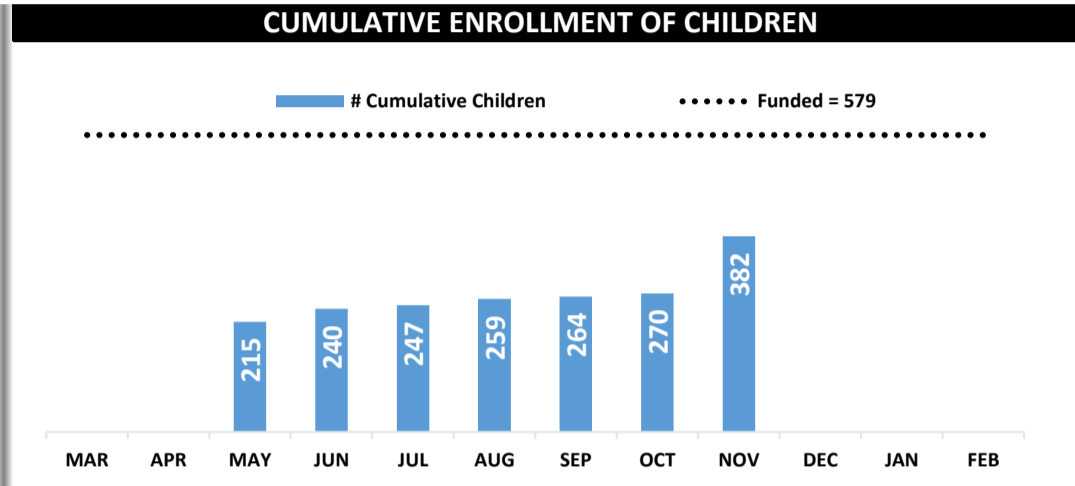
Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

November 2023

382 cumulative children
306 cumulative families
36 teaching staff

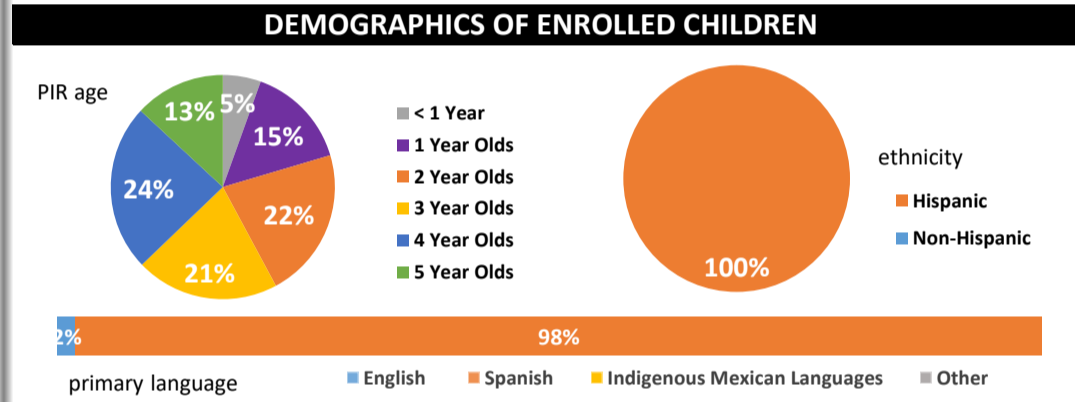
PRIMARY TYPE OF ELIGIBILITY	
(#)	(%)
Homeless Children	0%
Foster Children	0%
215 Receives Public Assistance	56%
136 Income Below Federal Poverty	36%
Near Low Income (waiver required)	0%
31 Over Income (maximum 10%)	8%



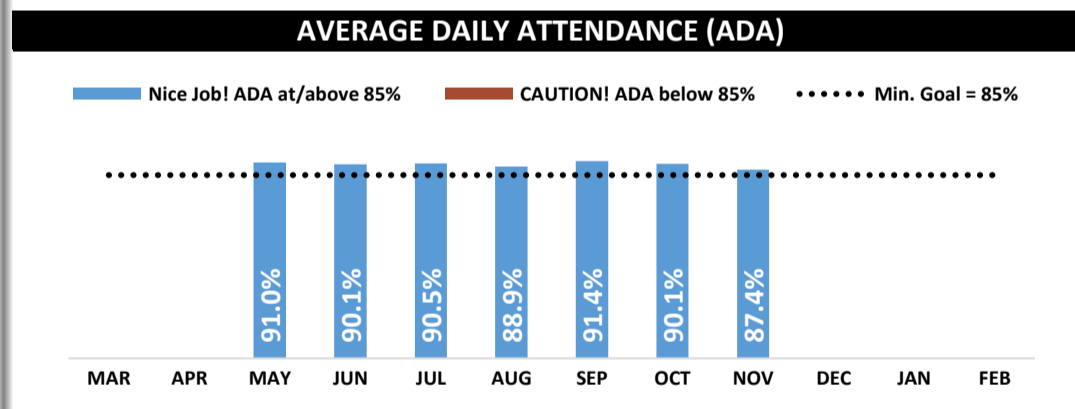
CHILDREN WITH DISABILITIES	
(#)	(%)
52 Disabilities	9%

(% of funded; minimum 10%)

DEVELOPMENTAL SCREENING OF NEW ENROLLEES	
(#)	(%)
130 New Enrollees (cumulative)	34%
46 Received Screening <45 Days (Of new enrollees)	35%



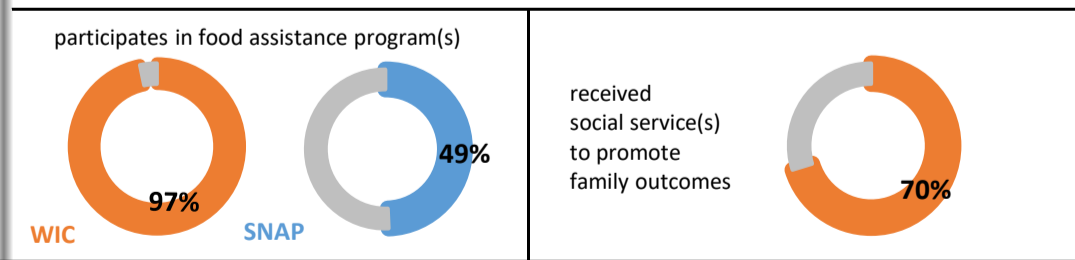
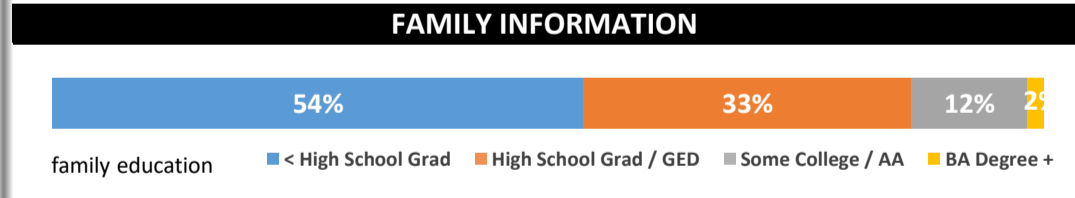
CHILDREN'S HEALTH	
(#)	(%)
379 Has Health Insurance	99%
289 EPSDT Up-to-Date	76%
24 Chronic Health Condition	6%
24 Received Medical Treatment (Of children with diagnosed chronic health conditions)	100%
382 Immunizations Up-to-Date (Also includes those eligible for exemption & those with all immunizations possible at this time, but not for their age)	100%
379 Access to Dental Care	99%
172 Completed Dental Exam	78%
22 Received Dental Treatment (Of children who needed dental treatment other)	96%
151 Healthy BMI (Children under 3 years are excluded)	70%



STAFF EDUCATION	
# Staff	% Meet Minimum Education Requirements
10 Preschool Teacher: BA+	30%
10 Preschool Teacher: AA+	100%
11 Preschool Assistant: CDA+	100%
15 Infant/Toddler Teacher: CDA+	100%

(AA degree is minimum education requirement for a Preschool Teacher. However, at least 50% should have a BA degree or above).
(Includes those who are currently enrolled in a CDA/equivalent program)
All staff should meet minimum education requirements for their position.

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



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.

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

Community Action Partnership of Madera County (CAPMC)

[Migrant Head Start]

noviembre 2023

382
Niños Acumulados

306
Familias Acumuladas

36
Maestras

Tipo de Elegibilidad

(#)	(%)	
	Niños Sin Hogar	0%
	Niños en Adopción Temporal	0%
215	Recibe Asistencia Pública	56%
136	Ingresos por Debajo de la Pobreza Federal	36%
	Ingresos Cerca de Bajos (requiere una exención)	0%
31	Ingresos Sobre las Pautas (maximo 10%)	8%

Niños con Discapacidades

(#)	(%)	
52	Discapacidades	9%

(% de la matrícula contratada; mínimo 10%)

Evaluación del Desarrollo para los Nuevos Niños(as) Inscritos

(#)	(%)	
130	Nuevos Niños(as) Inscritos (acumulados)	34%
46	Recibió Evaluación <45 días de los Nuevos Niños(as) Inscritos	35%

Salud de los Niños

(#)	(%)	
379	Tiene Seguro Médico	99%
289	al Día Con el Cuidado de Salud Preventivo	76%
24	Condición de Salud Crónica	6%
24	Recibieron Tratamiento Médico de niños con enfermedades crónicas diagnosticadas	100%
382	al Día con las Vecunas (También incluye a aquellos elegibles para la exención y aquellos con todas las vacunas posibles en este momento, pero no para su edad)	100%
379	Acceso a Servicios Dentales	99%
172	Completaron Exámenes Dentales Profesional	78%
22	Recibió Tratamiento Dental (de niños en edad preescolar que necesitaban tratamiento dental distinto al cuidado preventivo)	96%
151	BMI Saludable (los niños menores de 3 años están excluidos)	70%

Educación del Personal

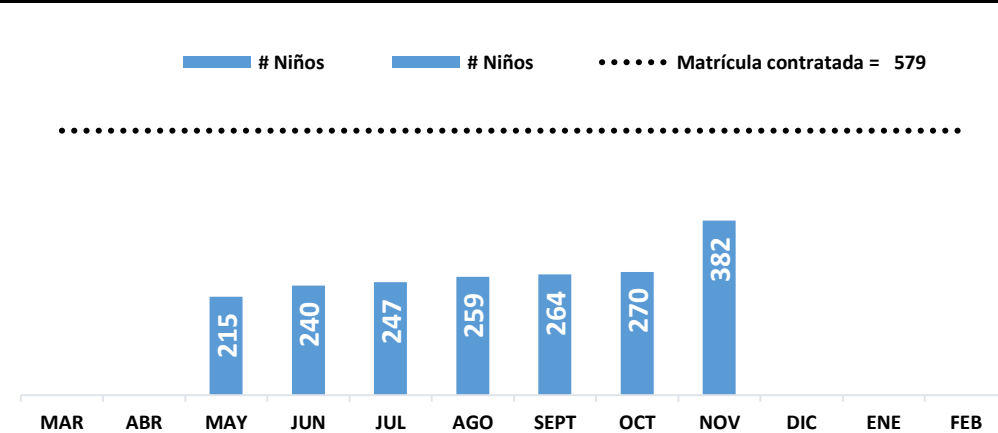
# Personal	% llenan los requisitos mínimo de educación
10	Maestras de la Clase Preescolar: BA+ 30%
	Maestras de la Clase Preescolar: AA+ 100%
11	Asistentes de Maestra de la Clase Preescolar: CDA+ 100%
15	Maestras de la Clase de Infantes / Niños Pequeños: CDA+ 100%

(Un título AA es el requisito mínimo de educación para los maestros de preescolar, pero al menos el 50% debe tener una licenciatura.)

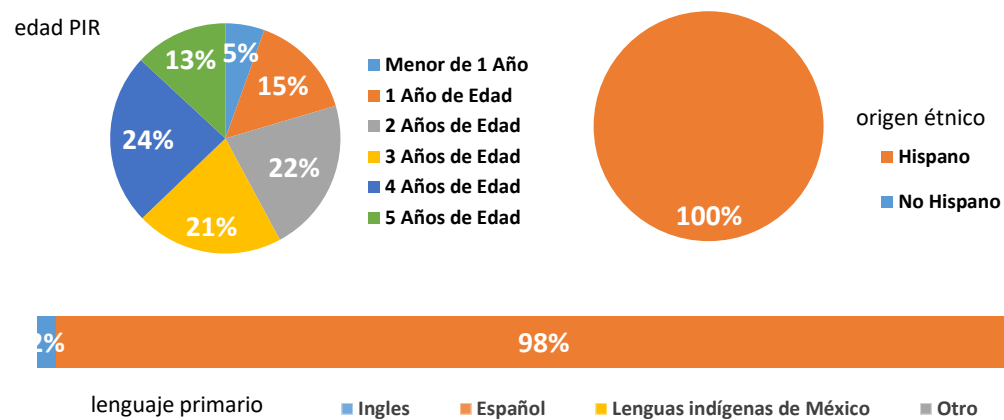
(Incluyen a aquellos que están actualmente inscritos en un programa CDA / equivalente o superior. CDA=Asociado/Diplomado en Desarrollo Infantil (CDA, sigla en ingles)

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

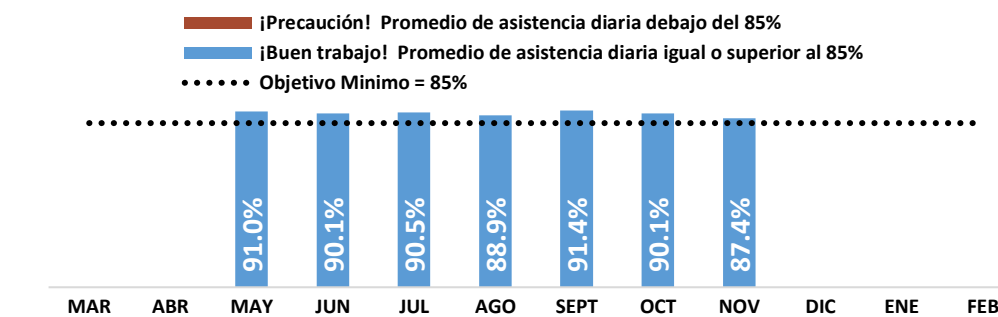
Matrícula Cumulativa de Niños



Demografía de los Niños Matriculados

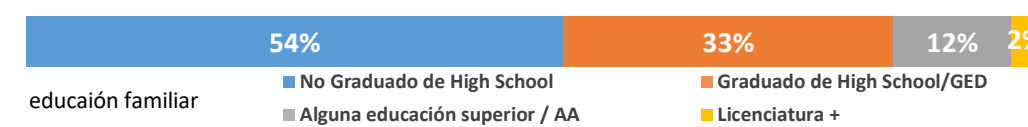


Promedio de Asistencia Diaria

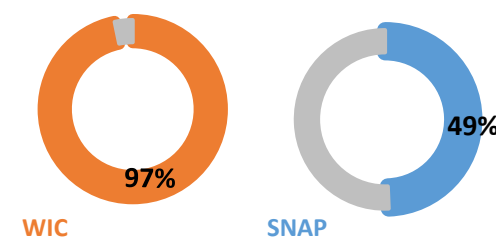


% de niños crónicamente ausentes (ausente más del 10% de los días de clase): 43%

Información Familiar



participa en programas de asistencia alimentaria



recibió servicios sociales para promover resultados familiares



simbolo clave:

★ = ¡Buen trabajo!

Cumple o excede las regulaciones o expectativas de Head Start

⚠ = ¡Precaución!

Resultados más bajos de lo esperado

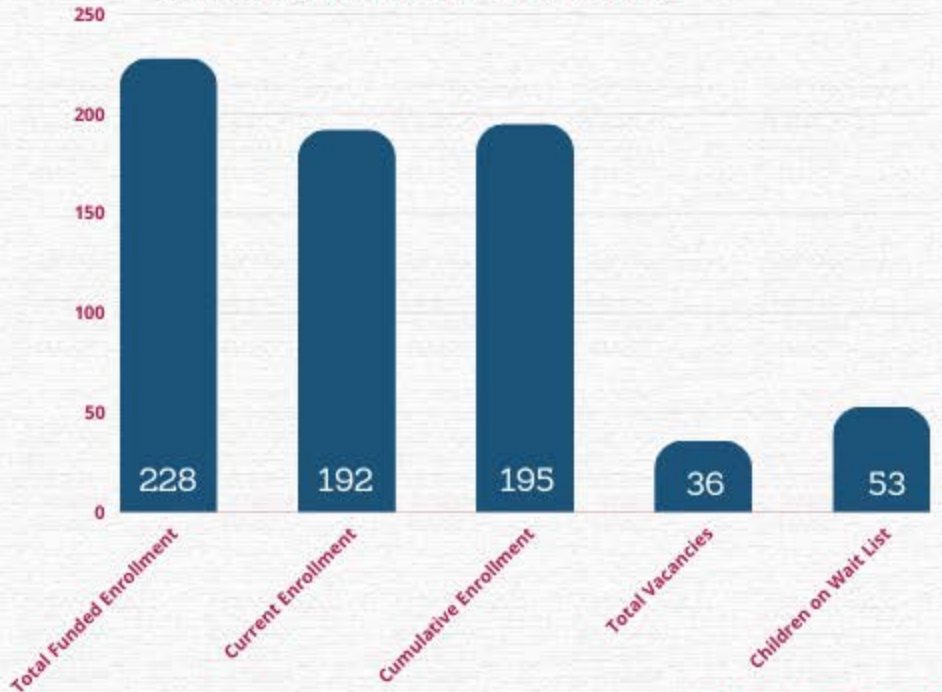
✖ = ¡Tomar acción!

No cumple con las regulaciones de Head Start

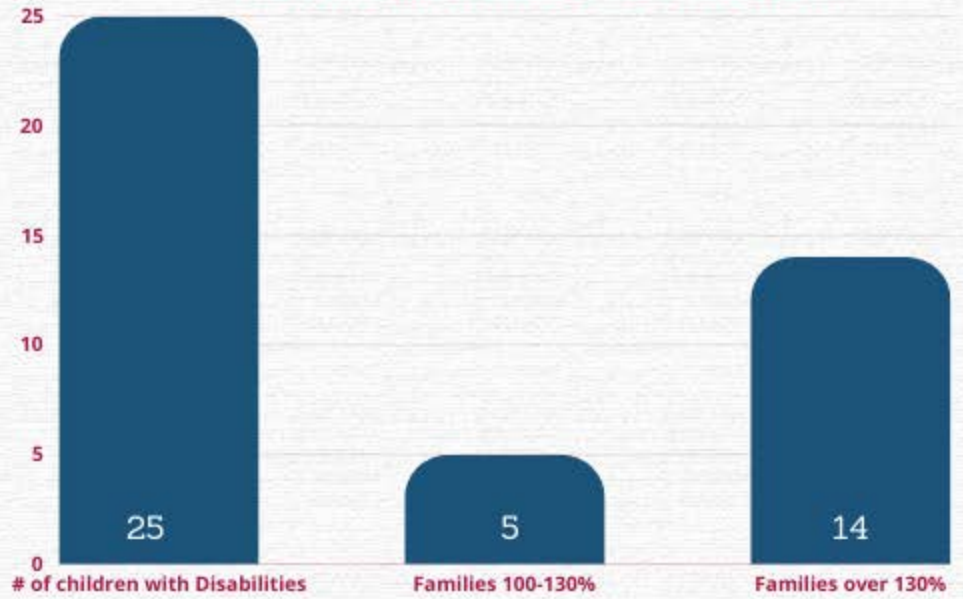


Madera Regional Head Start Monthly Enrollment Report November 2023

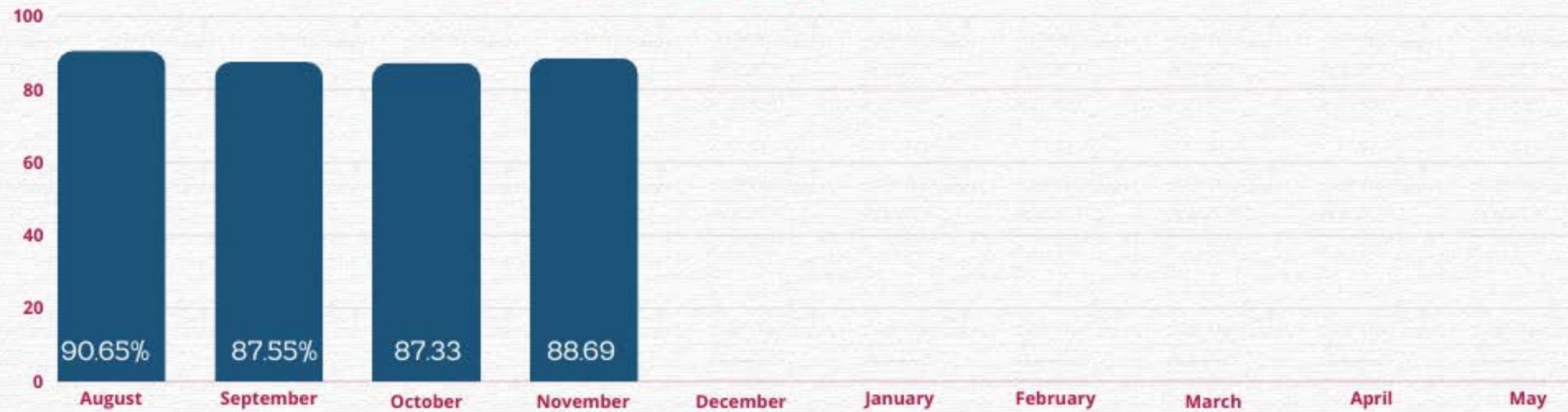
ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



ATTENDANCE REPORT



IN-KIND MONTHLY SUMMARY REPORT

Month

November

Year

2023-24

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	60,628.00	138,020.54	100,665.08	238,685.62	(178,057.62)
A. Professional Services/Servicios Profesionales	-	1,217.00	5,507.50	6,724.50	(6,724.50)
B. Center Volunteers/Voluntarios en el Centro	58,203.00	135,964.24	95,157.58	231,121.82	(172,918.82)
C. Other/Policy Council/Otro/Comité de Póliza	2,425.00	839.30		839.30	1,585.70
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	-	0.00		-	-
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	318,251.00	98,382.75	19,676.55	118,059.30	200,191.70
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	378,879.00	236,403.29	120,341.63	356,744.92	22,134.08
State Fund 319	\$1,091,317	338,685.00	100,351.00	439,036.00	652,281.00
Grand Total	1,470,196.00	575,088.29	220,692.63	795,780.92	674,415.08

B. Contracted In-Kind \$ 795,780.92

C. Percent Y-T-D In-Kind 54.13%

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY
REGIONAL HEAD START including BLENDED CSPP STATE PROGRAM
INCOME CALCULATIONS
November-2023**

FREE MEALS	200		137
REDUCED	0		0
BASE	0		0
TOTAL	200		137

PERCENTAGES:

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

MEAL	#		%		RATE		
BREAKFAST:	2,274	X	100.0000%	X	\$2.2800	=	\$5,184.72
	2,274	X	0.0000%	X	\$0.0000	=	\$0.00
	2,274	X	0.0000%	X	\$0.0000	=	\$0.00
LUNCH:	2,626	X	100.0000%	X	\$4.2500	=	\$11,160.50
	0	X	100.0000%	X	\$4.2500	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
SUPPLEMENTS:	214	X	100.0000%	X	\$1.1700	=	\$250.38
	0	X	100.0000%	X	\$1.1700	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00
	0	X	0.0000%	X	\$0.0000	=	\$0.00

5,114
TOTAL FEDERAL REIMBURSEMENT \$16,595.60

CASH IN LIEU: LUNCHES X \$0.2950 \$774.67

TOTAL REIMBURSEMENT \$17,370.27

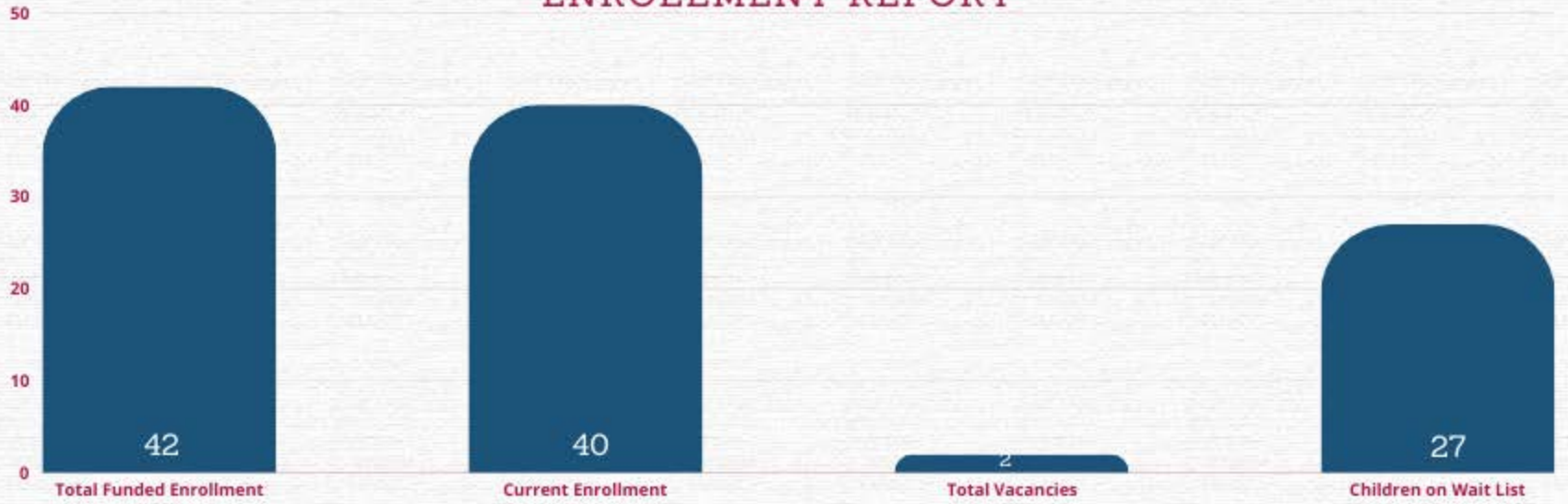
	Breakfast	Lunch	Snack	Total
RHS	390	2,626	214	3,230
CSPP	1,884	-	-	1,884
	2,274	2,626	214	5,114

	<u>RHS</u>	<u>CSPP</u>	<u>Total</u>
TOTAL FEDERAL REIMBURSEMENT:	\$12,300.08	\$4,295.52	\$16,595.60
CASH IN LIEU:	<u>\$774.67</u>	<u>\$0.00</u>	<u>\$774.67</u>
	\$13,074.75	\$4,295.52	\$17,370.27

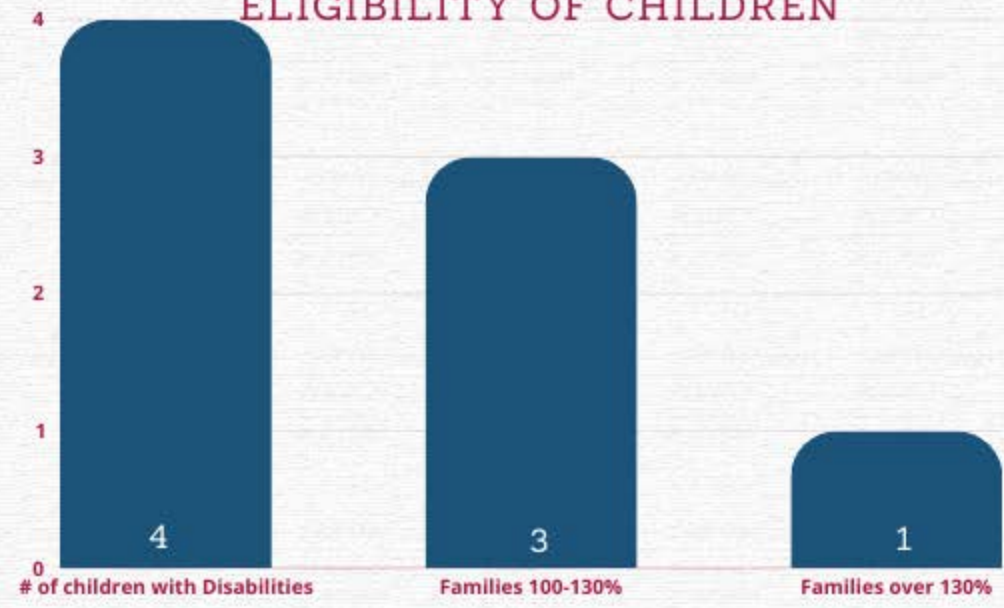


Madera Early Head Start Monthly Enrollment Report November 2023

ENROLLMENT REPORT



DISABILITIES & ELIGIBILITY OF CHILDREN



IN-KIND MONTHLY SUMMARY REPORT

Month

November

Year

2023

CATEGORY	BUDGET	PREVIOUS TOTAL	CURRENT TOTAL	Y-T-D TOTAL	REMAINING IN-KIND NEEDED
NON-FEDERAL CASH					
Volunteer Services/Servicios Voluntarios	158,104.00	86,479.01	23,998.84	110,477.85	47,626.15
A. Professional Services/Servicios Profesionales	-	0.00	-	-	-
B. Center Volunteers/Voluntarios en el Centro	155,652.00	86,479.01	23,998.84	110,477.85	45,174.15
C. Other/Policy Council/Otro/Comité de Póliza	2,452.00	0.00		-	2,452.00
Donated Food/Comida Donada	-	0.00		-	-
Donated Supplies/Materiales Donado	1,655.00	0.00		-	1,655.00
Donated Equipment	-	0.00		-	-
Donated Bus Storage	-	0.00		-	-
Donated Space/Sitio Donado	-	0.00		-	-
Transportation/ Transportación	-	0.00		-	-
TOTAL IN-KIND	159,759.00	86,479.01	23,998.84	110,477.85	49,281.15
Grand Total	159,759.00	86,479.01	23,998.84	110,477.85	49,281.15

B. YTD In-Kind \$ 110,477.85

C. Percent Y-T-D In-Kind 69.15%



Report to the Board of Directors

Agenda Item Number: D-9

Board of Directors Meeting for: January 11, 2024

Author: Luisa Marquez

DATE: January 3, 2024

TO: Board of Directors

FROM: Luisa Marquez, Analyst Consultant

SUBJECT: 2022-2023 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report.

I. RECOMMENDATIONS

Review the 2022-2023 CAPMC Madera Migrant/Seasonal Annual Report. (Informational Only)

II. SUMMARY

Per the 2007 Head Start Act, CAPMC Madera Migrant/Seasonal Head Start shall make available to the public a report that is published at least once each fiscal year. The report presented discloses information from the most recently concluded fiscal year of March 1, 2022-February 28, 2023. The annual report must also include the following:

- (A) The total amount of public and private funds received by the CAPMC agency and the amount from each source.
- (B) An explanation of budgetary expenditures and proposed budget for the 2022-2023 fiscal year.
- (C) The total number of children and families served in the 2022-2023 Madera Migrant/Seasonal Head Start program. The total enrollment and the percentage of eligible children served.
- (D) The results of the most recent review by the financial auditor.
- (E) The percentage of enrolled children that received medical and dental exams.
- (F) Information about parent involvement activities.
- (G) The agency's efforts to prepare children for kindergarten.
- (H) Any other information that may be required by the Secretary of Health and Human Services in Washington DC.

III. DISCUSSION

Utilizing the COPA and Accufund systems, 2022-2023 Program Information Report (PIR) and monitoring reports, the Head Start Department is pleased to share their Madera Migrant/Seasonal Head Start annual report. The report will be reviewed in its entirety to reflect areas of need and the strengths of the program. This information will be shared with the Board of Directors, staff, parents/families, and community partners from Madera County. The report will also be made available on CAPMC's website.

- The 2022-2023 CAPMC Madera Migrant/Seasonal Head Start Annual Public Report will be presented to the PC on 1/9/2024.

IV. FINANCING - Minimal

2023

CAPMC
HEAD START



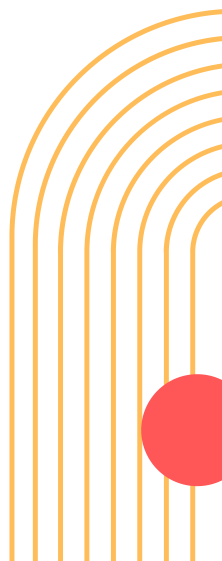
ANNUAL REPORT

MADERA MIGRANT / SEASONAL HEAD START



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OUR AGENCY

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



CAPMC was established in 1965 as a result of the Economic Opportunity Act (EOA) of 1964. The EOA was signed into law by President Lyndon B. Johnson to support his declaration of an unconditional “War on Poverty.” The act was established to promote school readiness, enhance children’s social and cognitive development by providing educational, health, nutritional, social, and other services to enrolled children and their families. Each county in the United States designated a community action agency to be responsive to the needs of the low-income individuals and families by providing programs and services that assist them in becoming stable and self-reliant.

CAPMC is a leader in “helping people, changing lives.” We have received local and national recognition for implementing creative, cost-effective programs to serve the low-income residents of Madera, Mariposa, and Fresno counties. As the region continues to grow and change, CAPMC is also transforming itself to best serve those in need. CAPMC continues to examine its current programs to ensure that they meet the highest levels of efficiency and effectiveness. As an agency, leaders regularly seek to initiate innovative programs that complement and broaden our existing ones, and search for the best practices from other agencies in our community action network. CAPMC continues to maintain the financial integrity of its programs to maximize resources to the greatest benefit of CAPMC program participants and other customers and stakeholders. Since its inception in 1965, CAPMC’s mission and vision have remained the same:

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

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



HEAD START DIRECTOR MESSAGE

Madera Migrant/Seasonal Head Start staff would like to share information and highlights from the 2022-2023 school year. The 2022-2023 Annual Report's data will provide an overview of the funding, staffing, enrollment, attendance, school readiness results, and overall services provided by the program. Madera Migrant/Seasonal Head Start is a Delegate of Stanislaus County Office of Education Child and Family Division, who enters into contract with Community Action Partnership of Madera County to serve eligible migrant/seasonal children. In the 2022-2023 program year, CAPMC was funded to serve 579 children. Due to challenges with staff shortages, CAPMC was only able to serve 420 children.



During the children and families' participation in the program, they receive comprehensive services inclusive of education, health, nutrition, mental health, and disabilities. CAPMC's primary goal is to provide families with opportunities to engage with their children, increase their knowledge of their children's development, and ultimately, assist them in becoming their children's lifelong educators.

I want to acknowledge our exceptional staff for their dedication to providing quality educational experiences to our children. Thank you to the Parent Policy Committee and Board of Directors for their continued support and our community partners that make it possible for the program to provide support and resources. This is truly a "community effort" to help families meet their needs and allow children to be successful in their educational path.

A special recognition and gratitude to participating families that allow program staff the honor of educating and caring for their children on a daily basis. It is a privilege to be able to serve the families of Madera County.

Respectfully,

Maritza Gomez-Zaragoza

Head Start Program Director
Community Action Partnership of Madera County



SHARED GOVERNANCE

BOARD OF DIRECTORS

Deborah Martinez
Department of Social Services

David Hernandez
Madera Unified School District

Leticia Gonzalez
Madera County Board of Supervisors

Steve Montes
Madera City Council

Jeff Troost
City of Chowchilla

Debi Bray
Madera Chamber of Commerce

Donald Holley
Community Affairs Expertise

Eric LiCalsi
Criminal Defense and Labor Law

Martha Garcia
Central Madera/Alpha

Tyson Pogue
Eastern Madera County

Richard Gutierrez
Eastside/Parksdale

Molly Hernandez
Fairmead/Chowchilla

Aurora Flores
Monroe/Washington

POLICY COMMITTEE

Eastin Arcola
Representative: Lidia Alondra Tinajero
Representative: Fabiola Rendon Salazar
Alternate: Luz Hernandez
Alternate: Ofelia Mendoza

Mis Angelitos
Representative: Luis Pinacho
Representative: Catalina Venegas
Alternate: Maria Rodriguez
Alternate: Angela Hernandez

Los Niños
Representative: Yuritsi Ortiz
Alternate: Juana Perez-Lopez

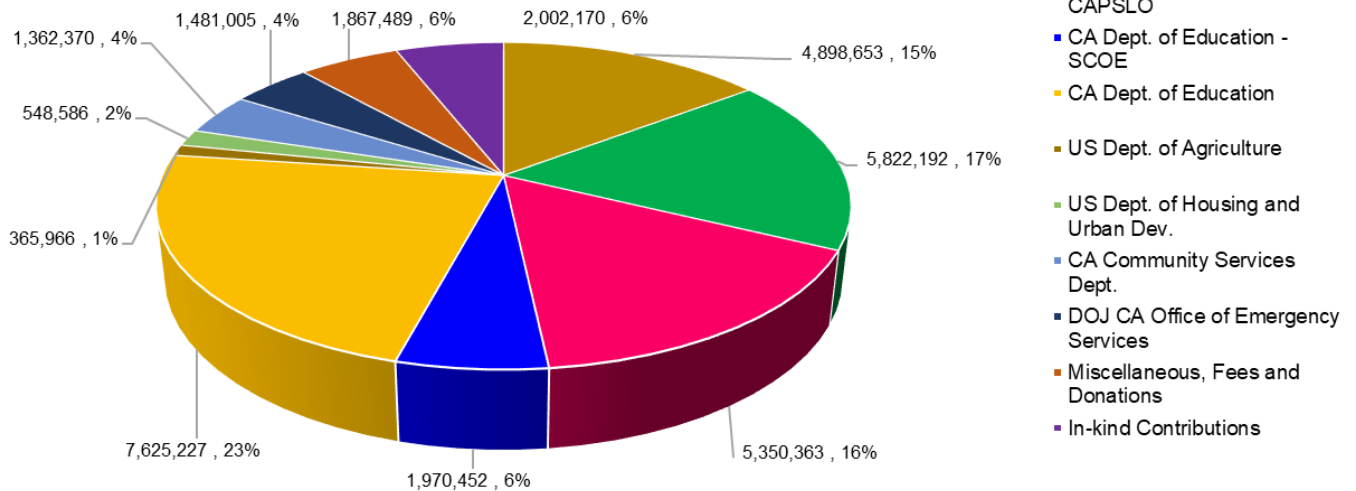
Pomona
Representative: Luxceli Eufrazio

Sierra Vista
Representative: Delldi Fuentes
Representative: Ramon Garcia
Representative: Irene Juarez
Alternate: Yadira Alvarado
Alternate: Liliana Cruz Bazurto
Alternate: Rogelio Garcia

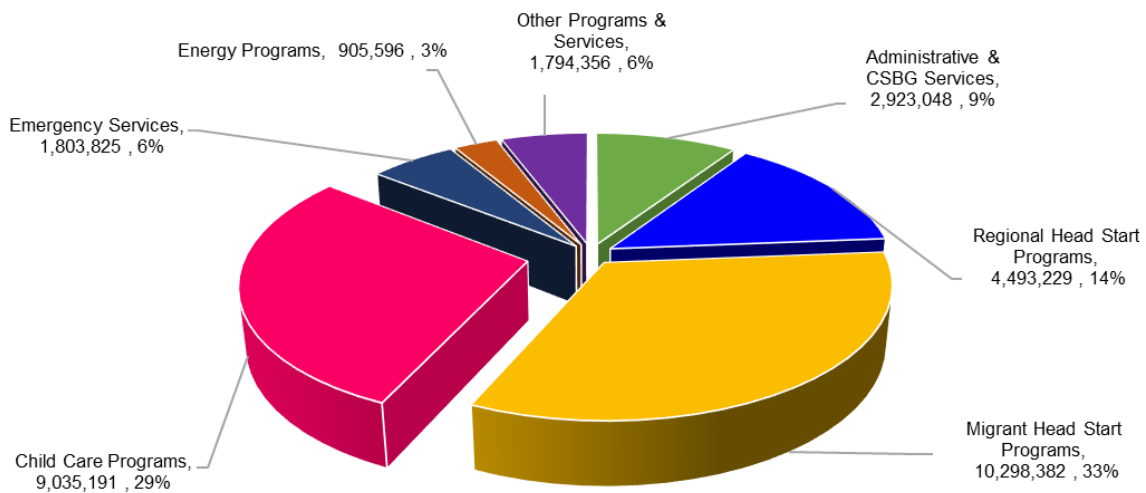


AGENCY BUDGET 2021-2022

Community Action Partnership of Madera County, Inc.
Funding Revenues by Source
Fiscal Year Ended June 30, 2022
\$33,294,473



Community Action Partnership of Madera County, Inc.
Expenditures by Program
Fiscal Year Ended June 30, 2022



An audit was conducted by Randolph Scott & Company as of June 30, 2023. In the auditor's judgment, he/she had no reservation as to the fairness of presentation of Community Action Partnership of Madera County financial statements and their conformity with Generally Accepted Accounting Principles (GAAP). A "clean opinion" was given without any reservations of the financial condition. There were no findings or questioned costs or any material or significant internal control weaknesses noted during the audit.



2022-2023 MADERA MIGRANT / SEASONAL HEAD START BUDGET

Legal Name: Community Action Partnership of Madera County

Grant Number: 90-CM-9830

Annual Funding Cycle: March 1, 2022—February 28, 2023

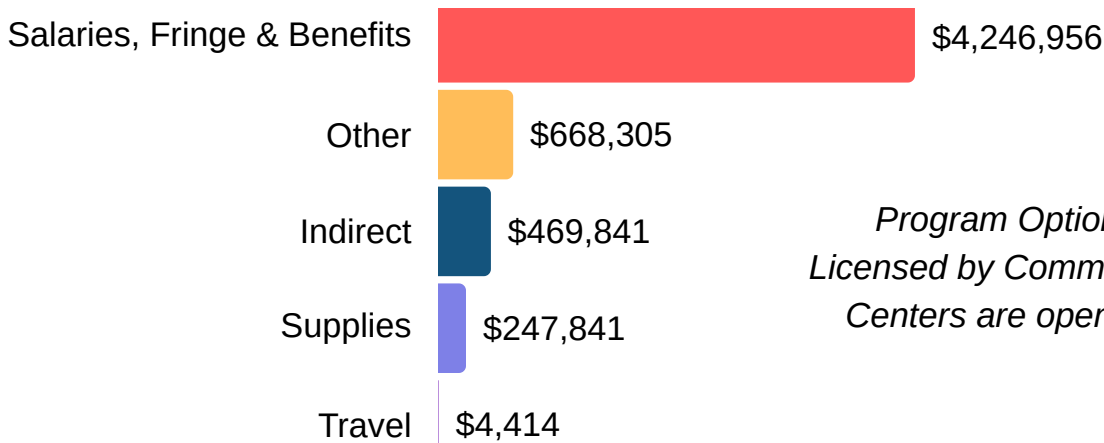
Number of Eligible Children Served in Madera County:

0-2 Year Olds 304

3-5 Year Olds 639

Total 943

TOTAL FUNDS AWARDED	\$5,664,788
BASIC FUNDS	\$5,632,943
T&TA FUNDS	\$31,845
NON-FEDERAL FUNDS	\$1,375,181



*Program Option: Center-Based
Licensed by Community Care Licensing
Centers are open 10 hours per day*

In 2023 The office of Head Start acknowledge that Community Action Partnership of Madera County was in full compliance with all applicable Head Start Performance Standards, laws, regulations and policy requirements by issuing a letter based on a terminal review to Central California Migrant Head Start.



CHILDREN & FAMILIES SERVED

The Madera Migrant/Seasonal Head Start Program did not meet the funded enrollment for the 2022-2023 program year due to impacts with workforce. The program has not been able to recruit eligible teaching staff for the program which has caused low enrollment for some of the program sites. The program continues to offer a center-based option, five days per week. The breakdown of the ages of enrolled children is as follows.

579

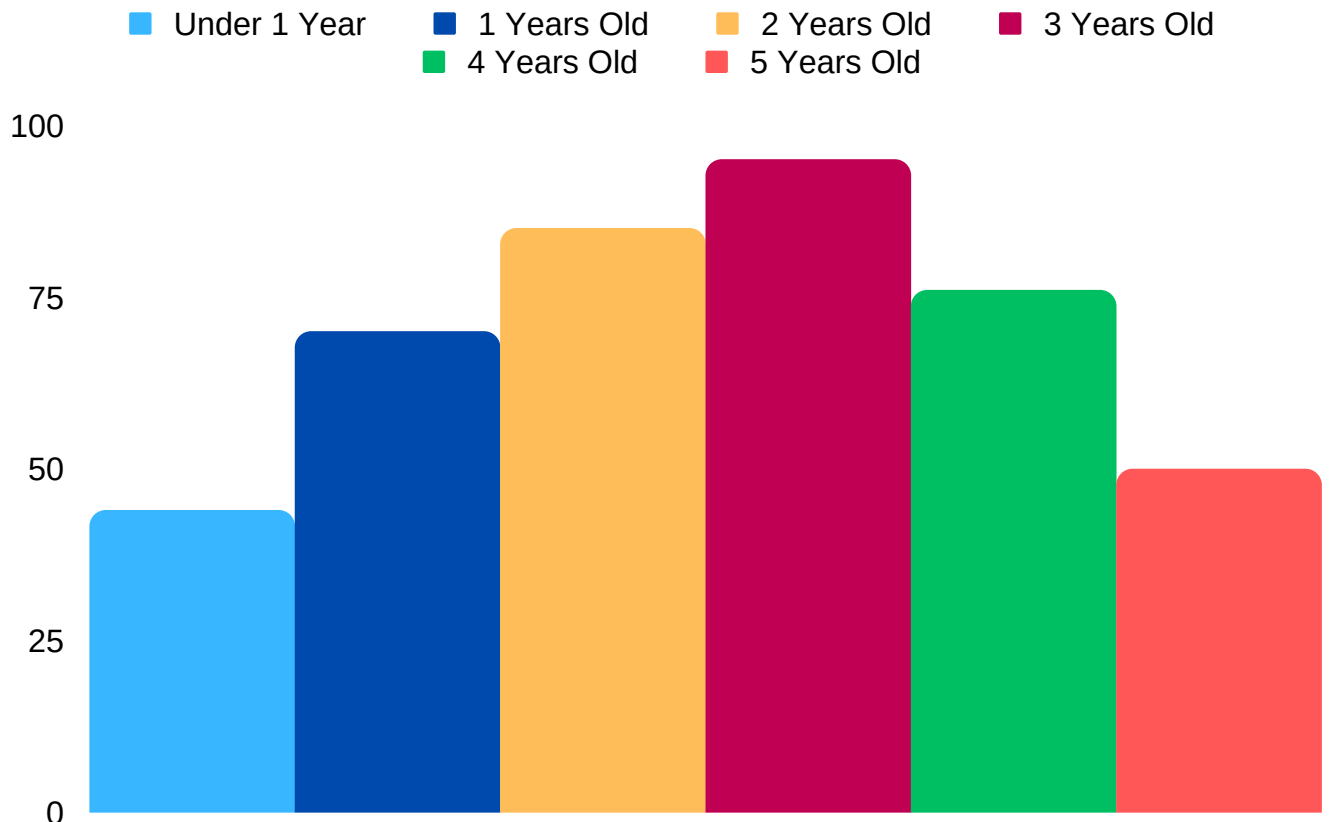
Funded Number of Children to be served in Madera County

420

Total Number of Children Served in Madera County

339

Total Number of Families Served



ENROLLMENT

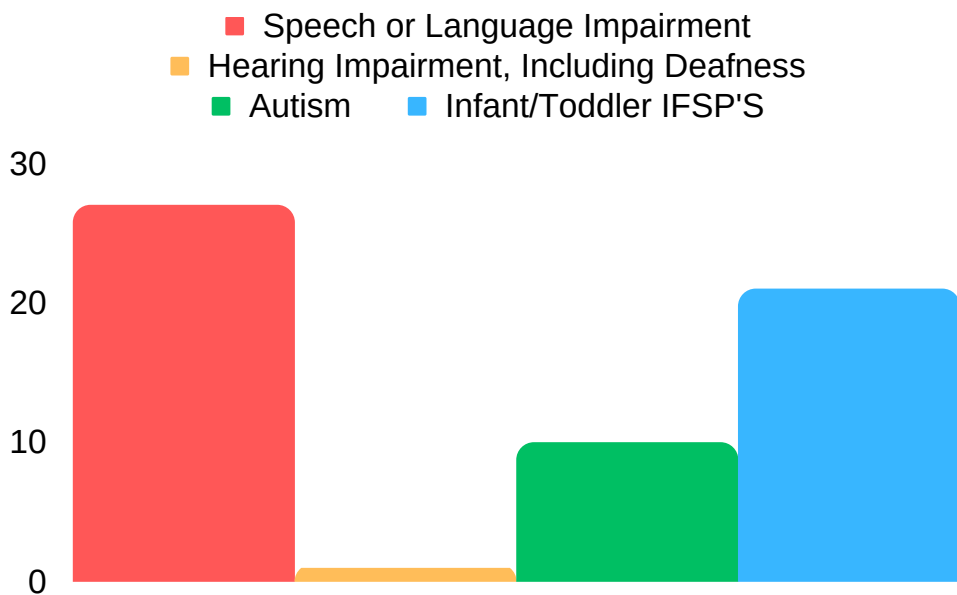


Average Monthly Attendance
88%



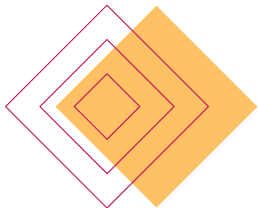
Eligibility	Children Enrolled
Income Below 100% of Federal Poverty Line	244
Receipt of Public Assistance	125
Foster Children	0
Homeless	0
Over Income	22

CHILDREN WITH DISABILITIES PRESCHOOL IEP'S



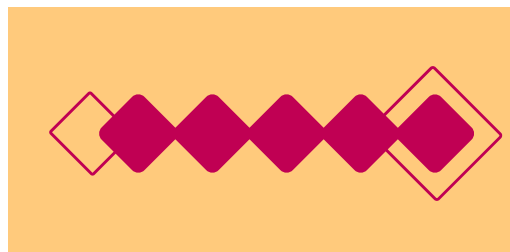
Enrolled Children with Disabilities
14%






MEDICAL & DENTAL SERVICES

The Madera Migrant/Seasonal Head Start Program aims to provide comprehensive services to all children and families enrolled. Below are the health related services the children and families have received.



Medical Services 	
420	Number of children with health insurance.
92%	Percentage of children with up-to-date scheduled preventative health care.
100%	Percentage of children with up-to-date on all immunizations appropriate for their age.

Chronic Health Conditions


Number of children diagnosed with chronic condition needing medical treatment. **21**

Recipients of treatment for chronic conditions

Autism Spectrum Disorder (ASD) **4**
Asthma **12**

Body Mass Index

Underweight **7**
Healthy Weight **148**
Overweight BMI **18**
Obese BMI **34**

Dental Services 	
420	Number of children with continuous, accessible dental care provided by a dentist.
182	Number of children who received preventative care.
178	Number of infant toddlers who are up-to-date with age-appropriate preventative dental care.



PARENT & FAMILY DATA



Parent Education Level

192	Less than high school graduate
107	High school graduate or GED
35	Associate degree or some college
5	Advanced or baccalaureate degree

Two-Parent Families

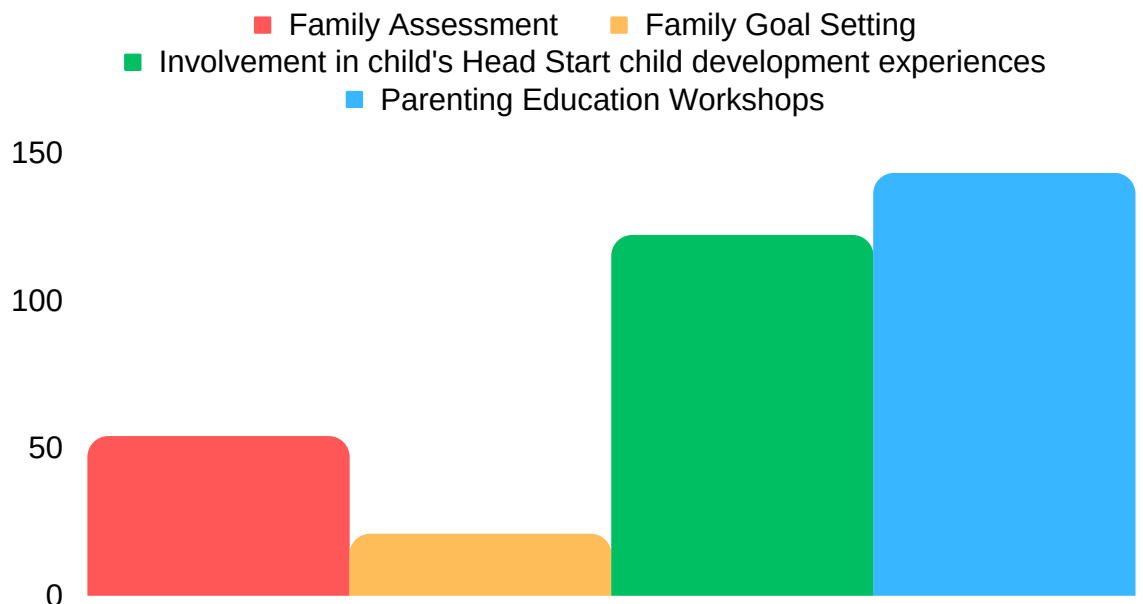


Single-Parent Families



Father Engagement

Number of fathers / father figures who were engaged during the program year in the activities highlighted in the graph.



PROGRAM STAFF & QUALIFICATIONS



<i>Mid-Management & Management Staff</i>	
3	Graduate Degree
9	Bachelor's Degree
0	Associate Degree

103

Total Number of Staff

18

Staff who are current or former Head Start Parents

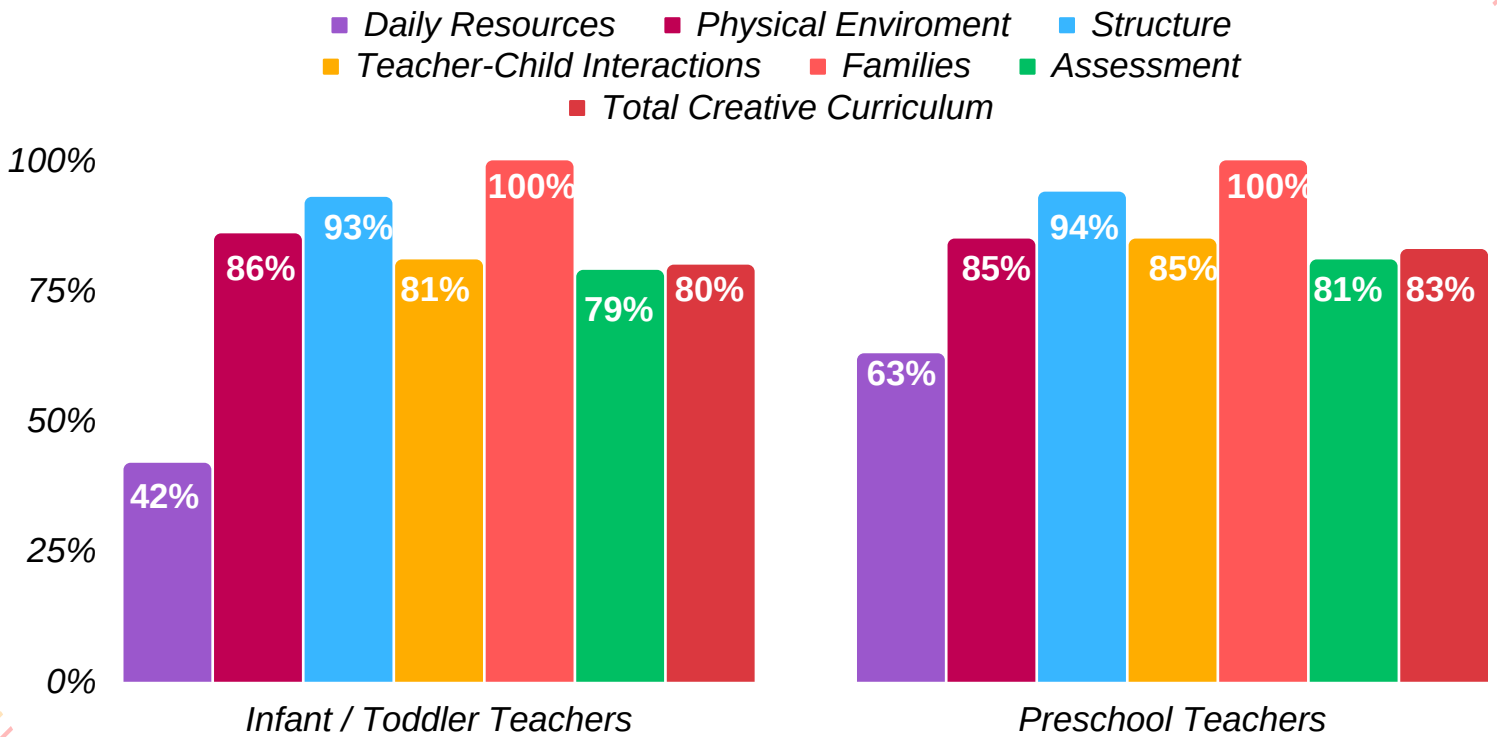
	Preschool Classrooms	Infant / Toddler Classrooms
Graduate Degree	0	0
Bachelor's Degree	5	1
Associate Degree	7	12
Child Development Associate Credential	6	8
Total	18	21



SCHOOL READINESS



The Creative Curriculum provides long lasting learning opportunities for children from birth to preschool age. Implementing this curriculum to Fidelity is an essential practice to ensure that the interactions and activities implemented in the classroom result in positive child outcomes and achievement of school readiness goals. It helps teachers provide engaging interaction and environments for children. Fidelity implementation allows staff to improve teaching practices to ensure that all children reach their appropriate development. It also supports teaching staff in problem-solving to strengthen curriculum implementation. The 2022-2023 average percent on the performance of fidelity is below.



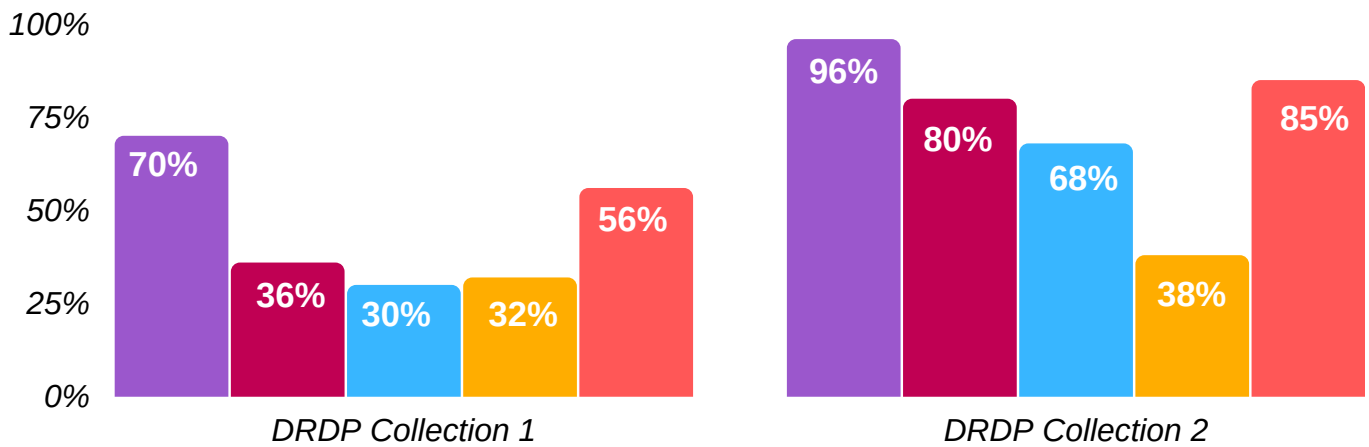
SCHOOL READINESS

The California Department of Education Early Learning and Care Division, Desired Results system is designed to improve the quality of programs and services to all children from birth through 12 years of age who are enrolled in early care and education programs. Desired Results (DRDP) are defined as conditions of well-being for children and families. The Madera Migrant Seasonal Head Start Program analyses data three times during the season. Below are the 2022-2023 DRDP collection results from the beginning and end of the program year.



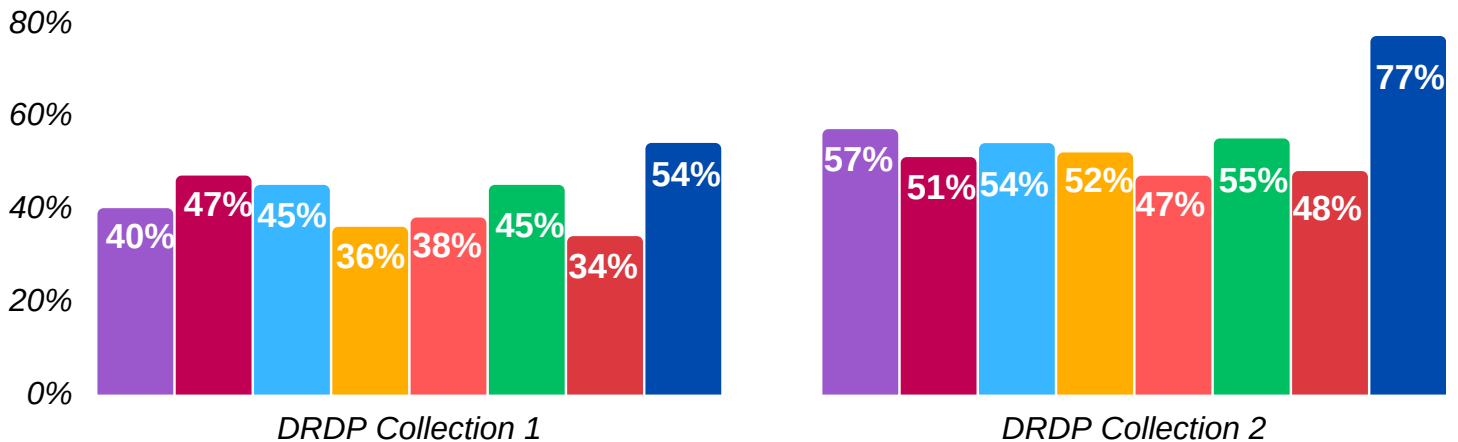
Targeted School Readiness Goals Ages 0-3

- Self-Control of Feelings & Behavior
- Symbolic & Sociodramatic Play
- Communication & Conversation
- Number Sense of Quantity
- Safety



Targeted School Readiness Goals Ages 3-4

- Curiosity & Initiative Learning
- Identity of Self in Relation to Others
- Reciprocal Communication & Conversation
- Letter & Knowledge
- Symbol, Letter & Print Knowledge in English
- Number Sense of Quantity
- Documentation & Communication of Inquiry
- Nutrition

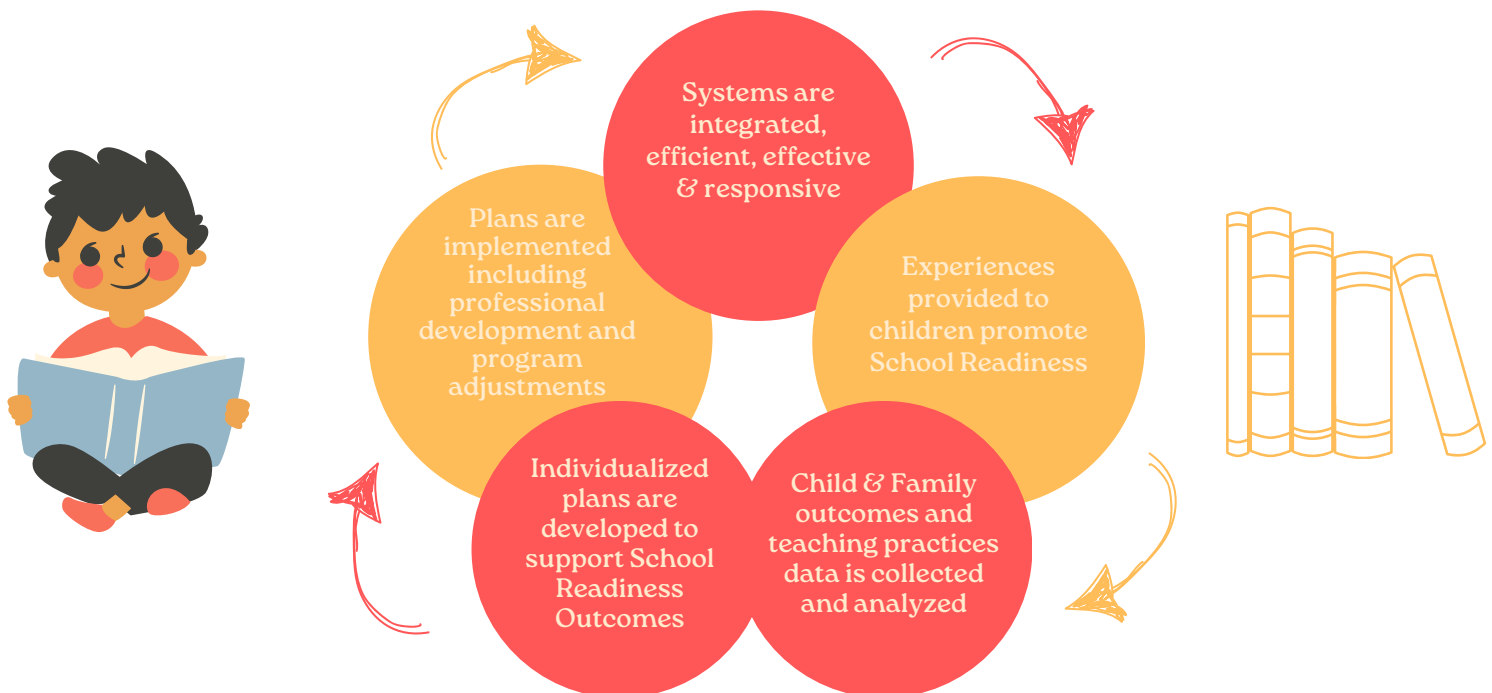




SCHOOL READINESS GOALS

The improving Head Start for School Readiness Act of 2007 and the School Readiness in Programs Serving Preschool Children Program Instruction (ACFPI0HS-11-04) require Head Start programs to adopt school readiness goals for preschool children.

- The School Readiness Plan describes how CAPMC with SCOE/CCMHS will strategically integrate program services to improve the School Readiness Outcomes of Head Start children and families.
- The School Readiness Goals reflect that families are children’s first teachers. The goals encompass the five essential child development domains: Approaches to Learning, Language & Literacy, Cognition & General Knowledge, Physical Development & Health, and Social & Emotional Development.
- Development of School Readiness Goals, a crucial part of the School Readiness Plan, was guided by input from the Head Start community and approved by the parents of Head Start children and the Governing Bodies.
- Two sets of School Readiness Goals were adopted, the first set for expectant families, infants and toddlers, and the second set for preschool-aged children.
- The School Readiness Goals for Expectant Families, Infants and Toddlers were developed in alignment with the Head Start Framework for Programs Serving Infants and Toddlers and their Families, California Infant/Toddler Learning & Development Foundations, California Desired Results System, the Head Start Child Development and Early Learning Foundations, and the Program for Infant and Toddler Care.
- The goals for preschool children were developed in alignment with the Head Start Child Development Early Learning Framework, California Preschool Learning Foundations, California Desired Results System and the Common Core Standards for kindergarteners.

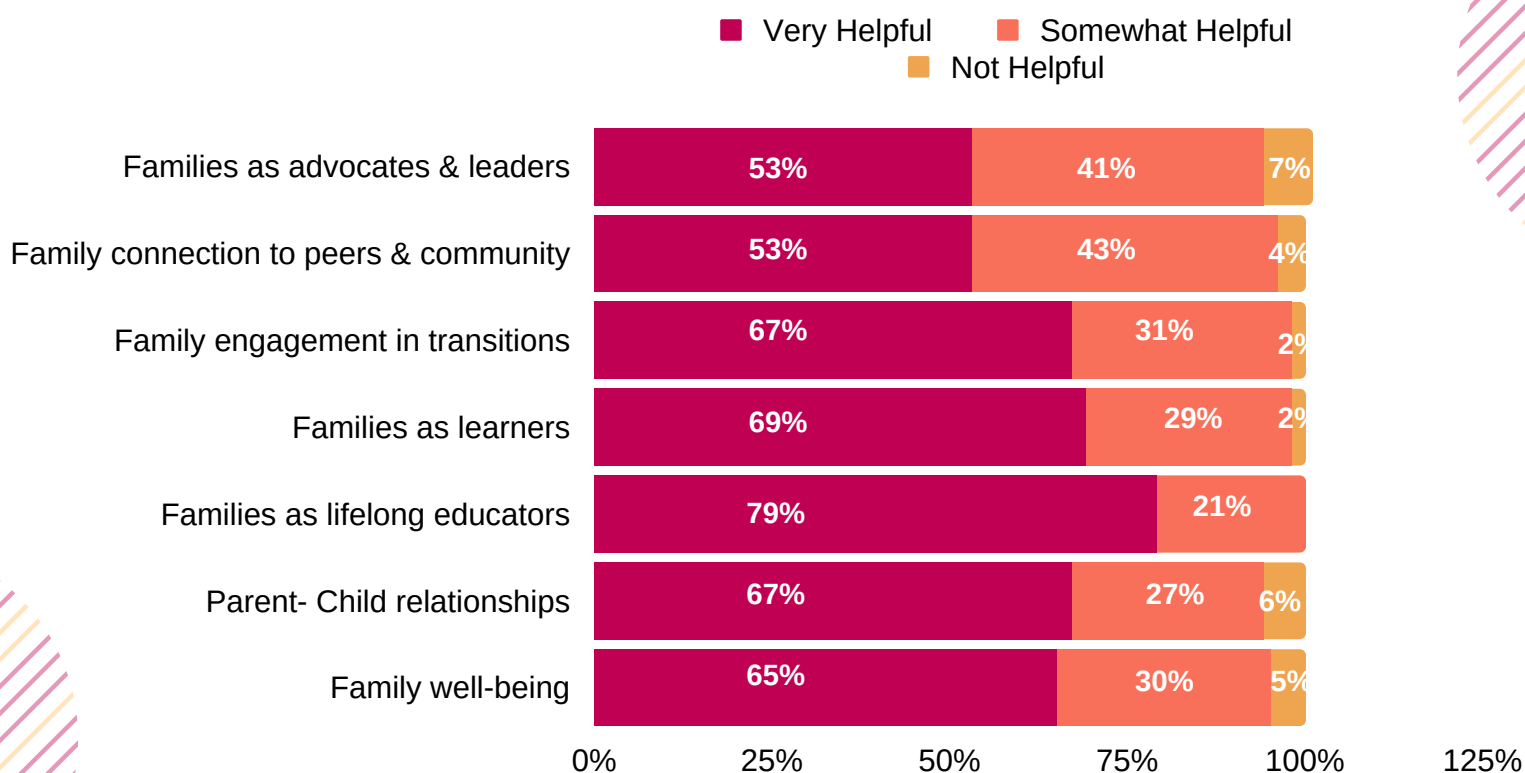


2022-2023 FAMILY OUTCOMES

Out of 339 families in the summer and winter program, 86% of parents completed the Program Satisfaction Surveys to share their opinion on how much they and their families have benefited from the program. The survey is aligned to The Head Start Parent, Family, and Community Engagement Framework. The survey questions measure the impact in each of the following areas: Family Well-being, Positive Parent-Child relationships, Families as Lifelong Educators, Families as Learners, Family Engagement in Transitions, Family Connections to Peers and Community and Families as Advocates and Leaders. Below are the results:

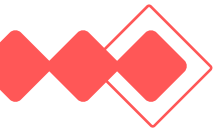


HOW MUCH DID THE PROGRAM HELP YOU AND YOUR FAMILY?



Based on the results from the graph above, the top four areas where parents received the most help were Families as Lifelong Educators, Families as Learners, Parent-Child Relationships and Family Engagement in Transitions.





2022-2023 FAMILY OUTCOMES



The following are other areas where parents express their feedback regarding the program:

Overall Program Helpfulness and Quality

- How much did the program help you? 93% - Extremely helpful
- How satisfied are you with the overall quality of this program? – 80% -Very Satisfied.

Top three areas with higher satisfaction

- Language spoken by staff – 81%
- Meeting the individual needs of your child – 81%
- Experience of staff – 81%

5 Most Helpful Topics

- Child growth and development and feeling confident that child will succeed in school – 96%
- Activities to support child’s learning – 91%
- Value primary home language – 85%
- Confidence to talk with child’s teacher and feel welcome – 84%
- Transitions – 80%

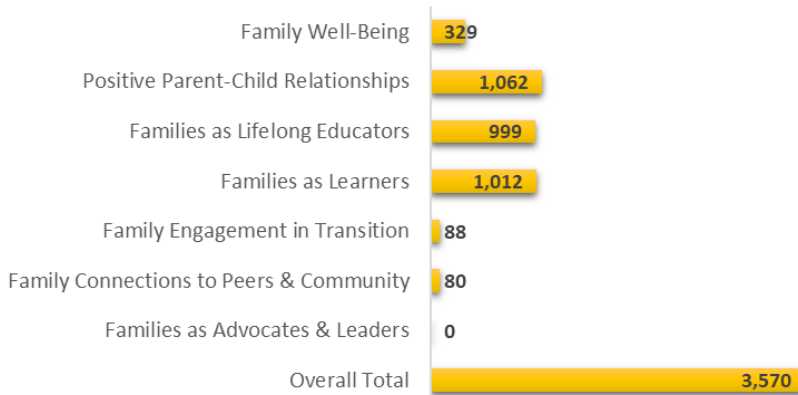
Parent Curriculum - Ready Rosie

The program continues to offer parents the opportunity to participate in the Ready Rosie parent curriculum.

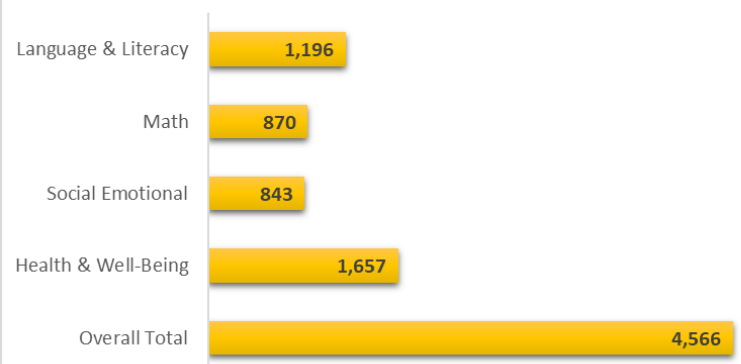
Out of 339 families, 271 (80%) registered to participate in the platform. Out of the 271, 172 (63%) were connected to a classroom.

A total of 937 videos were viewed by parents. Out of the 937 videos, the following is a breakdown of views related to the Early Learning Outcomes Framework (ELOF) and the Parent, Family, and Community Engagement (PFCE) frameworks:

PFCE Framework



ELOF Framework



2022-2023 FAMILY OUTCOMES

Based on the results, 3,570 video views were aligned to the Parent, Family, and Community Engagement Framework (PFCE) and 4,566 to the Early Learning Outcomes Framework (ELOF).

Parents also participated in Ready Rosie educational workshops during the parent meetings. The following are the topics provided to them:

1. Ready for Kindergarten
2. Words Matter – Language and Literacy
3. Positive Discipline Strategies
4. Relationships Matter
5. Family Role in Building Social Emotional Skills
6. Families as Partners
7. The Importance of Creating Routines
8. Family Role in Building Socio & Economic Skills
9. Families as Leaders



Parents actively participated not only in building their skills as their child's first teacher, but also in sharing decision-making responsibility for program planning, goals and objectives, recruitment criteria, selection and enrollment of children, the annual program assessment, and personnel policies during the center parent meetings or Policy Committee meetings. Below are other topics presented to parents during the parent meetings:

1. Financial Literacy
2. Mental Wellness (Brain Development/Stress/Anxiety Management)
3. Social Emotional – Stress and Anxiety
4. Nutrition – Sugary Drinks/My Plate and Healthy Cooking
5. Male Figure Activity
6. Health Topics
 - *Health Literacy*
 - *Oral Health*
 - *Child Abuse*
 - *Tobacco*



MADERA MIGRANT/SEASONAL HEAD START LOCATIONS:

EASTIN ARCOLA

29551 Avenue 8, Madera, California 93637

(559) 675-3562

Capacity: 12 Infants / 12 Toddlers / 20 Preschoolers

MIS ANGELITOS

101 East Adell, Madera, California 93638

(559) 673-2564

Capacity: 8 Infants / 8 Mobile Infants / 8 Toddlers / 44
Preschoolers

LOS NIÑOS

29171 Desha Street, Madera, California 93638

(559) 662-1788

Capacity: 8 Infants / 8 Toddlers / 20 Preschoolers

POMONA

11777 Woodward Way, Madera, California 93638

(559) 661-1169

Capacity: 12 Toddlers / 20 Preschoolers

SIERRA VISTA

917 East Olive Avenue, Madera, California 93638

(559) 675-9137

Capacity: 23 Infants / 12 Toddlers / 57 Preschoolers

Madera Migrant/ Seasonal Head Start is funded by grants from the U.S. Department of Health and Human Services, Administration for Children and Families. Our services are aligned with Head Start Program Performance Standards.





Report to the Board of Directors

Agenda Item Number: D-10

Board of Directors Meeting for: January 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: December 18, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Program Director

SUBJECT: Review and approve the 2023-2024 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations

I. **RECOMMENDATIONS**

Review and consider approving the 2023-2024 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations.

II. **SUMMARY**

The 2023-2024 Self-Assessment was conducted during the week of November 27, 2023 through December 1, of 2023. The central office staff was divided into four teams which consisted of two or more person(s). Sites were visited based on an assessment schedule, each team was given three days to visit, observe, interview staff and review documents, files or classrooms in order to identify program findings, recommendation and strengths.

III. **DISCUSSION**

Staff utilized program monitoring of children's file review, observations, staff interviews using the Focus Area one protocol and desktop monitoring to identify program strengths, findings, or areas of recommendation. The program process and systems were reviewed to collect data that was utilized as part of the self-assessment to identify strengths and areas of need in the implementation of policies, procedures, and processes. The areas reviewed were:

- Quality Education and Child Development services
- CLASS and Curriculum to Fidelity
- Quality Health Program Services/Environmental Health and Safety
- Quality Family and Community Engagement Services
- ERSEA – Eligibility, Recruitment, Selection Enrollment and Attendance
- Program Design and Management

Once all information and data was collected, staff determined that there were findings in the area of ERSEA, Human Resources Management, and Program Management & Quality Improvement, recommendations for program improvement were identified for some service areas, and program strengths and/or highlights were identified for all other areas.

Staff developed the corrective plans to address findings and recommendations made to continue to increase the quality of Head Start and Early Head Start services to the children and families.

- The 2023-2024 Madera/Mariposa Regional and Early Head Start Self-Assessment Results, Findings and Plan of Action for Recommendations will be presented to the Policy Council for approval on 1/4/2024.

IV. **FINANCING**: None



PROGRAM SELF-ASSESSMENT Review Year 2023-2024 PROGRAM STRENGTHS, RECOMMENDATIONS AND FINDINGS

Program: CAPMC Madera/Mariposa Preschool Head Start & Early Head Start		November 27 – December 1, 2023
Program Area	Program Strengths/Highlights	
Quality Education and Child Development Services	<p>Disabilities: 1302.14(b)(1)</p> <ul style="list-style-type: none"> • EHS is above 10% of funded enrollment of children with disabilities. They are currently at 23.8%. • RHS is above 10% of funded enrollment with children with disabilities. They are currently at 10.1% and have additional children in the process of assessment w/Districts or have recently qualified, and IEP copies (5) are pending. Once copies are entered into ChildPlus, RHS will be at 12.1%. <p>1302.33(3)(i) Systems:</p> <ul style="list-style-type: none"> • D/MH Specialist utilizes a Google Spreadsheet that is linked to MUSD to easily track and receive updates on referred children and follow up on requested IEP copies. <p>1302.33(b)(2)</p> <ul style="list-style-type: none"> • All Disability Files have an IEP/IFSP Review Form that clarifies/simplifies the children’s IEP/IFSP goals and includes the DRDP measure that aligns with each child’s IEP/IFSP goal, making it easier to individualize for the children. • Each IEP and IFSP are color-coded tabbed to make it faster and easier for teaching staff to find significant areas of the document. <p>1302.34(a) and 1302.34(6)</p> <ul style="list-style-type: none"> • Staff had consistent documentation that resources/activities were provided to parents when screening results were reviewed to work 	

with their children at home regardless of how their children scored on their ASQ-3 and ASQ-SE2.

Education:

1302.32(2) Curriculum implementation

- The program consistently supports staff in effectively implementing curricula by having Curriculum Lending Kits as supplemental study materials to enhance weekly investigations and curriculum implementation. From Clothing, Insects, Gardening, Recycling, Music, and many more on hand. Consequently, the teachers can have study materials available in the classroom.

- The agency has created a monthly newsletter (Coaching Corner) for teaching staff. In the coaching corner, they share highlights, Site events, wellness routines, safety, and education tips. Some examples include Community visitors, summer health safety, CLASS tips, and Shoutouts to Teaching Pyramid Champions.

- On an effort to support teachers and provide ongoing training, the program provides monthly community of practice on topics related to curriculum implementation and CLASS for new hired teachers. This opportunity is open for experienced teachers as well.

Quality Health Program/Environmental Health and Safety
1302.46 (b)(1)(i) Family Support Services
1302.53(a) Community Partnerships

- The program has partnered with Madera County Department of Public Health Cribs for Kids program to provide cribs and vital education on safe sleep to 6 EHS families.

Quality Family and Community Engagement Services

1302.53(a)(1-2) –Community partnerships and coordination with other early childhood and education programs

The program has strong collaboration and partnership with community agencies in different component areas to assist families in meeting their needs and provide comprehensive support. The following are some samples:

- The program developed the following 13 Memorandum of Understanding
 - Darin M Camarena Health Centers
 - Family Health Centers
 - First 5 of Madera County
 - Greg A. Leisle
 - Madera Adult Education
 - Madera CDP-Child Health and Disability

	<ul style="list-style-type: none"> ○ Madera Unified School District ○ Merced COE – Migrant Education ○ Rosalinda Mauricio, DDS ○ SELPA – 3-5 years ○ SELPA – 0-3 years <ul style="list-style-type: none"> ● Below are few of the partnerships with community agencies: <ul style="list-style-type: none"> ○ Food Banks and other institutions ○ CalFresh & WIC – Nutrition education ○ Educational Employee Credit Union – Financial Literacy ○ California Health Collaborative – Dad’s Project ○ Madera Behavioral Health Department ○ Madera Coalition ● A 2-day Financial Literacy workshop in collaboration with Educational Employees Credit Union was offered to all families in November 2022. The workshop topics consisted of budgeting, credit scores and fraud. There was a total of 7 parents who participated in the workshops. 	
ERSEA 1302.12(a)(ii)	<ul style="list-style-type: none"> ● A total of 110 Children files were reviewed in the area of ERSEA by the data entry technician and all eligibility documents were organized and in place. The advocates, site supervisor and all four family facilitators were able to articulate and provide thorough information about the eligibility documents they received when completing the application with the family. 	
Program Management & Quality Improvement 1302.102(c) <i>Use of Data for Program Improvement</i>	<ul style="list-style-type: none"> ● The program has implemented a comprehensive data reporting system to track program progress, strengths, and areas of need. The report will also be shared with the Policy Council and Board to keep the governing bodies updated of program activities and progress. 	
Program Area	RECOMMENDATION	PLAN OF ACTION
Quality Education and Child Development Services	1302.32(2) Curriculum Implementation To improve curriculum implementation to fidelity, the program recommends having a system to ensure the use of the Highlights High Five Bilingual.	<ul style="list-style-type: none"> ● Program will provide additional guidance and have clear expectations on how to implement HFB. ● During meetings, Site supervisors will be asked to articulate how the Highlights High Five Bilingual is implemented or utilized in the classroom. ● Monitoring, guidance, and feedback will be provided during education site visits.

<p>Quality Health Program/Environmental Health and Safety</p>	<p>1302.47(b)(7)(8)-Safety Practices</p> <p>The Active Supervision plan needs to be revised to ensure that all components of active supervision are being prioritized so the children are never left unsupervised.</p> <p>It is recommended to review the Emergency Preparedness policy and procedure to set a time frame of completing the drills within 3 months of the beginning of the program year to be able to prepare staff and children at the center.</p> <p>1302.47 (b)(1) Safety Practices</p> <p>Although the Site Supervisors are aware of the Incidental Medical Services policy and procedure, the center staff could not articulate what the policy and procedure is. It is recommended to present the Incidental Medical Services policy and procedure during Pre-Service.</p> <p>1302.44 Child Nutrition 1302.47(b)(7)(vi) Safety Practices</p> <p>There is a need to strengthen communication between those entering the center to make them aware of any life-threatening food allergies.</p>	<ul style="list-style-type: none"> • The program will review the Active Supervision plan. • The revisions will be reviewed with staff. • The Active Supervision plans will be reviewed during monitoring visits. • Review and update policy and procedure. • Present updated policy and procedure during Pre-Service. • Monitor to ensure it is completed within 3 months of the beginning of the program year. • Create a PowerPoint/Presentation about the Incidental Medical Services policy and procedure. • Present to the staff during Pre-Service. • Create a poster that will be used by the center's that have any children with life-threatening food allergies. • Train the staff during Pre-Service. • Monitor to ensure posters are visible.
<p>Quality Family and Community Engagement Services</p>	<p>1302.53(b) – Data Systems</p> <p>Although files were well maintained and family goals/assessments were completed within the timeline, there was inconsistency with entering family goals and resources/referrals in Child Plus. It is recommended to strengthen the family data entry systems to ensure consistency with data.</p>	<ul style="list-style-type: none"> • Review and update the Child Plus – Family Data Procedures Manual. • Provided training on the updated procedures. • Develop a timeline to enter family information in Child Plus. • Monitor data and provide feedback to Advocates at preservice and during Advocate monthly meetings.

Out of 40 files reviewed from 8 centers,

- One center showed the family goal description is being entered with the title “family goal”. This section should reflect the goal of the parents.
- Eight centers showed inconsistency with the service area and issue titles.
- There is evidence of resources/referrals being provided to the parents in case notes and/or referral forms, but not captured in Child Plus. Per PIR 33% of families from the Regional Head Start received at least one service in comparison to the Early Head Start program at 76%.

1302.53(b) – Data Systems
1302.101(b)(4) Management System

Although the Advocates were able to articulate the basic process of data during their staff interview, it was evident that they had difficulties elaborating how the program analyzes and uses data for planning and quality improvement.

It is recommended that training is provided to Advocates to increase their knowledge about how to analyze data and how it is used for program planning and quality improvement.

1302.51(b) – Parenting Curriculum

Although 57% of parents are registered for the Ready Rosie platform, it is recommended to strengthen the implementation process for the parenting curriculum to support staff as they implement it and parents as they participate in the platform.

- Out of the parents registered for Ready Rosie, 33% of parents are not connected to the platform, it was evident that there is

- Provide T&TA for Advocates needing additional training.

- Develop a procedure and provide training on how the family data is analyzed and used for planning and quality improvement.
- The program’s Data Quarterly Review plan will be shared with staff.

- Review and update the parent curriculum implementation process.
- Develop a timeline to guide Advocate when to enter parents into the platform and how often to follow up with them offer support.
- Provided training on the updated process and timelines.
- Provide training on how to support parents and encourage them to participate.
- Monitor data every other month and provide feedback to Advocates.

	<p>inconsistency in entering parents and fully connect to Ready Rosie.</p> <ul style="list-style-type: none"> It was also evident that one center has very active participation from parents with 371 video views in comparison to other centers having less than 17 video views. 	<ul style="list-style-type: none"> Provide T&TA for Advocates needing additional training.
Performance Standards: Program Area	FINDING	CORRECTIVE PLAN OF ACTION
1302.101(a)(4) Program Management & Quality Improvement	Staff Personnel File Review identified that 50% of files did not have 1 or 2 required documents – CPR certification, Mandated Reporter Training Certification.	<ul style="list-style-type: none"> HR Assistant will develop a schedule to monitor staff files to ensure all proper documentation is filed timely. Files will be monitored quarterly to ensure any documents submitted from staff to meet job requirements are filed in the staff's HR file.
1302.92 Human Resources Management	50% of staff personnel files identified non compliance with performance evaluations and 90 day evaluations per CAPMC Personnel Policies and Procedures.	<ul style="list-style-type: none"> Tracking system will be developed and shared with the Site Supervisors to ensure they are aware of when employees annual evaluations are due. HR Assistant and Head Start Director will review system on an annual basis to determine effectiveness and potential revisions.
1302.15 ERSEA	The program did not meet its funded enrollment of 228. The program was able to reach 88% of the enrollment contract.	<p>CAPMC will be working on the following steps to ensure the program meets its funded enrollment in the upcoming years:</p> <ul style="list-style-type: none"> Continue to attend recruitment events throughout Madera and Mariposa counties. Identify avenues of communicating program services to potential eligible families – in-person, technology, etc. Provide promotional items during recruitment events. Create an parent referral incentive program to increase enrollment and waiting list. Evaluate service areas based on community assessment and determine if services need to be changed and/or different program options provided. Monitor enrollment and enrollment patterns to determine impacts of other program services.



Report to the Board of Directors

Agenda Item Number: D-11

Board of Directors Meeting for: January 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: December 11, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: Madera/Mariposa Head Start & Early Head Start 2020-2025 Program Goals and Objectives Update

I. **RECOMMENDATIONS**

Review and consider approving the 2020-2025 Goals and Objectives updates for the Madera/Mariposa Head Start and Early Head Start Program.

II. **SUMMARY**

After the completion and analysis of the community assessment, Head Start management staff developed the program's five-year goals and objectives for the 2020-2025 refunding cycle with parent and program staff input. The 2023-2024 updates is being presented for review and consideration.

III. **DISCUSSION**

- Program staff diligently working on accomplishing the established program goals. Although at the start of the grant cycle many deadlines had to be moved and/or strategies changed due to the COVID-19 pandemic; the program has been able to accomplish a few goals .
- The updates being provided for consideration detail the activities and strategies being conducted in order to meet a specific goal. Staff will continue to move forward in meeting any pending strategies in the 2024-2025 program year which will be the end of the 5 year funding cycle.
- In 2024-2025, staff will be working on new program goals that will be presented to the Policy Council and Board of Directors for feedback and consideration.

- The Madera/Mariposa Head Start & Early Head Start 2020-2025 Program Goals and Objectives Update will be presented to the Policy Council for approval on 1/4/2024.

IV. **FINANCING**: Minimal



Madera/Mariposa Head Start & Early Head Start
2020-2025 Goals & Objectives Action Plan

Program Goal: *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

Objective I: Program will intentionally use its data plan at all levels for program activities, planning, and service delivery to increase the quality of service to children and families beginning August of 2020.

Expected Outcome(s): Program staff will collect, analyze, and utilize program data for informed decision making for all center and program service delivery.

Expected Challenge(s): Effective and timely collection of data, staff’s understanding in analysis of data, potential technical issues – internet, equipment, etc.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Area Managers will work with center staff to ensure current data tools are being utilized as intended to collect children’s developmental assessments in Learning Genie.	Area Managers Data Entry	December 2020 On-going	Minimal – TA is provided by Learning Genie
<p><u>2023-2024 Update:</u></p> <p>To continue collecting data to fidelity through pre-service, the following was reviewed:</p> <p>July 28, 2023, during site supervisors’ pre-service, Area Managers reviewed different ways to monitor children’s assessment completion and observations. At the same time, they review different ways to</p>	Area Managers	August 2023	None

utilize data immediately after completing assessments. August 3, 2023, Area Managers reviewed with all teaching staff some strategies for completing DRDP observations and how to utilize assessment data in a timely fashion utilizing Learning Genie.			
Advocates and Data Entry staff will be provided with specific timeframes and guidelines for entering child and family information	Support Services Manager	August 2020 On-going	Minimal
<u>2023-2024 Update:</u> Timelines and training were provided to Advocates during preservice at the beginning of the 23-24 program year.			
Training will be provided to center staff on the purpose of the data management plan, its components, and usability for center-level planning.	Deputy Director – CD Services Area Managers	August 2021	Minimal
<u>2023-2024 Update:</u> The School Readiness Goals data is reviewed thrice yearly with site supervisors/teachers. On August 3, 2023 the School Readiness Goals process was reviewed with center staff and lesson planning strategies were provided, as data use while completing children’s goals.			
During monthly Site Supervisor meetings, data points for each service area will be discussed and utilized for planning center activities and/or staff training.	Deputy Directors Area Managers Program Specialist Head Start Director	January 2022 On-going	Minimal
<u>2023-2024 Update:</u> The program is on track to review DRDP outcomes data. The first			

assessment for the 23-24 year was completed on October 6, 2023, and program data reports were reviewed with the site supervisor/teachers on 11/17. 2023.			
Family Data was shared with management staff on 10/16/23 and will be shared quarterly with Site Supervisors/Advocates.			

Program Goal: *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

Objective II: Utilize program data, develop a comprehensive professional development and resource plan to provide knowledge and skills to teachers, Advocates, and families beginning January 2021.

Expected Outcome(s): Teachers and parents experiencing challenging behaviors will be equipped with techniques and resources to support children in the classroom and home.

Expected Challenge(s): Funding, availability of speakers and cost, effective planning to schedule training during non-child days

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Based on staff and parent/family needs identify training topics, resources, and strategies to address the social emotional needs of children in the classroom and home.	Disabilities/Mental Health Specialist Head Start Director	January 2021 - Ongoing	Cost will be part of the T&TA budget
2023-2024 Update: During 2023 RHS PreService training was provided to center staff on utilizing s/e supports in the classroom. Make-It Take-It activities were offered where staff created visual routines and other visuals to utilize		July 2023 July 2023	

<p>with the children to help mitigate challenging behaviors.</p> <p>Four RHS classrooms are participating in the Teaching Pyramid trainings: Chowchilla B, North Fork, Oakhurst, and Valley West. All teaching staff, including the Center Director, are participating. Each classroom received a Teaching Pyramid Classroom Resource Kit and other resources.</p> <p>During the fall of 2023 families were provided a letter announcing our Overall Program Expectations and it explained what children would be learning in the classroom for social-emotional skills. The letter invited parents to share how their family exhibits fairness, responsibility, caring, and respect.</p> <p>Every child that has exhibited challenging behavior has received Conscious Discipline materials to keep and use at home. Parents are instructed on how to use with their child the Breathing Wand, Breathing Icon mat, and each of the Sophie books.</p> <p>Every parent/guardian of a child with persistent challenging behavior receives a Triple P brochure during either the Child Success Team Meeting or at the Positive Behavior Support Plan Meeting. The parent/guardians are encouraged to enroll.</p>		<p>Fall 2023 – Winter 2024</p> <p>October 2023</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>Disabilities/Mental Health Specialist will follow up with teaching staff experiencing more challenging behaviors to ensure strategies provided through resources and/or training are being implemented effectively in the classroom.</p>	<p>Disabilities/Mental Health Specialist</p>	<p>After training is provided beginning January 2021</p>	<p>Cost for materials, resources, and supports will be allocated on budget</p>
<p>2023-2024 Update: The Disabilities/Mental Health Specialist regularly checks in with staff</p>		<p>Bi-weekly and</p>	

of children who have been identified with persistent challenging behaviors and ensures that resources and strategies are being implemented with the children.		during monitoring visits	
Identify training topics to provide to parents during parent meetings. In addition, identify online trainings to provide an opportunity for all parents to access resources and/or techniques to address challenging behaviors	Deputy Director – Direct Services Disabilities/Mental Health Specialist	January 2021 – On-going	Cost will be part of T&TA budget
2023-2024 Update: The Advocate Resource Tool was updated with resources from the National Center for Pyramid Model Innovation and the Backpack Connection Series to support parents in addressing challenging behaviors.	Deputy Director – Direct Services Disabilities/Mental Health Specialist	April 2023	
Disabilities/Mental Health Specialist, as part of the child’s support plan, will encourage parent/families to participate in parenting classes through CAPMC-Head Start or other available parenting classes in the community.	Disabilities/Mental Health Specialist Advocates Support Services Manager	January 2021 – Ongoing	None – Parenting classes are offered at no cost
2023-2024 Update: Parents were provided referrals to the CAPMC Strengthening Family and Positive Parenting Programs as needed or requested. Information about other parenting programs within the community was also shared with parents. Topics included the following: Project Dad – Expecting & New Fathers Training, Parent Project & Loving Solutions – Parenting skills classes, Dad’s Nights – Building stronger relationships with their children and strengthen parenting skills.	Disabilities/Mental Health Specialist Advocates Deputy Director Direct Services	Program year 22-23 and continues to 23-24	N/A

Program Goal: *Program will provide quality child development services to meet the needs of children and families enrolled in the Head Start Programs.*

Objective III: Address the salary disparity between local preschool/childcare programs and CAPMC-Head Start to decrease staff turn-over and ensure continuity of services for children and families beginning June of 2020.

Expected Outcome(s): Maintain current workforce to provide continuity of services for children and families enrolled in Early Head Start and Head Start.

Expected Challenge(s): Availability of funding, continued pay disparity with local preschool programs, employees opting for higher salaries

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Apply for additional funding as opportunities become available from Office of Head Start to increase salaries.	Head Start Director CAPMC Executive Director	Beginning June 2020 – On-going	5% increase in salaries constitutes over \$100,000 in additional funding
2023-2024 Update: Office of Head Start allocated funding to support Head Start Program with a Cost of Living Adjustment of 2.28% plus Quality Improvement funds. By combining both awarded funds, CAPMC was able to provide a 7.5% salary increase to all Head Start staff.	Head Start Director CAPMC Executive Director	Salary adjustments were implemented effective June 2023	All funds received were applied to salaries & fringe benefits
Review CAPMC’s teacher job classifications create a tier within current job classifications to augment pay for a higher tier that will require higher education qualifications.	Head Start Director Human Resources Director	June 2022	Unknown

2023-2024 Update: CAPMC management staff was to implement a “disparity” salary increase for all classifications of at least 2.5%. A tiered classification based on education/degree held by teachers was also implemented to help with staff retention. Based on staff’s qualifications, teachers and site supervisors received a salary increase of 8% to 23%.	Executive Director Head Start Director Human Resources Director	June 2023	Salary cost were allocated to HS budget and supported by CSPP funding.
Seek funding opportunities from other sources – state – to address the upcoming California’s minimum wage.	Head Start Director CAPMC Executive Director Human Resources Director	June 2021 – On-going	5% increase in salaries constitutes over \$100,000 in additional funding
2023-2024 Update: CAPMC continues to apply any available Office of Head Start funding to salary increases. Since the start of the funding cycle CAPMC has increased staff’s salary by 15.7% which includes the 2023-2024 7.5% increase.	Head Start Director CAPMC Executive Director	Salary Adjustment were implemented effective June 2022	All funds received were applied to salaries & fringe benefits

Program Goal: Program will prepare children enrolled in Head Start to enter Kindergarten.

Objective: Program will develop connections with Local School Districts to improve transitions and share program data.

Expected Outcome(s): Children will be exposed to elementary school experiences. Program and School District will develop a process of data sharing.

Expected Challenge(s): Head Start children having the opportunity to visit elementary schools. School District’s being open to partnering with CAPMC Head Start.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Program staff will contact local school districts to develop a stronger partnership and collaboration. Center staff will better understand Kindergarten expectations, the enrollment process, and data/information sharing between Head Start and elementary schools.	Deputy Director - ECE Area Mangers	December 2020 – On-going	N/A
<p><u>2023-2024 Update:</u> The program collaborates with the Chawanakeee school district (North Fork area). To improve school transitions. The program continues to contact Madera School District and attends Child Development Advisory Committees to create connections within districts.</p>	Deputy Director – ECE Area Managers	February 2023 Ongoing	N/A
Teachers will schedule a meeting with the closest Elementary School’s teaching staff to share children’s outcomes and K-SEP data. Parent’s consent will be obtained prior to data/information sharing.	Teachers Area Managers	April-May of each year	Minimal
<p><u>2023-2024 Update:</u> Teachers are scheduled to complete KSEP by April 26, 2024, only for children transitioning to kindergarten.</p>	Teachers Area Managers	April-May of each year	Minimal
Children will have the opportunity to visit an elementary school prior to kindergarten enrollment. Information will be documented on the transition plan.	Teachers Area Mangers	April-May of each year	N/A
<p><u>2023-2024 Update:</u> Teachers continue inviting Kindergarten teachers to be part of parent meetings to speak and share information with parents about kindergarten enrollment.</p>	Teachers Area Managers	April-May of each year	Minimal

At the end of each program year, management staff in collaboration with center staff, will review the transition plan for effectiveness. If any gaps or opportunities for improvement are identified, the plan will be revised before the start of each program year.	Area Managers Teachers / Family Advocates	May 2021 – On-going	Minimal
<u>2023-2024 Update:</u> The Transition Plan was reviewed with the site supervisor/teachers to identify gaps and effectiveness. No suggestions were provided as it seems to be working at this time. Education managers will continue to monitor the effectiveness of the transition plans and will check-in again with teachers at the end of the school year.	Area Managers Teachers / Family Advocates	May 2023 – On-going	Minimal

Program Goal: Program will prepare children enrolled in Head Start to enter Kindergarten.

Objective: Program will utilize the end of the year family survey as a measure for child/family Kindergarten readiness – Indicator: Family as Lifelong Educator will indicate 65%-70% in the domain of Family Engagement in Transition.

Expected Outcome(s): Program will strengthen parents’ understanding of the importance of their role in supporting their children’s transition to school.

Expected Challenge(s): Having a low parent participation during activities offered.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Teachers will review their classroom outcome data after each collection. They will complete a Summary of Findings. Upon completion, this data will be shared with parents along with strategies that can be implemented at home.	Deputy Director - ECE Area Managers Teachers Family Advocates	August 2022- On-going	

<p>2023-2024 Update: Education managers reviewed the first DRDP collection data with site supervisors/teachers on 11/17/2023. Site supervisors/teachers utilized Learning Genie data and received additional classroom data reports to complete the Desire Results Developmental Profile Summary of Findings. After identifying key findings, teaching teams develop action steps to provide learning opportunities for children.</p>	Deputy Director - ECE Area Managers Teachers Family Advocates	Three times per program year	None
Program will develop a School Readiness event for families. During these event families will received strategies to help their children on developing skills and getting ready for school.	Deputy Director – Direct Services Area Manager Family Advocates Education Staff	August 2021-On-going	
<p>2023-2024 Update: The program continues to provide educational workshops for parents with topics in school readiness. The following topics were offered to parents during the 2022-2023 program year: Social Emotional Skills, Routines, Ready for Kinder, Positive Discipline Strategies, Words Matter (Language/Literacy) Fine & Gross Motor Skills and Math Rich Environment. 56% of parents also participated in the Ready Rosie platform by viewing educational videos. A total of 1,916 videos were viewed by parents. Out of the 1,916 video views, 9,976 views aligned to the ELOF framework.</p>	Area Managers Deputy Director Direct Services Advocates	August 2022-On-going	Minimal
Area Managers will review the Family Strengths/Needs Assessment (pre and post data) to identify family trends and teaching staff training needs. This information will provide a baseline for planning purposes.	Deputy Directors Area Managers	Twice a year beginning 2021	
<p>2023-2024 Update: Deputy Director Direct Services reviewed family data (assessments, goals, referral, parent curriculum etc.) with management staff during the Data & Planning Meeting in October 16, 2023, and will continue to be reviewed quarterly.</p>	Program Director Deputy Directors Area Managers Specialists	Beginning of program year 23-34 and quarterly	

Program Goal: Program will support the safety of children and families in the community

Objective: Booklet will be provided to families with information on safety community resources – data will indicate that 70% of families received resources

Expected Outcome(s): Families will have resources on agencies/services that can provide guidance on safety measures at school and home.

Expected Challenge(s): Accuracy of information from year to year. Programs/agencies closing and not providing services due to funding.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
A committee will be established, and the primary goal will be to complete a booklet on safety community resources.	Health Specialist	Winter of 2021	\$1000 printing cost
2023-2024 Update: The Safety Resources Committee underwent several obstacles in continuing monthly meetings such as a change in staff and absence of Health Specialist. A new team was not established. Instead, the program will focus on providing resources and workshops for families related to home and personal safety.	Health Specialist	April 2023	None
Agencies that provide safety resources will be contacted to ensure information on resource books is accurate and appropriate.	Safety Resource Committee	June 2020-annually	None
2023-2024 Update: Although a new Safety Resources Committee team was not created, the Health Specialist continues to have communication with all community partnerships to ensure that all current staff names, titles, and phone numbers are up to date.	Health Specialist	Ongoing	None
Annual search for new agencies/resources, and review of current resources to ensure information is current.	Health Specialist, Safety Resource Committee	June 2023 - annually	

2023-2024 Update: CAPMC-Head Start continues to increase its partnerships and working relation with community partners to ensure services and resources are provided to families specifically in; health, COVID-19 guidance, mental health, vision support, and programs supporting father/father figure.	Health Specialist	Ongoing	None
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Program Goal: Program will support the safety of children and families in the community

Objective I: Safety topics will be presented to parents at parent meetings – Parent meeting agendas will indicate “safety topic” – 100% of centers will provide at least 1-2 safety topics during the school year.

Expected Outcome(s): Parents will be provided with information on safety measures for their home, school, and community.

Expected Challenge(s): Parent participation in meeting. Availability of community presenters and programs/agencies that meet parent’s needs.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Parent meeting schedule will be revised to include safety topics of interest to families.	Health Specialist Deputy Director – Direct Services	July 2020	\$150 printing cost
2023-2024 Update: Parent meeting schedule continues to include safety topics of interest to families. The following topics were offered to parent during the program year 22-23: Health and Safety, Child Abuse, Emergency Preparedness, CPR/First Aid, Oral Health, Health Literacy, Tobacco etc.	Health Specialist Deputy Director- Direct Services	Ongoing	None
Identify programs and agencies that provide presentations for	Health Specialist	July – August	None

parents on safety in the home, schools, and neighborhoods/community.		2020	
Update: Family Advocates and EHS Family Facilitators have been provided with a list of community agencies/services that address safety to conduct presentations and resources for parents.		COMPLETED	
Revised parent meeting survey, list of resources and community presenter will be provided to Advocate during pre-service.	Health Specialist	August 2020	\$500 venue/materials
Update: A list of health and safety resources that aligns with the parent meeting survey was provided to the Advocates and EHS Facilitators. Information is organized to align with titles on survey that provide easy identification of resources.		COMPLETED	
Safety topics identified by parents on the parent meeting survey will be included on the “parent meeting plan”. Information will be documented on the agenda & meeting minutes.	Advocates Family Facilitators	September 2020 - annually	None
2023-2024 Updates: No additional items have been added or removed from the meeting schedule.	Advocates Family Facilitators	Ongoing	None
Ongoing monitoring will ensure at least one safety topic is being presented to the parents during the school year.	Health Specialist	October 2020-ongoing	None
2023-2024 Update: Ongoing monitoring is conducted to ensure safety topics are being presented to the families.	Health Specialist	Ongoing	None

Program Goal: Program will support the safety of children and families in the community

Objective II: The program will conduct a safety assessment of all sites and develop a plan to address any safety concerns by August of 2021.

Expected Outcome(s): Children, parents, and staff will be safe while at Head Start centers.

Expected Challenge(s): Availability of funding to address identified concerns. Safety versus compliance with Community Care Licensing

Activities/Strategies have been modified since the program was unable to fully implement the intended activities due to CVOID-19

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Conduct monitoring/assessment of health & safety needs at the center and office level to ensure any potential hazards or dangers are addressed in a timely manner.	Health Specialist Facility Supervisor Safety Committee Members	February 2023	None
2023-2024 Update: Monitoring continues to be conducted to identify any potential hazards or dangers to ensure that they are being addressed in a timely manner.	Health Specialist Facility Supervisor	Ongoing	None
Compile findings from all sites. Present information to Head Start Director to develop a plan to address findings. The plan will include recommendations to address potential safety issues.	Health Specialist Safety Committee Members	April 2023 - going	Significant based on findings
2023-2024 Update: Head Start Director, Facilities Supervisors, and program staff continue to develop a list of projects and program needs that will need to be addressed by priority and based on availability of funds. If need it, Head Start Director will reach out to Region IX to seek additional support/funding to address program/site's needs.	Head Start Director Facilities Supervisor Program Accountant	2021 – On-going	Significant based on findings or identified needs. If needed, CAPMC will seek additional one-time funding.

Program Goal: Program will support children and family’s health and nutritional habits and practices.

Objective: Program will identify children that based on BMI are considered overweight/obese and provide additional support – data from first and second height and weight will indicate a decrease by 2% each year.

Expected Outcome(s): Children & parents will learn how to be active by participating in I’m Moving I’m Learning (IMIL) daily and will learn healthy eating habits. Parents will learn how to make healthy meal choices and make positive changes for their family.

Expected Challenge(s): Parent’s willingness to make changes at home. Participation from parents on workshops/educational sessions.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Identify an IMIL presenter to provide training to Head Start and Early Head Start staff on the principles and objectives of IMIL.	Nutrition Specialist	June 2020	\$ 3,500.00 Presenter
Update: Patricia Kimbrell, M.Ed., was hired as our IMIL Zoom Trainer. First training date was January 29, 2021, and second date was February 19, 2021. Materials were purchased to create an IMIL training tote for each classroom with training tools for teachers and for families.	Nutrition Specialist	COMPLETED	\$2,250.00 Presenter \$4,000.00 Totes
Develop an implementation plan to ensure IMIL activities are included in lesson plans and parent meetings. Monitoring will identify staff’s implementation of IMIL activities.	Nutrition Specialist Area Managers	August 2020	\$4,000 Presenter, materials, venue

Update: Additional training tools were provided to staff during the IMIL training with Patricia Kimbrell. During monitoring the Nutrition Specialist ensures staff are implementing IMIL activities throughout the day.	Nutrition Specialist	COMPLETED	\$4,000.00 Totes
Train staff on the implementation of the Food Experience's/Creative Curriculum plan. Monitor each month to ensure the plan is being carried out.	Nutrition Specialist	February 2021	1,000 materials & venue
2023-2024 Update: Collecting resources ideas and gathering input to incorporate Food Experiences into the classroom. Target next season to start. See above for the list of materials that will be included.	Nutrition Specialist	July 2024	\$4,000 Materials for all classrooms.
Purchase resource bags and materials to help educate families on nutrition topics. Train and distribute resource bags for parents who set goals or need help.	Nutrition Specialist Advocates	August 2022	\$4,000
Update: Have purchased yoga mats, MyPlate place mats, MyPlate plate with a book, and two bags. Currently the bag is going to the families of children graphing over 95% of healthy weight.	Nutrition Specialist	COMPLETED	COVID funding was utilized to purchase materials
Each year input and collect height and weight data using Child Plus and analyze results. Data will be used to gain an understanding as to what needs and resources need it at home.	Nutrition Specialist Advocates Head Start Director	June – July 2021 and yearly	None
2023-2024 Update: Continue to identify children graphing at or above 95%. These families will be sent a bag with exercise and nutritional materials.	Nutrition Specialist	May 2024	\$5,000.00

Program Goal: Program will support children and family’s health nutrition habits and practices.

Objective: Nutrition Specialist along with program staff will review current nutrition assessment forms and revise them to ensure the forms allow parents to solicit assistance/resources. The new forms will be implemented by August of 2021

Expected Outcome(s): The new Identification of Nutritional Needs/Referral form will allow for data collection and target program and center issues.

Expected Challenge(s): Families are already working with their Health Care Provider or WIC and don’t want additional help from Head Start.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Take nutrition forms to Advocate and Health Advisory Committee meetings for input on changes.	Nutrition Specialist	May 2020	None
Update: Printed the revised 2 nd Nutrition form and currently using as a further tool to get a picture of nutrition and physical information from home.	Nutrition Specialist	COMPLETED	
For data collection, the Identification for Nutritional Needs/Referral form will be added to Child Plus as a fillable form.	Nutrition Specialist	June - July 2020	None
2023-2024 Update: Currently working on a new method of conducting a nutrition assessment using a QR code system.	Nutrition Specialist	July 2024	Un-known
Revise forms and procedures for Identification of Nutrition Needs/Referral and Identification of Nutrition Follow Up Document.	Nutrition Specialist	June – July 2020	\$500.00 Printing

Update: The nutrition form was completed and is currently being used by Advocates.		COMPLETED	
Three centers will be selected to participate in a pilot test on the form Identification of Nutrition Needs/Referral into Child Plus. Program Year 2020-2021.	Nutrition Specialist Advocates	August 2021	None
2023-2024 Update: Centers with Advocates were trained at pre-service on how to input the first nutrition assessment form into Child Plus. The Nutrition Specialist will ensure all centers will be added to the Child Plus for data.	Nutrition Specialist and Advocates	May 2024	None
Review and analyze the results from the pilot test. Review and evaluate for needed changes. Make the needed changes and deploy for the following program year.	Nutrition Specialist Advocates	May – June 2021	None
2023-2024 Update: No update available	Nutrition Specialist	December 2023	None
Advocates will be provided with training on the implementation of the new Identification of Nutrition Follow Up form.	Nutrition Specialist	July 2021	\$500 Venue and materials
2022-2023 Update: During pre-service, Advocates received training on the new 2 nd Identification of Nutrition Follow Up form. On-going training will be provided to ensure forms are completed accurately and timely.	Nutrition Specialist	COMPLETED	None
Research training on “effective communication/interviewing techniques” for Advocate to increase their skill with communicating with parents.	Nutrition Specialist SS Manager	December 2021	\$800 Presenter and materials
2023-2024 Update: Will continue to look for opportunities to provide additional training on communication with parents.	Nutrition Specialist	July 2024	Un-known

Program Goal: Program will support children and family’s health nutrition habits and practices.

Objective: CAPMC will enter a partnership with UC Corporative Extension CalFresh to develop information resources and workshops targeting nutrition and healthy eating habits by January of 2021

Expected Outcome(s): Provide on-going nutritional workshops/classes for parents that will include - Harvest of the Month, Champions for Change, Dietary Guidelines, Potter the Otter, and My Plate.

Expected Challenge(s): Parent being able to attend workshops/classes. Availability of funding to continue nutrition education from community partners.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Contact and meet with Community Partners that provide nutrition education to discuss and develop a plan that will target nutrition and healthy eating and living habits for Head Start families.	Nutrition Specialist and Deputy Director – Direct Services	May 2020-June 2020	None
2023-2024 Update: The program continues to collaborate with CalFresh to share information with parents about sugary drinks and MyPlate. Parent meetings are in person and Advocates will continue with IMIL every meeting and to reach out to CalFresh to set up training opportunities. Topics provide by CalFresh last program year 22-23 were the following: Sugary Drinks and My Plate.	Nutrition Specialist	May 2024	None
Develop of list of community partners that provide nutrition workshops/education to Advocates. Provide a list at pre-service and ensure that nutrition topics are included on parent meeting plan.	Nutrition Specialist Deputy Director – Direct Services	July 2020 – On-going	None
Update: Deputy Director has a list of community partners that provide nutrition workshops/education for parent meetings. Nutrition Specialist will continue to provide a list of websites for materials on	Nutrition Specialist	COMPLETED	

physical and nutrition education; Choosy Kids, Head Start Body Start, Nubites from Nutrition Matters, MyPlate, and Eat Smart to Play Hard to name a few.			
Research and develop a parent survey to be distributed to parents who attend parent meetings at the end of each program year to collect data on the effectiveness of the nutrition education plan.	Nutrition Specialist Deputy Director – Direct Services Head Start Director	January 2021	\$100 printing cost
Update: Questions are being asked to parents as a survey regarding nutrition and physical activity during parent meetings.		COMPLETED	
Utilizing collected data from the 2020-2021 program year, nutritional materials will be compiled to create a resource binder for Advocates to utilize when meeting with parents.	Nutrition Specialist Advocates	July – August 2021	\$500 printing cost/materials
2023-2024 Update: Advocates were trained at pre-service on inputting the 1 st Nutrition Assessment form, but additional time is needed for the Nutrition Specialist and Advocates to input the data and learn how to use that data. Will be working on developing Child Plus data reports to be used at each center.	Nutrition Specialist	January 2024	None
Provide training to Advocates & center staff on how to utilize resource binders to provide resources and information to parents seeking information on healthy nutrition.	Nutrition Specialist	August 2021 – On-going	\$1200 venue/materials
2023-2024 Update: No binder with materials will be developed because nutritional materials will be added to the monitoring drive under the PFCE-Advocate Resources Tool. Advocates can access this drive and make the materials available to parents as needed.	Nutrition Specialist	COMPLETED	

Program Goal: Program will provide community resources to all Head Start participating families.

Objective: Community resource book will be reviewed and updated annually beginning July 2020.

Expected Outcome(s): Parents will have current information about different agencies within their community.

Expected Challenge(s): Agencies moving from location or contact information - Eligibility and requirements for services

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Contact agencies listed in the parent handbook to ensure they are still active and make revisions as appropriate.	Deputy Director – Direct Services Program Specialists	June 2020 – annually	\$ 6,000.00 printing cost
2023-2024 Update: The last update for the resource book was in April 27, 2023. The collaboration team has not met since then. Handbooks will be reviewed by program staff and updates will be shared with parents.	Deputy Director – Direct Services Advocates	August 2024 – on going	\$6,000
Locate resource list from Mariposa, North fork, Oakhurst and Chowchilla to include in the resource book.	Deputy Director – Direct Services Advocates	June 2020 – annually	
2023-2024 Update: Resource books for Mariposa, North Fork, Oakhurst and Chowchilla are in progress and will be finalized by March 2024.	Deputy Director – Direct Services Advocates	March 2024	
Locate parenting classes or other available classes in all service areas to include them in the resource book.	Support Services Manager/Advocates	June 2020 – annually	

<p>Update: The Deputy Director Direct Services is part of the Growing Health Families Committee Objective 8.2, which is part of the Madera County Community Health Improvement Plan (CHIP), and lead by the Madera County Public Health Department. The committee meets monthly to share any updates and data with current parent curriculums in the community. A list of parent curriculums implement by different agencies in the community was developed. Advocates share information about parent curriculum classes in the community with parents and/or via newsletter.</p>		<p>COMPLETED</p>	
<p>Training on how to use the resource books with families will be provided to Advocates during pre-service.</p>	<p>Support Services Manager/Advocates</p>	<p>August 2020 – annually</p>	
<p>Update: Training on how to introduce the Parent Resource Directory to parents was provided to the Advocate during preservice on July 5, 2022.</p>		<p>COMPLETED</p>	
<p>Continue to seek new agencies and update resource book annually to ensure information is current.</p>	<p>Support Services Manager/Advocates</p>	<p>June 2021 – annually</p>	
<p>2023-2024 Update: Management staff continues to establish ongoing collaborative relationships with community organizations to bring services for children and families. New partners added to the list are Madera Family Medical Group, Valley Children Hospital – Safe Kids Program and First Five – Tzu Chi Vision Mobile Clinic.</p>	<p>Deputy Director – Direct Services Advocates</p>	<p>May 2023</p>	

Program Goal: Program will provide community resources to all Head Start participating families.

Objective: Resource book will be reviewed with parents at the beginning of each school year during orientation to target 80 - 85% of enrolling parents.

Expected Outcome(s): Parents will learn and be able to access services provided by different agencies in the community.

Expected Challenge(s): Parents not being able to communicate with representatives from the different agencies, challenges finding resources, and eligibility requirements possible barrier for families to receive services.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Advocates will provide an overview of the parent resource book with attending parents. Documentation will be included on the parent orientation agenda and minutes to reflect the handbook was reviewed with parents.	Advocates	August 2020 – annually	N/A
Update: Due to COVID 19, the parent resource book was reviewed with parent via phone. A link was also provided for parent to access the resource book through the Agency website. The resource book receipt was completed by staff and documentation was entered under case notes in Child Plus.	Advocates	COMPLETED	
Resource book and acknowledgement of receipt will be provided to parents during orientation. Acknowledgment of receipt will be file in the family file.	Advocates	September 2020 – on- going	N/A
2023-2024 Update: During the file review in October 2023, it was found that 98% of files had receipt of acknowledgment in the files. 2% of files were either for children that just enrolled or exit the program	Advocates	November 2023	N/A

before 30 days.			
Training on communication techniques and how to assist families in contacting agencies will be provided to Advocates during pre-service.	Deputy Director – Direct Services	July 2020 – annually	\$1,500 Presenter
2023-2024 Update: Training on how to assist families in contacting agencies was provided to Advocates during services on July 14, 2023.	Deputy Director – Direct Services	COMPLETED	
Ongoing monitoring will ensure resource book was provided to parents, documentation will indicate staff’s providing assistance to parents seeking resources, and parents receiving needed services to address their needs.	Deputy Director – Direct Services Advocates	October 2020 – on-going	N/A
2023-2024 Update: File monitoring was completed in October 2023 to ensure the resource book was provided to parents. 98% of files had the signed receipt from parents stating that they received the resource book. Management staff will continue to monitor files as new children enrolled during the program year to ensure resource book was provided.	Deputy Director – Direct Services Advocates	October 2022 – on-going	N/A

Program Goal: Program will provide community resources to all Head Start participating families.

Objective: Advocates will be trained on how to identify opportunities to provide resources to parents and document at least one resource and per parent/family. PIR C.50 will indicate an increase of 2% each year.

Expected Outcome(s): Parent/family will gain new information by receiving at least one resource based on their need or interest.

Expected Challenge(s): Parents declining resources or information.

Action/Strategy	Person(s) Responsible	Timeline	Financial Supports
Training on how to identify resources in the community for parents based in their interest o need will be provided to Advocates during pre-service.	Deputy Director – Direct Services	July 2020 – annually	\$ 900 for training materials
2023-2024 Update: Training on how to identify resources in the community was provided to Advocates in March 22, 2023 and July 13, 2023.	Deputy Director – Direct Services	COMPLETED	N/A
The current referral form will be reviewed/updated and used to refer parents as needed. Advocates will document on form referral follow-up and filed in the family file.	Advocates	July 2020 – on-going	N/A
2022-2023 Update: The referral form continues to be utilized to refer parents to agencies in the community or within the agency. Resources provided to parents continue to be documented in Child Plus. Training on how to use the referral was provided to Advocate during preservice on July 5, 2022.		COMPLETED	
Documentation of referral or resource provided to parents and follow-up will be documented in ChildPlus.	Advocates	August 2020 – on-going	N/A
Update: Resources and/or referrals and follow-ups continue to be entered into Child Plus.		COMPLETED	
Ongoing monitoring will ensure at least one resource is provided to parent/family. T&TA will be provided to Advocates as needed to support the identification of needed referrals/services by families.	Deputy Director – Direct Services	October 2020 – on-going	N/A

<p>2023-2024 Update: Based on the 2022-2023 PIR, 90% of parents received at least one referral and/or resource. As of 11/30/23, 54% of parents have received a referral and/or resource.</p>	Advocates	August 2022 – on-going	N/A
<p>Collected data on documented referrals will be included during Advocate meetings for discussion and identify effectiveness and possible challenges.</p>	Deputy Director – Direct Services	November 2020 – on-going	
<p>2023-2024 Update: Training on the referral form and how to document referrals/resources was provided to the Advocate in March 22, 2023 and July 13, 2023. Deputy Director Direct Services will continue to provide training to ensure referrals/resources are documented accurately.</p>	Deputy Director – Direct Services	May 2023	N/A



Report to the Board of Directors

Agenda Item Number: D-12

Board of Directors Meeting for: January 11, 2024

Author: Maritza Gomez-Zaragoza

DATE: December 13, 2023

TO: Board of Directors

FROM: Maritza Gomez-Zaragoza, Head Start Program Director

SUBJECT: 2020-2025 Community Assessment Update for Community Action Partnership of Madera County- Madera/Mariposa Regional and Early Head Start

I. RECOMMENDATIONS

Review and consider approving the 2020-2025 Madera/Mariposa Regional Head Start and Early Head Start Community Needs Assessment 5th Year Update.

II. SUMMARY

The Community Assessment describes and reviews the geographic area, the economy and workforce, characteristics of residents, available resources, and the needs of Head Start eligible families.

Staff is providing the update on the 2020-2025 Community Assessment Executive Summary for review and consideration.

III. DISCUSSION

- Under the Head Start Program Performance Standards, a program must complete a comprehensive community assessment to identify the needs of the community and the need for Head Start services at the beginning of the 5 year grant cycle and updated every year thereafter.
- CAPMC has conducted the community assessment for both Madera and Mariposa Counties. The process for the completion of the assessment included gathering of demographic data from the census and data on community resources.
- The information gathered was utilized to establish goals for the program, selection criteria if changes are needed, and identify the other areas in need of Head Start services.
- The 2023-2024 community assessment update includes current data and program information that will be used for program planning and service delivery.
 - The data gathered for the 2023-2024 has indicated that there's a decline in the 0-5 population for both Madera and Mariposa Counties. Staff will be evaluating the data gathered to potentially consider come changes in program and/or service areas.

- The 2020-2025 Community Assessment Update for Community Action Partnership of Madera County- Madera/Mariposa Regional and Early Head Start will be presented to the

Policy Council for approval on 1/4/2024.

IV. **FINANCING**: Minimal

COMMUNITY ASSESSMENT

MADERA/MARIPOSA REGIONAL HEAD START
2020-2025 Grant Cycle – Year Five

Data about the population in the service areas of Madera County and Mariposa County.

EXECUTIVE SUMMARY

OVERVIEW OF THE GRANTEE

Community Action Partnership of Madera County (CAPMC) is a non-profit organization established in 1965 to provide a breadth of services aiming at eliminating the effects of poverty. Over the years, CAPMC has continued to evolve in order to meet the changing community needs. CAPMC's mission is *"Helping people, changing lives, and making our community a better place to be by providing resources and services that inspire personal growth and independence."* CAPMC's vision is, *"CAPMC is recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability...one life at a time."*

CAPMC's Head Start and Early Head Start programs are currently funded to serve 228 Head Start children and 42 Early Head Start children including pregnant women, and their families. The service area of these CAPMC Head Start programs includes Madera County and Mariposa County. The two counties span 3,616 square miles that border Merced and Tuolumne counties toward the north, Mono County of the east, and Fresno County to the south and east.

COMMUNITY ASSESSMENT PROCESS AND DATA ANALYSIS

Every five years Head Start grantees are required to conduct a comprehensive community assessment that is used in decision-making for program planning, implementation, and evaluation. The assessment is designed to help the staff and Policy Council of CAPMC Head Start programs to identify current trends in the communities they serve, understand the needs of Head Start eligible children and families, become aware of resources that are available, and define gaps. The community assessment represents a critical piece of the planning process developed to encourage strategic thinking about the agency's capacity to impact families and the community in a meaningful way. This is an ongoing process which engages staff, the Board of Directors, and community partners to stimulate understanding about the strengths, needs and resources of the communities and families we serve.

To complete the Community Assessment, CAPMC followed guidance from the Head Start Performance Standards and Office of Head Start resources. A Community Assessment Team comprised of the Head Start Director, Service Area Managers, support staff, and a consultant worked together to collect internal and external data and conduct parent surveys. The Policy Council and Board of Directors approved the Community Assessment Plan and received ongoing updates throughout the process.

Worthwhile data analysis includes reviewing both quantitative and qualitative data. For quantitative data analysis, charts, graphs and tables are formulated out of data points to seek out emerging trends. Analyzing qualitative data requires reviewing input from multiple sources, where open-ended and feedback-eliciting questions are asked of a target population.

MAJOR FINDINGS

The population in Madera county has slightly increased while in Mariposa it has decreased. In Madera County the population increased by 1.41% over the past 5 years, from 155,013 in 2018 to 157,243 in 2022. In Mariposa County, population has decreased 2.3% from 17,540 in 2018 to 17,130 in 2022.

According to the American Community Survey, the percentage of children under the age of six who are living in poverty is decreasing. In 2018 in Madera County, about 31.7% of children under the age of six lived in poverty, and in 2022, it decreased to 26.4%. While it appears that the financial state of families in the service area is improving, many still find it difficult to make ends meet. In 2018 California Budget & Policy Center estimated that it takes a two-parent working family \$61,636 to pay for housing, utilities, food, child care, health care, transportation, taxes, and miscellaneous. According to the American Community Survey's 2022 data, the median household income was \$73,543 producing a \$5,000 deficit yearly for families to meet their basic needs

	Madera County		Mariposa County	
	0-2 Year Olds	3-5 Year Olds	0-2 Year Olds	3-5 Year Olds
Child Population	6,334	6,805	286	517
County Poverty Rate for 0-5 Year Olds	26.4%		38.2%	
Estimated Income Eligible Children	1,672	1,796	109	197
Children proposed to be served by CAPMC Regional and Early Head Start	42	246	0	30
Percentage of eligible children proposed to be served by CAPMC	2.51%	13.69%	0.0%	15.22%

Children in poverty and from at-risk populations are decreasing. This includes homeless, foster care, and children with disabilities. In 2017, the incidence rate of a children entering foster care was 4.6 in 1,000, in 2022 that decreased to 2.3, producing a downward trend.

The economies of Madera and Mariposa counties represent different challenges. In Madera County, many historically manual agricultural jobs are becoming increasingly mechanized, most likely due to improved technology, the minimum wage increase, and employer laws and regulations. Mariposa's major industries are tourism and government.

It is essential to add that the Mariposa's children population continues to decline based on the data presented. According to the 2022 U.S. Census Bureau's American Community Survey (ACS), compared to California and the United States overall, Mariposa County has a higher percentage of residents in older age groups. The median age in Mariposa County is 51.6 years, but for California, it is 37.3, and for the United States, it is 39.0 years. Given that Mariposa County's population is older than the California average, fewer Mariposa County households include children under 18. Indeed, as the children population declines in Mariposa County, there will be less need for preschools. Currently, Mariposa County has five available preschools, two of which are elementary schools, one in First Five, one private, and the Mariposa Head Start Center CAPMC operates. However, only 15.22% of the proposed income-eligible preschool children that could be served at CAPMC could also end up being served at the Mariposa Elementary schools or First Five.

TABLE 1

Community Action Partnership of Madera County, Inc.
Expenditures by Program
Fiscal Year Ended June 30, 2022

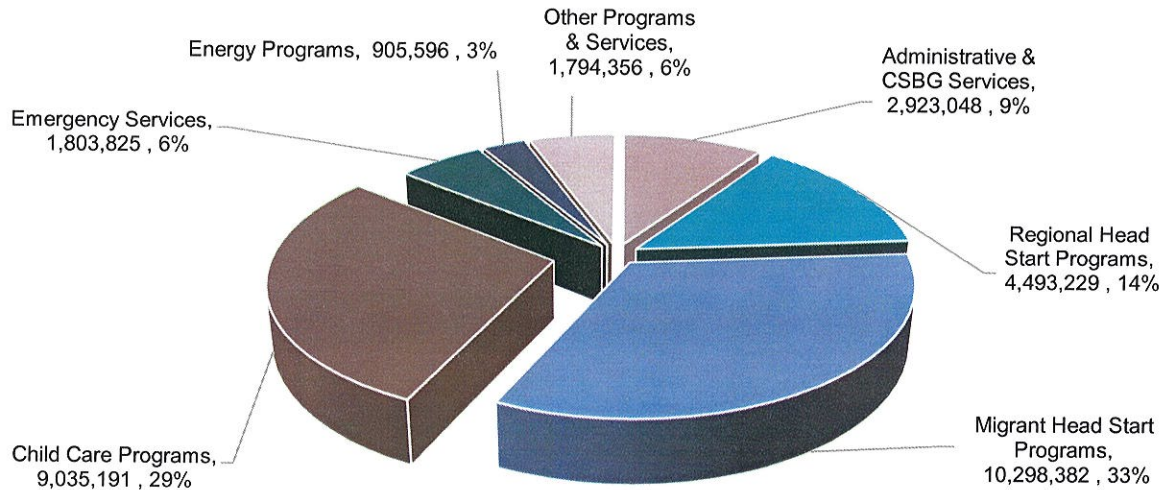
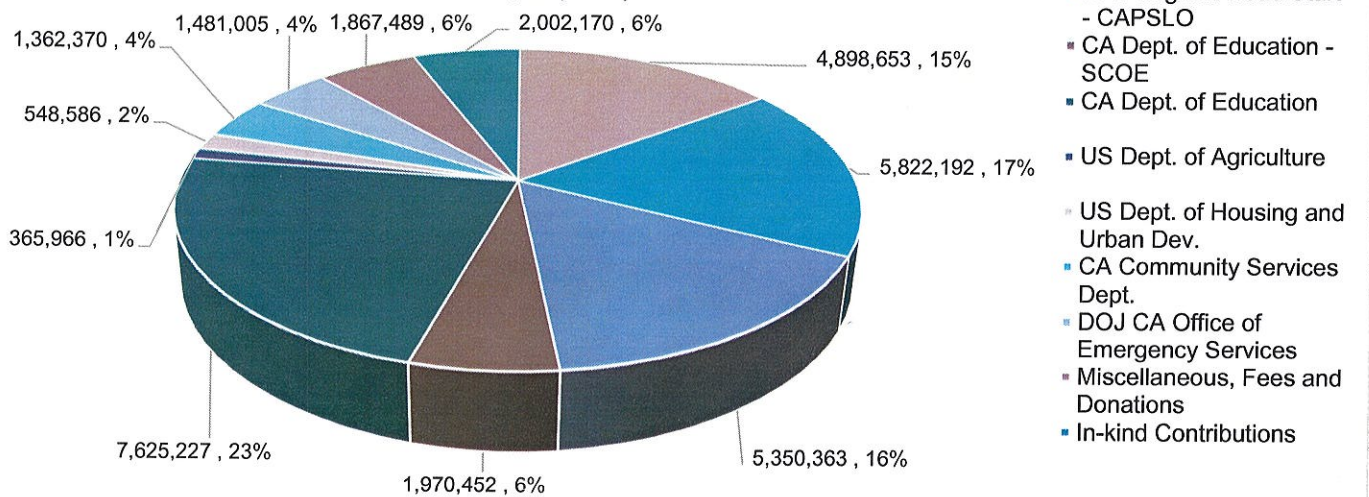


TABLE 2

Community Action Partnership of Madera County, Inc.
Funding Revenues by Source
Fiscal Year Ended June 30, 2022
\$33,294,473



OUR PRESCHOOL HEAD START PROGRAM

Program Director Maritza Gomez-Zaragoza continues to lead the Madera Head Start Management Team. Mrs. Gomez-Zaragoza and has been a part of the program for over twenty-five years. The team has extensive experience in the field of Child Development and Early Childhood Education. It consists of: a Deputy Director of Child Development Services, Deputy Director of Child & Family Services, three Education Area Managers, one Parent & Governance Specialist, one Disability/Mental Health Specialist, one Health Content Specialist, one Nutrition

Content Specialist, one Professional Development Coach, Human Resources Assistant, and Executive Administrative Assistant.

HEAD START CENTER LOCATIONS

Chowchilla Regional Head Start Center

265 Hospital Drive, Chowchilla, CA 93610

Cottonwood Regional Head Start Center

2236 Tozer Avenue, Madera, CA 93638

Eastside Regional Head Start Center

1112 South A Street, Madera, CA 93638

Fairmead Regional Head Start Center

22850 Road 19 ½, Chowchilla, CA 93610

Mis Tesoros Regional Head Start

131 Mace Street, Madera, CA 93638

North Fork Regional Head Start Center

33087 Road 228, North Fork, CA 93643

Oakhurst Regional Head Start Center

40094 Indian Springs Road, Oakhurst, CA 93644

Ruth Gonzales Regional Head Start Center

838 Lilly Street, Madera, CA 93638

Valley West Regional Head Start Center

101 Adell Street, Madera, CA 93637

Verdell McKelvey Regional Head Start Center

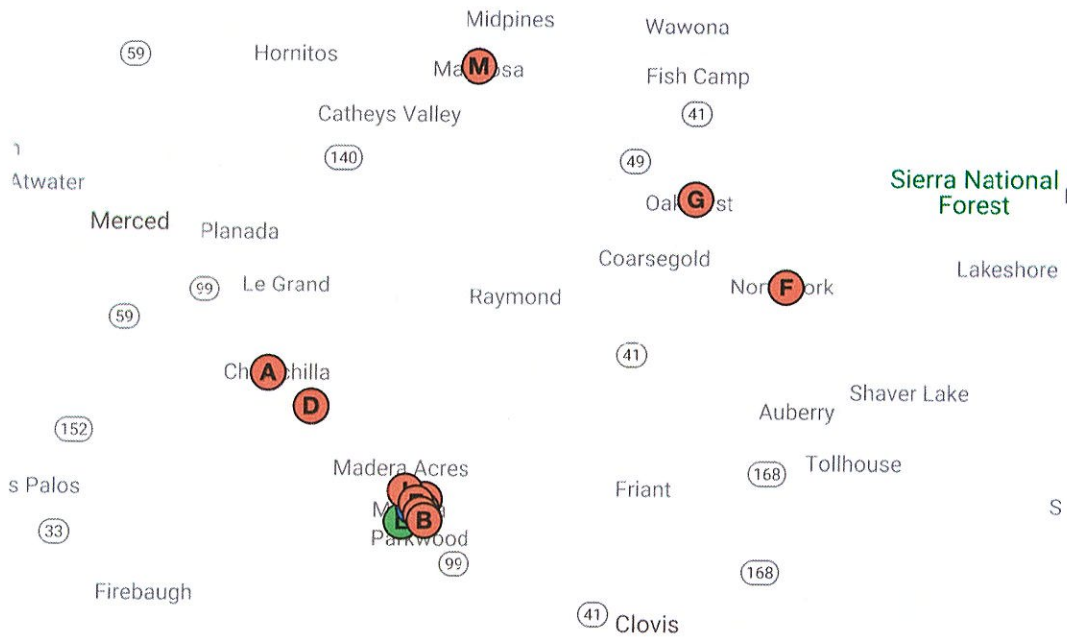
1901 Clinton Avenue, Madera, CA 93638

Mariposa Regional Head Start Center
 5058 Jones Street, Mariposa, CA 95338

CAPMC Administrative Office
 1225 Gill Ave., Madera, CA 93637

The Head Start center locations and main offices are mapped below.

FIGURE 1



FUNDED ENROLLMENT & PROGRAM OPTIONS

In accordance with the Award Notice, CAPMC plans to serve 40 eligible children and 2 pregnant women in a home-based setting, and 246 eligible children and families in a center-based setting in the 2023–2024 program year. The State of California’s Community Care Licensing Department, under Title 22, regulates and monitors all Head Start sites. Centers are open 3 ½ to 6 hours per day and serve children five days per week.

2023 - 2024 Proposed Enrollment

CENTER-BASED

Chowchilla	34 preschoolers	Full-day slots
Cottonwood	17 preschoolers	Full day slots
Eastside	17 preschoolers	Full day slots
Fairmead	17 preschoolers	Full day slots
Mariposa	15 preschoolers am/15 preschoolers pm	Part-day double session
Mis Tesoros	17 preschoolers	Full day slots
North Fork	17 preschoolers	Full day slots

Oakhurst	15 preschoolers	Part-day single session
Ruth Gonzales	17 preschoolers	Full day slots
Valley West	15 preschoolers am/15 preschoolers pm	Part-day double session
Verdell McKelvey	17 preschoolers	Full day slots

HOME-BASED

Early Head Start 40 infant/toddlers children and two pregnant women

CURRENT ENROLLMENT

Table 3 displays each site's capacity and current enrollment.

TABLE 3

Service Area	Capacity	Enrollment as of December 1, 2023		
		Infants	Toddlers	Preschoolers
Madera County				
Chowchilla	34			34
Cottonwood	17			17
Eastside	17			17
Fairmead	17			17
Mis Tesoros	17			17
North Fork	17			14
Oakhurst	15			15
Ruth Gonzales	17			17
Valley West	30			30
Verdell McKelvey	17			17
Early Head Start	42	29	13	
Mariposa County				
Mariposa	30			9

CURRENT WAITING LIST

Table 4 below indicates the waiting list pulled from ChildPlus as of December 1, 2023.

TABLE 4

Service Area	Capacity	Waiting List as of December 1, 2023		
		Infants	Toddlers	Preschoolers
Madera County				
Chowchilla	34			13
Cottonwood	17			5
Eastside	17			2
Fairmead	17			1
Mis Tesoros	17			5
North Fork	17			3
Oakhurst	15			3
Ruth Gonzales	17			8
Valley West	30			7
Verdell McKelvey	17			9
Early Head Start	42			29
Mariposa County				
Mariposa	30			0

Source: CAPMC, Waiting List

SERVICE AREA DATA: OVERVIEW OF THE SERVICES AND RECRUITMENT AREA

DEMOGRAPHIC FEATURES

TABLE 7

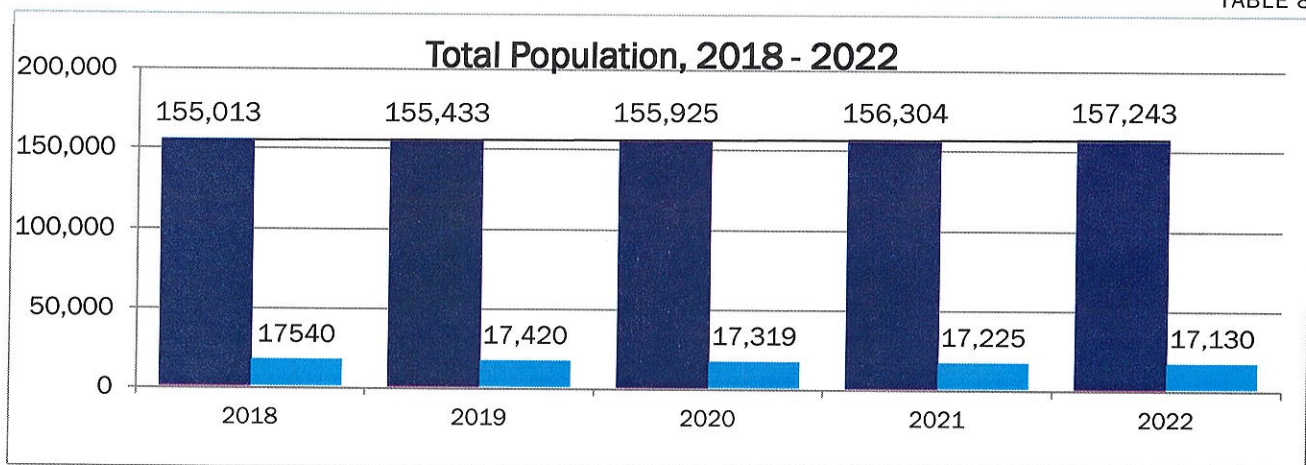
	Madera County	Mariposa County	State of California
Median Resident Age	35.2	51.6	37.9
Size of Labor Force	61,639	7,040	18,942,977
Median Household Income	\$76,920	\$53,304	\$91,551
Total Households	45,539	7,588	13,550,586
Average Household Size	3.39	2.12	2.82
Average Family Size	3.76	2.72	3.39
Median Value of Owner-Occupied Housing Unit	\$419,300	\$338,300	\$738,000
Persons Below Poverty Level	24.3%	13.2%	12.2%

Source: U.S. Census Bureau, American Community Survey, 2022 5-Year Estimates. DP02, DP03, DP05, B19013, S2506.

POPULATION

Madera County's population has risen steadily since 2018. The American Community Survey revealed the most recent population in 2022 of 157,243. Similar to the experience of other counties in the Central Valley, the Madera County population has increased 1.41% since 2018. The population rate is increasing despite the region being mostly rural and offering fewer employment opportunities. Agriculture is attracting a substantial flow of immigrants from Mexico and Central America, as well as a small steady flow of Asian and Eastern Asian groups to our area. In addition, the high cost of housing in large populated cities (Los Angeles, San Francisco Bay Area) is driving people to seek more affordable homes in our community. Mariposa County, on the other hand, shows a 2.3% decrease in population from 2018 to 2021.

TABLE 8



Source: U.S. Census Bureau, American Community Survey 2022, 5-Year Estimates. B01003.

According to the American Community Survey, the number of 0-5 year olds in Madera County shows a slight decrease over the time period. Although the overall county population shows an increase of 3.27%, the children ages 0-5 show a population decrease of 7.13% for the same period. Mariposa County children population continues to decrease significantly at 18%.

TABLE 9

	Population of Children Age 0-5				
Service Area	Madera County				
	2018	2019	2020	2021	2022
Under 3	7,119	6,960	7,011	6,790	6334
3 and 4 years	4,678	4,651	4,373	4,446	4501
5 years	2,351	2,478	2,614	2,268	2304
Total	14,148	14,089	13,998	13,504	13,139

Source: U.S. Census Bureau, American Community Survey 2022, 5-Year Estimates. B09001.

TABLE 10

	Population of Children Age 0-5				
Service Area	Mariposa County				
	2018	2019	2020	2021	2022
Under 3	565	491	467	400	286
3 and 4 years	197	245	284	314	312
5 years	215	191	230	217	205
Total	977	927	981	931	803

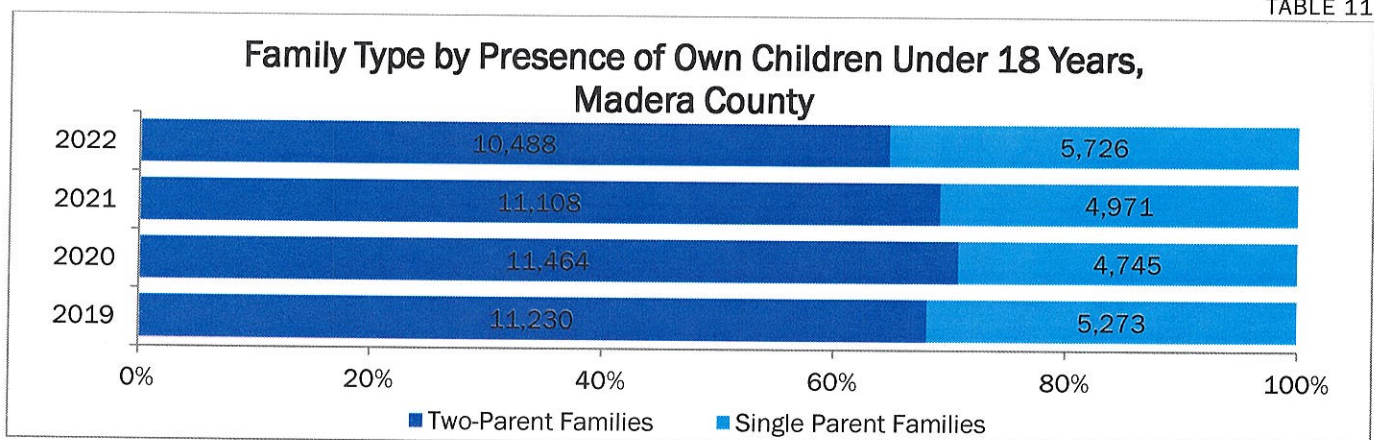
Source: U.S. Census Bureau, American Community Survey 2022, 5-Year Estimates. B09001.

FAMILY SIZE AND TYPE

According to the American Community Survey, the average family size in 2022 in Madera County was 3.76 people, a 3.67 decrease since 2019. Family Size in Mariposa County also showed a decrease from 2.63 in 2019 to 2.72 in 2022.

The charts below (Table) display family type of the Madera County populations with children under 18 years of age. The data shows a growing trend toward two-parent families from 2019 to 2022.

TABLE 11



Source: U.S. Census Bureau, American Community Survey 2022, 5-Year Estimates. B11003.



Report to the Board of Directors

Agenda Item Number: D-13

Board of Directors Meeting for: January 11, 2024

Author: Maribel Aguirre

DATE: December 7, 2023

TO: Board of Directors

FROM: Maribel Aguirre, Parent and Governance Specialist

SUBJECT: Approval of the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council

RECOMMENDATIONS

Review and consider approving the 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council.

SUMMARY

The bylaws are one set of rules that govern the Policy Council. Bylaws are reviewed yearly. Any proposed changes will be made at the time of review. The Council was allowed 30 days for review and is expected to suggest any changes or recommendation if there are any.

DISCUSSION

- The format has been updated to correspond to the agency's Board of Directors Bylaws and comply with new Head Start Performance Standards.
 - During the Policy Council meeting, there will be time to address any questions or suggestions members may have.
 - Council members were provided with 30 days to review the changes; any requests for changes will be approved at the November meeting.
 - The Agency Attorney, Russ Ryan, reviewed the 2023-2024 RHS/EHS By-laws and provided feedback.
- The 2023-2024 Bylaws for the Madera/Mariposa Regional and Early Head Start Policy Council was approved by the Policy Council on December 7, 2023.

FINANCING: None



COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

AMENDED BYLAWS FOR THE REGULATION OF: MADERA/MARIPOSA REGIONAL AND EARLY HEAD START POLICY COUNCIL 2023-2024

**Guidance provided by Agency Attorney – September 27, 2023
Approved by the Madera/Mariposa Regional
and Early Head Start Policy Council – December 7, 2023
Approved by CAPMC Board of Directors –**

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY MADERA/MARIPOSA COUNTY REGIONAL AND EARLY HEAD START

Article 1: Introduction

Community Action Partnership of Madera County (CAPMC) believes that the gains made by children in Regional and Early Head Start Program must be understood and built upon by the family and the community. To achieve this goal, Regional and Early Head Start provides for the involvement of the child's parents and other members of the family in the experiences the child receives in the child development center by giving them many opportunities for a richer appreciation of the young child's needs and how to satisfy them.

Many of the benefits of Regional and Early Head Start are rooted in "change". These changes must take place in the family itself, the community, and in the attitudes of people and institutions that have an impact on both.

It is clear that the success of Madera/Mariposa Regional and Early Head Start is bringing about substantial changes and demands full and complete involvement of the parents, parental-substitutes, and families of children enrolled in its programs. This involvement begins when the Regional and Early Head Start Program begins and should gain vigor and vitality as planning and activities go forward.

Article 2: Purpose

Section 1 – General The purpose of the Regional and Early Head Start Policy Council is to support the Regional and Early Head Start Program in planning, organizing, and developing programs to serve the needs of children, parents, and the community at large consistent with the 2007 Head Start Act and the Performance Standards – Program Governance, 45 C.F.R. § 1304.50 ("Head Start Performance Standards").-

The Regional and Early Head Start Policy Council works in a shared governance model (as provided by the Head Start Act and the Head Start Performance Standards), in partnership with the CAPMC Board of Directors, which is the governing board of the organization. The Regional and Early Head Start Policy Council and the Board of Directors share responsibility (known as "Shared Governance") in implementing the overall goals of Regional and Early Head Start Program. Within the guidelines established by the Head Start Act and Head Start Performance Standards, the Policy Council is responsible for the direction of the program.

These Bylaws set forth the membership, offices, term of office and method of operation of the Policy Council. These Bylaws also incorporate by reference the Binding Arbitration Agreement for Resolution of Impasse between CAPMC's Board of Directors and the Regional and Early Head Start Policy Council.

Article 3: Mission, Vision and Philosophy Statement

Section 1 – CAPMC’s Mission, Vision, and Philosophy Statements are as follows:

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

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

OUR VALUES – BASIC BELIEF: As a community action organization, CAPMC is respectful of cultural diversity and dedicated to eliminating barriers to social economic independence in the midst of plenty in this nation by opening to everyone the opportunity for education and training; the opportunity to work; and the opportunity to live in decency; and dignity, and commit ourselves to six core values.

The values that create CAPMC’s environment are based on fundamental respect for the rights, aspirations and dignity of every individual, client, fellow co-worker and others with whom CAPMC has contact. CAPMC’s Six Core Values are: Trustworthiness, Responsibility, Caring, Respect, Fairness and Citizenship.

STANDARDS TO LIVE BY

One of CAPMC’s four Strategic Goals: Premier Programs and Customer Services: On March of 2011 CAPMC adopted its *Standards to Live By* that were developed to ensure the satisfaction and quality services to customers; the adopted behaviors are expected from all Agency employees, volunteers, and participating parents: **Courtesy, Attitude, Professionalism, Make Time and Closure.**

PROGRAM PHILOSOPHY

Two very unique attributes distinguish Head Start from any other preschool program in our community and county. Those distinguishing elements are the comprehensiveness of the program design and the degree to which parents are involved in all aspects of the program. These factors have helped to develop the philosophy of Head Start and promote our beliefs that we must prepare, educate, and develop our children and their families so that they are positive contributors to our community and country.

Key principles of Head Start since its inception in 1965, which were reaffirmed through a thorough review by the Advisory Committee on Head Start Quality and Expansion, include:

- Comprehensive Services
- Parent Engagement and Family Focus
- Community Partnerships and Community Based Services
- Accountability/Steward of Tax Dollars

Section 2 – Authorized Activities The overall fiscal and legal responsibility for the administration of the Regional and Early Head Start Program lies with the CAPMC Board of Directors.

Section 3 – General Activities The CAPMC Regional and Early Head Start Policy Council is responsible for the direction of the Head Start program, including program design and operation as well as long and short-term planning goals and objectives, taking into account the Regional and Early Head Start Program's annual self-assessment and outcomes data and needs assessment.

Section 4 – Additional Responsibilities The Policy Council shall approve and submit to the CAPMC governing body decisions as to each of the following activities:

- a) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- b) Program Recruitment, selection, and enrollment priorities.
- c) Applications for funding and amendments to applications for funding the programs under this subchapter, prior to submission of applications described in this clause.
- d) Recommendations for budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities.
- e) Provide input and compliance with these Bylaws for the operation of the Policy Council.
- f) Reviewing and approving all personnel policies of the Agency regarding the hiring, evaluation, termination and compensation of Agency employees (See Head Start Act Section 642(c)(1)(E)(iv)(V)).
- g) Approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in equivalent position within the agency. The Policy Council is not required to approve the hiring, evaluation, compensation or termination of Agency employees other than those listed in this section. (See Head Start Act, 45 C.F.R. §642(c)(1)(E)(iv)(IX)).
- f) Standards of conduct for program staff, consultants, contractors, and volunteers.
- h) Developing and/or providing input into procedures for how members of the Policy Council of the Head Start agency will be elected.
- i) Recommendations on the selection of delegate agencies and the service areas for such agencies, if applicable.
- j) Cooperate in good faith with the CAPMC Board of Directors in any impasse procedures that may be necessary to resolve internal disputes between the CAPMC Board of Directors and Council in a timely manner.
- k) Arrive on time and regularly attend all Policy Council meetings.
- l) Actively prepare for meetings by receiving and reading the agenda and minutes prior to the meetings.

Section 5 - Sharing of accurate and regular information about program planning policies and operation, which include:

- A. Monthly financial statements, including credit card expenditures;
- B. Monthly program information summaries;
- C. Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- D. Monthly reports of meals and snacks provided through programs from the Department of Agriculture;
- E. Annual financial audit;
- F. Annual self-assessment, including any findings related to such assessment;
- G. Community-wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- H. Communication and guidance from the Department of Health and Human Services; and
- I. Program information reports.

Section 6 – Reimbursement A meeting reimbursement will be provided to Policy Council Representatives in accordance with current CAPMC regulations. The reimbursement will be for attendance at Policy Council meetings, Special Council Meetings and other Policy Council assignments. Reimbursement rates will be based on what is approved annually by the Policy Council and in accordance with CAPMC regulations. Attendance by alternates will only be reimbursed if the Policy Council Representative is unable to attend.

Note: Checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Council Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 4: Membership – Representative of Children Enrolled/Community Members

Section 1 – Total Membership The authorized number of Policy Council members shall be thirteen (13) parent representatives, one representative from the Board of Directors, and at least one Community Representative, if elected. If the numbers fall below thirteen, the Policy Council may lawfully continue to manage Head Start activities but must act with reasonable diligence under the circumstances to select/replace/elect new Policy Council members.

Section 2 – Membership of the CAPMC Regional Policy Council The membership of the Policy Council shall be comprised of at least the following:

- A. Representation from each CAPMC Regional and Early Head Start Program shall be based on the following representative/children served ratio:
 - 1 to 40 children served – 1 Parent Representatives and 1 Alternates
 - 41 to 80 children served – 2 Parent Representatives and 2 Alternates

Center	Representatives	Alternates
Chowchilla	1	1
Cottonwood	1	1
Early Head Start	2	2
East Side	1	1
Fairmead	1	1
Mariposa	1	1
Mis Tesoros	1	1
North Fork	1	1
Oakhurst	1	1
Ruth Gonzales	1	1
Valley West	1	1
Verdell McKelvey	1	1

B. Representation from the Community:

Representation from the Community shall be no more than two (2) at-large community representatives. Representation will be sought from relevant community entities or organizations that are supportive of the purposes and goals of Regional and Early Head Start. Community members shall be approved by the members of the Policy Council.

The Head Start Performance Standards also provide that at-large community representatives may include “parents of children who were formerly enrolled in the Head Start program of the agency.”

C. Representation from the Board of Directors:

The CAPMC Board of Directors Chairperson will appoint one Representative and one Alternate to serve on the Policy Council.

Article 5: Selection of Policy Council Members

Section 1 – Head Start Center Representation

- A. The Policy Council members (representatives and alternate) must be elected by general vote of each center’s Parent Center Committee within 30 days of the center opening. Action of the election shall be recorded in the respective center committee minutes and forwarded to the Support Services Manager prior to the next regularly scheduled Policy Council meeting. Subject to the approval of the CAPMC Board of Directors, this Council will prescribe the manner for voting in a manner designed to allow direct participation by the parents in the voting process. This could include, without limitation: (a) voting in person at the center; (b) ballots mailed and/or provided to each parent with a deadline for the parent to return the ballot; (c) on-line voting through a survey or balloting application, website or other process that has reasonable expectations and assurances of accuracy for the vote.
- B. Once elected, the Parent Center Council Officials **may serve** as the respective Policy Council representative of the respective center. If a center

has two representatives, both may serve as the representatives.

- C. Any current parent who is also a family member of a Regional and Early Head Start staff employee may **not** serve as an elected representative of the Policy Council.
- D. Only one member of an immediate family may serve on the policy Council as a voting member. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister or relative by marriage or similar degree.

Section 2 – Board of Directors Representation The CAPMC Board Chair will appoint a CAPMC Board member to represent the CAPMC Board of the Policy Council.

Section 3 – Community At-Large Representation The community representative/ organization must submit a letter of interest for consideration of a position to the Regional and Early Head Start Policy Council. The Regional and Early Head Start Policy Council must approve/disapprove the request by a majority vote.

- A. In selecting a community representative at large, the Council shall consider the existing program goals of CAPMC and the ability of the individual to be a resource in achieving those goals. Representation will be balanced to the greatest extent possible. When a vacancy in community representation occurs, notification shall be mailed to the appropriate organization soliciting a written application for representation. In the event there are more individuals willing to serve than there are seats available, the Regional and Early Head Start Policy Council shall annually rotate seats in this sector among the eligible organizations using the following criteria:
 - 1. Length of tenure of each organization on the Policy Council;
 - 2. The value of the current member organizations as resources to the current and immediate future program goals; and
 - 3. The desire of the current organization to remain as members
- B. Each representative may have one alternate to substitute for him/her. The representing body shall select its own alternate.

Article 6: Term of Office for Members

Section 1 – Term of Office for Parent Representatives Parent representatives serve at the pleasure of each center's Parent Center Committee. An individual may not serve more than five (5) one-year terms as a parent representative and must be elected or confirmed annually by the Parent Center Committee. Only one member of an immediate family may serve as defined above in Article 5, Section 1(d). Notwithstanding the above (and the

requirement under the Head Start Act and Performance Standards that the terms of parent representatives be limited to one year), under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the parent representative's term may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 2 – Term of Board of Directors CAPMC Board Representatives shall serve at the pleasure of the CAPMC Board of Directors.

Section 3 – Term of Office for Community At-Large Representative Community representatives serve at the pleasure of the designated organization. An individual may not serve more than five (5) one-year terms as community representative and must be elected or appointed annually by a majority vote of the Head Start Policy Council. Notwithstanding the above, under extenuating or emergency circumstances (such as natural disasters, Acts of God, pandemic, etc.) outside of the control of CAPMC or the Council, the community representatives may be extended for a short period of time until the next election can be conducted as set forth in these bylaws to prevent the dissolution of an existing Council before a successor Council can be elected to ensure compliance with Section 642 of the Head Start Act and 45 C.F.R. Section 1301.3.

Section 4 – Alternates Service as an alternate Policy Council member will not be considered as time served as a principal representative Policy Council member unless the alternate attended a Policy Council meeting and had a vote.

Article 7: Removal

Section 1 – Reasons for Removal Members shall be removed from the Council for the following reasons:

- A. Change of residence to an area outside geographic area of Regional and Early Head Start Services Program.
- B. A Policy Council member transfers their child to another center.
- C. The Parent Center Committee selects another representative.
- D. Unexcused absence of a member from the Policy Council for two meetings. Unexcused absence of a member is defined as failure to timely contact the member's alternate. In addition, a member who will not be in attendance and is being replaced by the alternate must call the Central Office to inform them that the alternate will be attending the meeting.
- E. Any officer or representative not acting in the best interest of the Policy Council may be asked to resign. If the Policy Council officer or representative

refuses to resign, the Policy Council officer or representative may be removed upon a two-thirds (2/3) vote of the members then in office.

Section 2 – Resignation by Non-Attendance Any member who misses two (2) regularly scheduled meetings of the Council may be deemed to have resigned their position as a member of the Council (subject to Council approval). After a member has missed two (2) regularly scheduled monthly meetings, the Support Services Manager will contact the Policy Council member and notify the member, in writing, that failure to attend the next regularly scheduled monthly meeting will result in the Policy Council member's automatic resignation due to non-attendance.

Article 8: Vacancies

Section 1 – Events Causing Vacancy A vacancy shall occur when:

- A. A Council member is notified of his/her removal by actions of the Policy Council for cause;
- B. A Policy Council member notifies the Policy Council of his/her resignation;
- C. The Designee body removes its representative by 2/3 vote of the total non-vacant seats.

Section 2 – Vacancy of Parent Representative If a seat of a representative of the parents is vacant, and if an alternate has not been selected, the Policy Council will call for election from the respective center's Parent Center Committee. If the alternate has been selected, then the alternate shall fill the seat for the remainder of the unexpired term and a new alternate shall be elected by the Parent Center Committee.

Section 3 – Board of Directors If a seat of the representative of the Board of Directors is vacant and if a new representative has not been appointed, then the Policy Council shall prepare a written request to the Chair of the Board of Directors for a new appointee.

Section 4 – Vacancy of Community Representative If a seat of the representative of the Community is vacant, and if the designated alternate has not been selected, the Policy Council will call for election from the Community Body of Representation. The Policy Council shall ask the organization to name another representative to fill the term if no alternate has been selected.

Article 9: Meetings

Section 1 – General Meetings Regular meetings of the Policy Council will normally be held on the first Thursday of each month unless the Policy Council fixes another date and time. The Policy Council will use reasonable best efforts to maintain those dates as Policy Council meeting dates. If a scheduled meeting date falls on a legal holiday, the meeting shall be held as soon as reasonably possible thereafter, typically the following week. The Policy Council recognizes its obligations to comply with the Ralph M. Brown Act (the

“**Brown Act**”) open meeting laws and will comply with all applicable provisions of the Brown Act including, without limitation, the publishing of notices and agendas for all meetings as well as the dissemination of information related to agenda items. This generally means publishing notice of all meetings at least 72 hours prior to general meetings including those that may be held by teleconference and/or videoconference (such as by use of WebEx, Zoom or similar apps or programs). In addition, the Robert’s Rules of Order shall be the governing rules for all Policy Council meetings.

Section 2 – Quorum Fifty-one percent of the current, non-vacant seats shall constitute a quorum at any meeting of the Policy Council. A quorum must be present at the time of any official action taken. Those Policy Council members attending by any means (including by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs) count for purposes of determining quorum, and the Policy Council will follow the requirements of the Brown Act with regard to personal or attendance by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs). Parent membership at all times shall reflect a minimum of 51% of the total Policy Council Members prior to conducting business.

Section 3 – Special Meetings Special meetings of the Policy Council may be called when the business to be addressed cannot be deferred until the next regularly scheduled meeting with notice published as required by the Brown Act. A special meeting of the Policy Council may be called by the Chairperson of the Policy Council or by any two Members. A call for a special meeting will state the business to be addressed by the Policy Council at the special meeting in the form of agenda items. Every member of the Policy Council must be notified of the special meeting at least five days prior to the established meeting time, unless the meeting is emergency in nature and fulfills the emergency meeting requirements of the Brown Act. The requirements of the Brown Act apply at all special meetings (as may be modified by Executive Order or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including (including by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs), and only those items for which the special meeting was called may be deliberated and action taken.

Section 4 – Special Meetings Executive Committee When a need for a special meeting arises, the Support Services Manager will determine with the Policy Council Chairperson if an Executive Committee meeting rather than a full Policy Council meeting would be appropriate as set forth in these Bylaws. If it is determined that a special meeting of the Executive Committee is appropriate, all Members will receive notice of the meeting and are permitted to attend and participate in the meeting. If at the meeting a quorum of the Policy Council is established, the meeting would then become a special meeting of the Policy Council.

Section 5 – Place of Meetings Meetings of the Policy Council shall generally be held at CAPMC’s administrative offices, which is currently located as 1225 Gill Avenue, Madera, California. Meetings may be held, however, at any place within the County of Madera

designated by the Policy Council so long as notice of such meetings is published as required by the Brown Act and is held in a location that does not discriminate on the basis of any protected category under California law. Nothing in these Bylaws is intended to prohibit the Policy Council from meeting in closed sessions to discuss matters concerning specific employees, any potential or existing litigation, or other matters which may be discussed in closed session pursuant to the Brown Act.

Section 6 – General Notice Requirements All notices and agendas of meetings shall comply with the Brown Act -(as may be modified by Executive Order, regulation or otherwise due to constraints resulting from pandemics, natural disasters, etc. to allow for the all those who wish to attend to do so in person in whatever ways in which participation is being offered, including by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs) and specify the place, date, and hour of the meeting ,how those wishing to attend by teleconference or videoconference may participate, as well as all matters of business to be considered by the Policy Council. Written notification of regular Policy Council meetings shall be made by mail or other electronic forms that gives actual notice of the meeting to the Members at least five days in advance of the meeting. The Policy Council secretary is authorized to execute any and all affidavits of notice indicating that notice of the meeting was duly made.

Section 7 – Action at a Meeting Presence (including presence by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs) as permitted by the Brown Act (as may be modified by Executive Order, regulation or otherwise due to constraints resulting from pandemics, natural disasters, etc.) of a majority of the members then in office at a meeting of the Policy Council constitutes a quorum for the transaction of day-to-day business of the Policy Council, except as otherwise provided in these Bylaws. Every act done or decision made by a majority of the members present at a meeting duly held at which a quorum is present shall be regarded as the act of the Policy Council, unless a greater number, or the same number after disqualifying one or more members from voting, is required by the Articles of Incorporation, these Bylaws, or the provisions of the California Corporations Code applicable to CAPMC. Members may not vote by proxy but their alternates may vote in their place instead. Voting by alternates is not deemed a vote by proxy.

Section 8 – Proxy Voting The practice of proxy voting at any meeting, either the Policy Council as a whole, or at a Special Committee meeting, is prohibited. Any such attempted voting shall be deemed null and void.

Note: Alternate Board members serve in the place instead of absent principal Board members, so any votes of an alternate Board member count in place of the vote of the respective absent Policy Council Board member.

Section 9 – Adjournment A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time and place, but any notice of adjournment

to another time or place shall be given in accordance with the provisions of the Brown Act.

Section 10 – Meeting Minutes Records of all actions of the Policy Council (including actions in closed session) will be set forth in written minutes of the meeting. Minutes will be kept on file as the official record of the Policy Council. Closed session minutes will be kept separately from the regular minutes and kept confidential. CAPMC’s Assistant to the Head Start Director will be the custodian of the minutes. However, it is vital that all members of the Policy Council and the Head Start Director be able to fully participate in the discussions and deliberations, so minutes will be recorded on tape during each meeting by a member of CAPMC’s clerical staff or by a volunteer, not by a member of the Policy Council or by the Head Start Director. Minutes will then be transcribed by an Agency clerical employee after the meeting. The tape recordings are not the official meeting minutes and are used only for the transcription of the official minutes and/or used by the Policy Council to ensure the accuracy of the official minutes of a particular meeting prior to their approval. As a result, the tape recordings are not available to the public for review. Once the official minutes of a particular meeting have been approved by the Policy Council, the tape recording will be destroyed. Minutes of previous meetings will be distributed to all members no fewer than five days in advance of the next meeting, except for closed session minutes. The written official minutes of Policy Council Meetings (other than minutes of closed sessions) shall be available to the public for inspection in accordance with the provisions of the California Public Records Act.

Section 11 – Exceptions to In-Person Board Meetings Due Emergency Circumstances (Pandemic, Natural Disasters, Etc.) -

(a)The Policy Council may hold Policy Council meetings via teleconference, telephone or other electronic means such as remote online participation by teleconference or videoconference (by use of WebEx, Zoom or similar apps or programs) when permitted by the Brown Act (as may be modified by Executive Order, regulation or otherwise due to constraints resulting from pandemics, natural disasters, etc.) so that Council members and public may attend without being physical present (collectively referred to as the “Teleconferencing Exemption”). CAPMC staff assisting the Policy Council may also appear by teleconference, telephone or other electronic means such as by teleconference or video conference (by use of WebEx, Zoom or similar apps or programs) should the Teleconferencing Exemption be permitted by the Brown Act (as may be modified by Executive Order, regulation or otherwise due to constraints resulting from pandemics, natural disasters, etc.).

Section 12.-- The Policy Council reserves the right to enact other safety measures to protect its members, CAPMC employees and the public from unnecessary health risks by taking appropriate actions to minimize exposure to illnesses such as COVID-19 and/or requiring face coverings and social distancing for both those who are fully vaccinated as well as those who are not. Notwithstanding the above, the Policy Council will at all times comply with applicable provisions of the Brown Act.

Article 10: Officers

Section 1 – Officers The Policy Council shall have the following officers; Chairperson, Vice-Chairperson and Secretary. The alternate to the member serving in these officer positions shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer including, without limitation, during the Executive Committee meetings and as serving as the representative to the CAPMC Board of Directors.

Section 2 – Duties of Officers The duties of these officers shall be as follows:

- A. **Chairperson** The Chairperson shall be the Chairperson of the Policy Council and Executive Committee. The Chairperson shall:
1. Be a member of the Policy Council and the Executive Committee.
 2. Call to order all meetings of the Policy Council and Executive Committee and work with parents and staff (as may be necessary and appropriate) in the development of agendas and submission of agendas with notice of call and keep order over all meetings.
 3. Preside at all meetings of the Policy Council and Executive Committee.
 4. Exercise such other powers and performs such other duties as may be prescribed by the Policy Council.
- B. **Vice-Chairperson** The Vice-Chairperson shall be a member of the Policy Council and Executive Committee. In the absence or incapacity of the Chairperson, the Vice-Chairperson shall preside at meetings and shall also perform such other duties as may be prescribed by the Policy Council from time to time.
- C. **Secretary** The Secretary shall be a member of the Policy Council and Executive Committee and shall keep, or work with staff to cause to be kept, minutes of all Committee and Executive Committee meetings, and other such duties as may be prescribed by the Policy Council.

Article 11: Election of Officers

Section 1 – Election of Officers The officers shall be elected (annually) to a one-year term by the Policy Council. Election shall take place at the Policy Council meeting following the seating of the new Policy Council members.

Section 2 – Term of Office The term of office for officers begins at the same time of their election until the new representatives are seated the following year.

Section 3 – Vacancies in Officer Positions Vacancies in officer positions shall be filled at the next regular noticed meeting of the Policy Council to complete the unexpired term of the

position being filled.

Section 4 – Alternates may not serve as officers on the Policy Council except to the extent the alternate is assuming the position temporarily as set forth below in Article 12, Section 1.

Section 5 – Designated Representatives Designated Representatives of the Community Representative or other designee officials may not serve as officers.

Article 12: Committees

Section 1 – Executive Committee The Executive Committee shall be composed of the officers and one member elected by the Policy Council. As noted above, the alternate to the member serving on the Executive Committee shall likewise assume the officer position when the alternate is attending in the place and stead of the respective officer Executive Committee member. There will be no limit on the number of terms served by non-officers on the Executive Committee.

Section 2 – Executive Committee – Interim Matters The Executive Committee shall act on interim or emergency matters which cannot wait until the next regular Policy Council meeting.

Section 3 – Executive Committee – Resolving Administrative Management Issues The Executive Committee shall be responsible for determining major administrative and management issues to be addressed by Administration and Policy Council.

Section 4 – Executive Committee Schedule The Executive Committee shall determine its own meeting schedule. Meetings may be called by the President or shall be called upon request of majority members of the Executive Committee.

Section 5 – Executive Committee Quorum A quorum for any of the Executive Committee shall be 50 percent of the authorized total membership of the Executive Committee.

Section 6 – Executive Committee Minutes The Policy Council shall review the minutes of each Executive Committee and accept or reject such minutes in whole or in part.

Article 13: Conflict of Interest

Section 1 – No Conflict of Interest All Policy Council Members will be required to sign a Policy Council Code of Conduct form on a yearly basis. The form indicates that each member acknowledges the following:

- Participation on the Policy Council will result in no financial gain to the Policy Council member or any member of his/her family.
- Conflict of Interest – The Policy Council member confirms that he/she is not related to any Head Start employee by blood or marriage.

Oath of Confidentiality – The Policy Council member acknowledges and agrees that all information obtained during his/her participation on the Policy Council meetings is confidential and that no information gained as a result of participation on the Policy Council will be used for any purpose except to make appropriate decisions and recommendations for the program.

Section 2 – Employment with CAPMC Any Policy Council Member wishing to apply for a position within CAPMC must resign or have vacated his/her Policy Council Representative position prior to submitting any application for employment.

Section 3 – Loans CAPMC may not lend any money or property to, or guarantee the obligation of, a Policy Council Representative or officer; provided however that CAPMC may advance money to a Director or officer of CAPMC for expenses reasonably anticipated to be incurred in the performance of his or her duties if that Policy Council Representative or officer would otherwise be entitled to reimbursement for such expenses by CAPMC. In the case of an advance, itemized receipts shall be submitted to the Assistant to the Head Start Director within ten days of the actual expenditure. As noted above, checks for meeting reimbursements will be valid for a period of nine (9) months from the date of the check. If the Policy Council Representative (or alternative) does not cash the reimbursement within nine months of the date of issuance of the reimbursement check, the check will be considered null and void and the expenses no longer subject to reimbursement.

Article 14: Confidentiality

Section 1 – Confidentiality All officers, employees and volunteers (Policy Council and CAPMC Board Members) collecting, maintaining and utilizing any client data information or Executive Session or Closed Session information in the course of their work in CAPMC shall sign a Policy Council Code of Conduct form. Any person breaching confidentiality of Executive or Closed Sessions or client data information will be immediately suspended from the Policy Committee, and where appropriate be asked to resign or be removed from the Board upon a two-thirds (2/3) vote of the members then in office. Anyone who discloses confidential or other information disclosed during closed sessions may also be potentially liable for violations of the Brown Act which carries substantial civil and criminal penalties.

Article 15: Binding Arbitration

Section 1 – Binding Arbitration The Binding Arbitration Agreement for Resolution of Impasse between the CAPMC Board of Directors and the Policy Council must be followed and is hereby incorporated herein by reference into these Bylaws.

Article 16: Amendments and Revisions

The Policy Council may adopt, amend, or repeal Bylaws by affirmative vote of two-thirds (2/3) of the members then in office. A public notice of any proposed bylaw change must be made at least two weeks prior to the meeting at which such a proposal will be voted upon. Proposed amendments to these Bylaws must be in writing and sent to the members at least seven days in advance of the Policy Council meeting in which the Policy Council will act to provide public notice of a proposed bylaw change.

If any provision of these Bylaws requires the vote of a larger proportion of the Policy Council than is otherwise required by law, that provision may not be altered, amended, or repealed except by that greater vote.

CODE OF CONDUCT

The Madera/Mariposa Regional and Early Head Start Policy Council recognizes that persons involved in governance activities (Policy Council) at Community Action Partnership of Madera County – Madera/Mariposa Regional and Early Head Start are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on Community Action Partnership of Madera County Head Start and Early Head Start public's image, reputation, or credibility.

CODE OF CONDUCT

Community Action Partnership of Madera County-Madera/Mariposa Regional and Early Head Start Policy Council members:

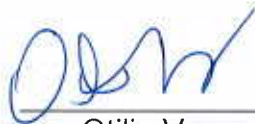
1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Conflict of Interest – I am confirming that I am not related to any Community Action Partnership of Madera County-Head Start program employee by blood or marriage.
3. Must uphold the agency's confidentiality guidelines stated as follows:
 - i. No information regarding children and families of children enrolled with Madera/Mariposa Regional and Early Head Start is to be discussed outside of the work setting or Board/Council meetings;
 - ii. Information is to be discussed within the work setting and at Board/Council meetings only as is necessary and related to program operations/business or decision-making;
 - iii. No information learned at Board/Council meetings or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities.

4. Will support and participate in a TEAMWORK approach to decision making.
5. Will behave and interact respectfully while participating on Board/Council or representing the organization within the community.
6. Must have an interest and concern for children and their families.
7. May not accept gifts and/or gratuities as stated in the Community Action Partnership of Madera California Personnel Policy Manual.
8. Are prohibited from using their position on Board/Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
9. Must not make public statements under the auspices of any agency title without the Board of Directors' approval.
10. Will follow all Community Action Partnership of Madera California – Madera/Mariposa Regional and Early Head Start general operating procedures.
11. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Council.

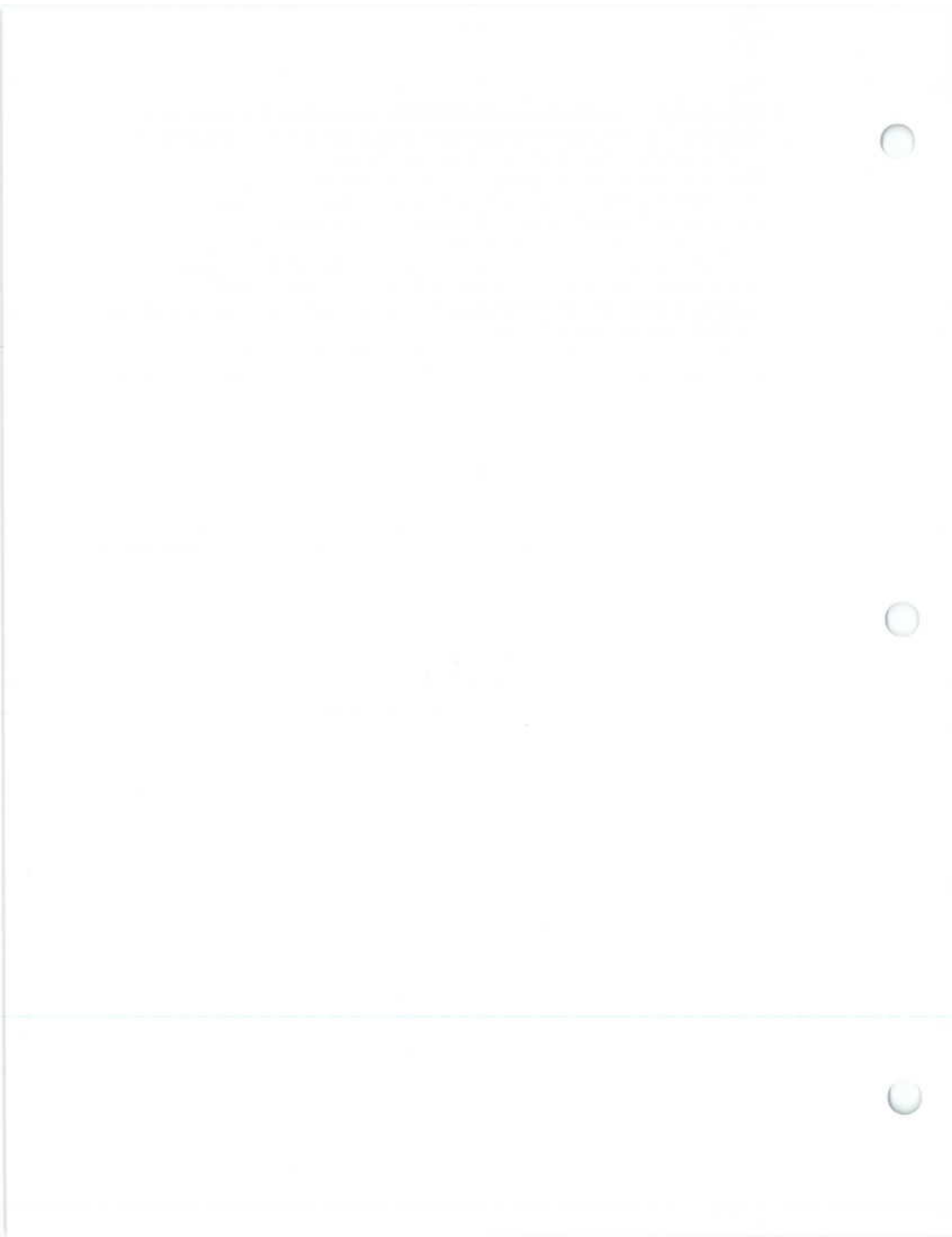
CERTIFICATION OF Chairperson

I certify that I am the duly acting Secretary of the Madera/Mariposa Regional and Early Head Start Policy Council that the above Bylaws are the Bylaws of this Head Start Policy Council as adopted by the Head Start Policy Council on December 7, 2023 and that they have not been amended or modified since that date.

Dated: December 7, 2023

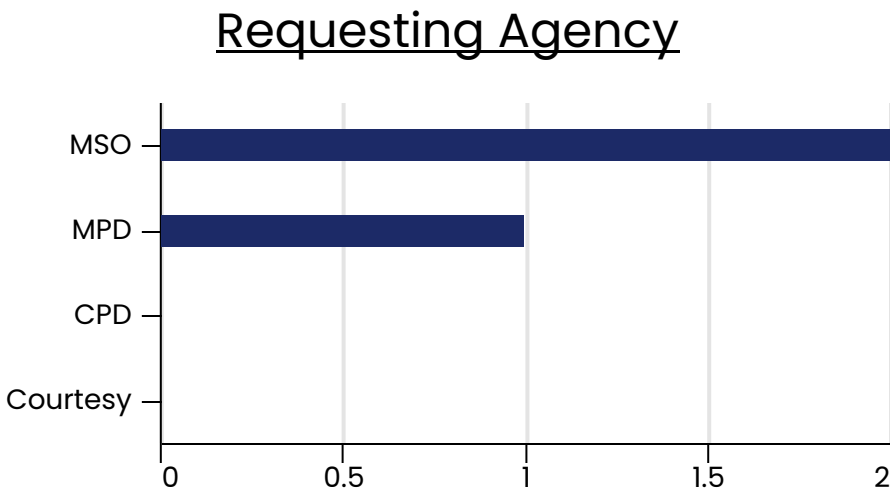


Otilia Vasquez, Chairperson



Madera County Child Advocacy Center (CAC)

December 2023



Counseling Services

Referrals Made: 2

Onsite Counseling Sessions: 0

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

Child Forensic Interviews Year to Date

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
2023	8	17	27	37	44	53	64	69	75	79	94	97
2022	10	17	26	33	42	56	61	68	79	93	100	104



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

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

General Contract – CAPP	477
CalWORKs Stage 2 – C2AP	147
CalWORKs Stage 3 – C3AP	144
Bridge Program - BP	21
Total Children Enrolled	789

**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	41
IN – HOME LICENSE CHILD CARE PROVIDERS – LARGE	43
LICENSE-EXEMPT CHILD CARE PROVIDERS	66
Total Providers Enrolled	150

RESOURCE & REFERRAL LICENSED PROVIDERS

ACTIVE - LICENSED CHILD CARE PROVIDERS	1
CLOSED - LICENSED CHILD CARE PROVIDERS	N/A

CHILD CARE INITIATIVE PROGRAM PROVIDER WORKSHOPS/TRAININGS

CHILD CARE INITIATIVE PROJECT (CCIP) Workshops:

- Best Practice Workshop (English) - 4 attendees
- Best Practice Workshop (Spanish) - 25 attendees

Family, Friend and Neighbor Activity:

- No workshop

Bridge Coaching Session:

- No workshop



Community Services Monthly Report to the Board of Directors

December 2023

Program	Monthly Households Served	11-1-2021 to June 30, 2023 Fiscal YTD Total
ARPA 2021 – Non- Emergency	0	25
ARPA 2021 – Emergency	0	23
ARPA 2021 – WPO	0	16
HEAP 2022 – Non-Emergency	0	423
FAST TRACK 2022 – Emergency	0	564
WPO 2022 – WOOD/PROPANE/OIL	0	16
The above programs are out of funding		
HEAP 2023 – Non-Emergency	0	320
FAST TRACK 2023 – Emergency	8	504
WPO 2023 -WOOD/PROPANE/OIL	0	18
SLIHEAP 2022 – Non-Emergency	0	24
SLIHEAP FAST TRACK 2022 – Emergency	0	25
SLIHEAP 2022 – WOOD/PROPANE/OIL	0	0
ESLIHEAP 2023 – Non- Emergency	0	78
ESLIHEAP 2023 – FAST TRACK	0	171
ESLIHEAP 2023 WOOD/PROPANE/OIL	0	15
HEAP 2024 – Non-Emergency	43	43
FAST TRACK 2024 – Emergency	61	61
WPO 2024 – WOOD/PROPANE/OIL	7	7

LOW INCOME HOME WATER ASSISTANCE PROGRAM

PROGRAM	Monthly Households Served	Fiscal YTD Totals
LIHWAP Past Due Water Bills	1	539

HOMELESS PROGRAMS

PROGRAM	Residents	Vacancies
Shunammite Place	41	3
Madera Mental Health Services Act	11	1

EMERGENCY HOUSING VOUCHERS

Program	Amount	Issued
Emergency Housing Vouchers – Housing Services	33	0

December 2023 Homeless Prevention Assistance

Homeless Housing Assistance	0
Madera County Mortgage Rental Utility Assistance Program District 1 and 3	0
Total	378

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2022 through June 30, 2023

	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$95,000	\$95,000	\$0	100%
Objective	Goal	YTD Achieved	Balance	% Achieved

Kaiser Permanente Housing for Health Grant Opportunity

Spending Period July 1, 2023 through June 30, 2024

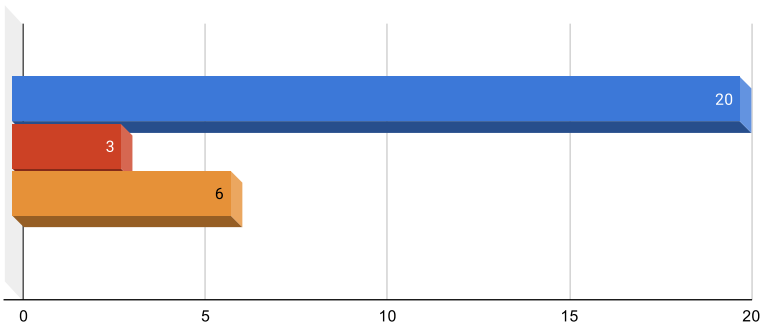
	Application Submitted	YTD Expenses	Budget Balance	Achievement
Funding	\$50,000	\$35,531.37	\$14,468.63	71.0%
Objective	Goal	YTD Achieved	Balance	% Achieved



Homeless Engagement for Living Program (HELP Center) - December 2023 Services Report

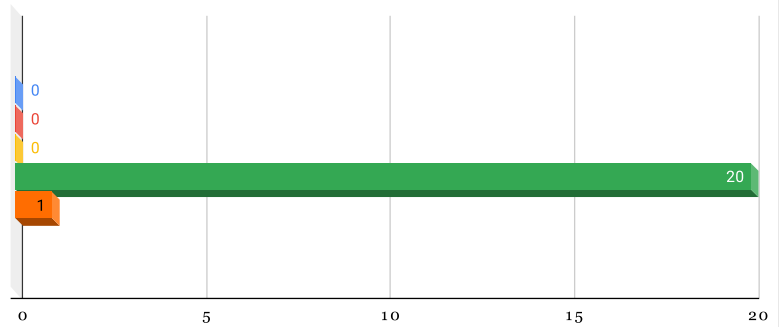
LOCATIONS

MADERA CITY CHOWCHILLA CITY EASTERN MADERA



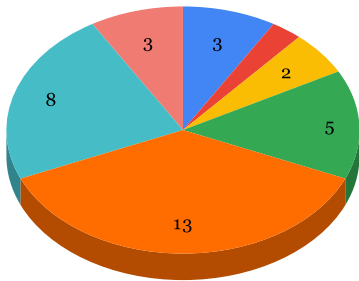
SUBGROUPS

DV TAY VETERAN INDIVIDUALS FAMILIES



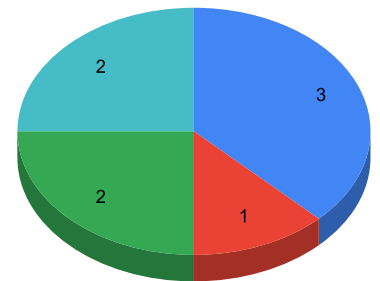
HOUSING SERVICES

SHELTER
 TRIAGE HOUSING
 REUNIFICATION WITH FAMILY
 HOUSING RESOURCE GUIDE
 SUBMITTED RENTAL APPLICATIONS
 PERMANENT HOUSING
 PROVIDED MOVE-IN COSTS



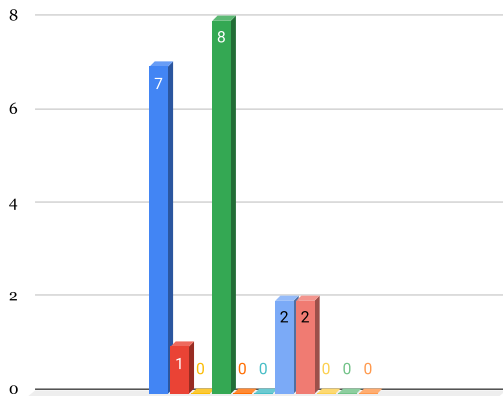
DOCUMENT COLLECTION

DMV VOUCHER FOR ID
 SOCIAL SECURITY CARD
 INCOME VERIFICATION
 PSH SUPPORT LETTERS



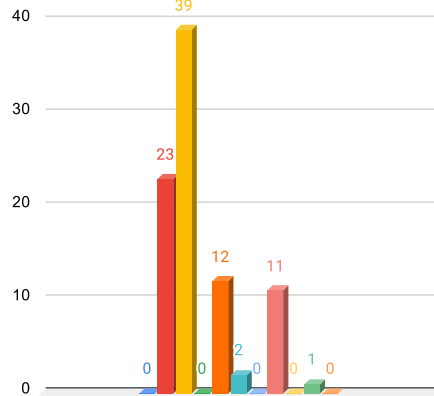
REFERRALS

WORKFORCE
 VICTIM SERVICES
 VETERAN AFFAIRS
 BEHAVIORAL HEALTH
 IMMIGRATION SERVICES
 FOSTER CARE SERVICES
 RH COMMUNITY BUILDERS
 SUBSTANCE ABUSE PROGRAM
 DSS-APS
 DSS-CPS
 DSS-HSP



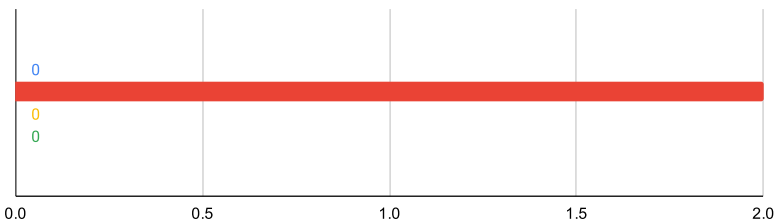
OTHER SERVICES

SUICIDE PREVENTION
 PROVIDED HYGIENE KITS
 DELIVERED COMMODITIES
 ASSISTED WITH SSI BENEFITS
 ARRANGED TRANSPORTATION
 ADVOCACY WITH LEGAL
 ASSISTED IN OBTAINING A
 PROVIDED SHOES OR
 PROVIDED BICYCLE FOR
 ASSISTED WITH JOB
 ASSISTED IN OBTAINING



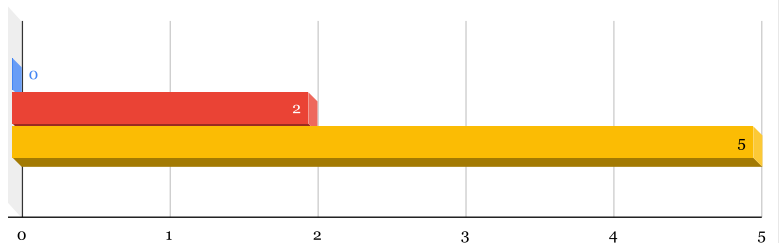
OTHER NON-CASH BENEFITS

ASSISTED IN OBTAINING MEDICAL APPTS
 ASSISTED IN OBTAINING CASH AID / TANF
 ASSISTED IN OBTAINING CALFRESH BENEFITS
 ASSISTED IN OBTAINING HEALTH INSURANCE



COORDINATED ENTRY

PLACED ON PSH PRIORITY LIST
 PLACED ON RRH PRIORITY LIST
 PLACED ON BY-NAME LIST





Homeless Engagement for Living Program (HELP Center) Services Report - December 2023

Below are the number of services provided and contacts made in Madera County for the period of 12/01/2023 - 12/31/2023.

	Individuals	Families	DV	TAY	Veterans
Madera City	227	25	6	5	1
Chowchilla City	35	1	0	0	0
Eastern Madera	27	0	0	0	0
Total:	289	26	6	5	1

Outcomes-Services Offered		
HOUSING SERVICES	CURRENT MONTH	YEAR TO DATE
SHELTER	3	14
TRIAGE HOUSING	1	10
REUNIFICATION WITH FAMILY	2	4
HOUSING RESOURCE GUIDE	5	40
SUBMITTED RENTAL APPLICATIONS	13	78
PERMANENT HOUSING	8	32
PERMANENT SUPPORTIVE HOUSING	0	11
PROVIDED MOVE-IN COSTS	3	11
DOCUMENT COLLECTION	CURRENT MONTH	YEAR TO DATE
DMV VOUCHER FOR ID	3	25
SOCIAL SECURITY CARD	1	12
BIRTH CERTIFICATE	0	4
INCOME VERIFICATION	2	10
DISABILITY CERTIFICATION	0	13
PSH SUPPORT LETTERS	2	15
EMOTIONAL SUPPORT ANIMAL LETTER	0	3
REFERRALS	CURRENT MONTH	YEAR TO DATE
WORKFORCE	7	21
VICTIM SERVICES	1	6
VETERAN AFFAIRS	0	3
BEHAVIORAL HEALTH	8	81
IMMIGRATION SERVICES	0	0
FOSTER CARE SERVICES	0	0
RH COMMUNITY BUILDERS	2	34
SUBSTANCE ABUSE PROGRAM	2	3
DEPARTMENT OF SOCIAL SERVICES - APS	0	3
DEPARTMENT OF SOCIAL SERVICES - CPS	0	0
DEPARTMENT OF SOCIAL SERVICES - HOUSING	0	11
OTHER NON-CASH BENEFITS	CURRENT MONTH	YEAR TO DATE
ASSISTED IN OBTAINING MEDICAL APPTS	0	3
ASSISTED IN OBTAINING CASH AID / TANF	2	3
ASSISTED IN OBTAINING CALFRESH BENEFITS	0	2
ASSISTED IN OBTAINING HEALTH INSURANCE	0	4
OTHER SERVICES	CURRENT MONTH	YEAR TO DATE
SUICIDE PREVENTION	0	2
PROVIDED HYGIENE KITS	23	81
DELIVERED COMMODITIES	39	188
ASSISTED WITH SSI BENEFITS	0	1
ARRANGED TRANSPORTATION	12	67
ADVOCACY WITH LEGAL MATTER	2	6
ASSISTED IN OBTAINING A GOVT. PHONE	0	2
PROVIDED SHOES OR CLOTHES TO CLIENT	11	21
PROVIDED BICYCLE FOR TRANSPORTATION	0	0
ASSISTED WITH JOB INTERVIEW	1	1
ASSISTED IN OBTAINING INCOME	0	0
OTHER COORDINATED ENTRY	CURRENT MONTH	YEAR TO DATE
PLACED ON PSH PRIORITY LIST	0	6
PLACED ON RRH PRIORITY LIST	2	3
PLACED ON BY-NAME LIST	5	26

Report to the Board of Directors

Month: December 2023

Program Manager: Jennifer Coronado

ACCOMPLISHMENTS:

- Distributed holiday gifts to over 150 individuals thanks to donations from Alvarez and Garcia Group, Madera County District Attorney's Office, and Madera Police Department in partnership with Central Valley Community Bank.
- Attended Madera County Department of Behavioral Health Candlelight Vigil in remembrance of those impacted by drunk and impaired drivers.

UPCOMING EVENTS:

- Final report due for 2022 Underserved Advocacy and Outreach grant on January 31, 2024.
- Final report due for 2022 Transitional Housing grant on January 31, 2024.
- Quarterly VOCA (Victims of Crime Act) reports due for all programs (UV, SA, DV, VW, & XH), January 15th.
- January is Human Trafficking Awareness Month. Victim Services staff will join DSS proclamation from the Board of Supervisors on January 9th.
- Human Trafficking Awareness Day on January 11th – WEAR BLUE.
- February is Teen Dating Violence Awareness Month
- Teen Dating Violence Awareness Day on February 8th – WEAR ORANGE.

STATISTICAL REPORTS:

To be provided on a quarterly basis.





Report to the Board of Directors

Agenda Item Number: E-1

Board of Directors Meeting for: January 11, 2024

Author: Donna Tooley, Consultant

DATE: January 2, 2024

TO: Board of Directors

FROM: Finance Committee

SUBJECT: Review and Accept Audit Report and Audited Financial Statements – June 30, 2023

I. RECOMMENDATION:

Review and consider accepting the auditor reports and the audited financial statements for the year ended June 30, 2023.

II. SUMMARY:

CAPMC is required to have an independent, singlewide agency audit every year. Brown Armstrong, CPAs prepared the auditor's report on the financial statements for the fiscal year ended June 30, 2023. The Finance Committee is scheduled for January 8, 2024, and will share the recommendation with the Board of Directors regarding the audit report and the related financial statements for the period ended June 30, 2023.

III. DISCUSSION:

- A. CAPMC is required to have an independent, singlewide agency audit because it expends more than \$750,000 of Federal funding during the agency's fiscal year. Brown Armstrong, CPAs performed the audit work and issued its audit report on the financial statements. A Single Audit includes an audit of both the agency's financial statements and compliance with Federal award requirements for programs identified as "major programs" based on criteria established by the Office of Management and Budget (OMB) Uniform Guidance standards.
- B. The agency audit report was unmodified.
- C. There were not any questioned costs or findings for the year.
- D. Once the CAPMC Board of Directors accepts the audit report, staff will forward to the Madera County Board of Supervisors for its acceptance.

- E. There is an additional letter attached known by professional standards as the Statement on Auditing Standards 114 that is required communication letter for all financial statement audits. The purpose of the letter is to communicate with those charged with governance, such as the Board of Directors, Audit Committee, or Management, the scope of audit procedures performed, significant findings, and other information, such as disagreements with management, audit adjustments and significant estimates, that are not communicated in the audited financial statements. Another important portion of the letter is the presentation of any passed journal entries. These are entries that were not posted to the audited financials, because, in total, they have no material effect on the financial statements, but are presented to you in this letter to bring to your attention other known errors that were found during the audit. There were no such misstatements.
- F. All the correspondence referred to above is included as attachments for your review and consideration. Additionally, an agenda prepared by Brown Armstrong for discussion points is attached as supplementary information.
- G. Brooke Baird, the Audit Manager, and/or Eric Xin, Audit Partner, on the engagement from Brown Armstrong, CPAs will present the audited financial statements and the management letter to the Finance Committee on Monday, January 8, 2024. Either one or both will present to the Board of Directors at the meeting on January 11, 2024.

IV. FINANCING:

The fees for the audit and the information returns of \$70,000 and \$3,000, respectively are budgeted in the Indirect Cost Pool. This is the sixth year that CAPMC has used this outside audit firm.

**Community Action Partnership of Madera County, Inc.
Board of Directors Presentation of the 2023 Audit Results
January 11, 2024**

1. Brooke Baird previously met with the Finance Committee on Monday, January 8, 2024, and discussed the following:
 - a) Audit Process
 - b) Significant Audit Areas
 - c) Audit Reports Issued
 - d) The Financial Statements
2. In regards to the Audit Reports Issued for the Financial Audit of Community Action Partnership of Madera County, Inc. (the Agency)
 - a) Independent Auditor's Report – Unmodified Opinion – “Clean Opinion”
 - b) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - c) Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance Required by the Uniform Guidance
3. Required Communication to the Board of Directors
4. Questions and/or Comments

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

We have audited the financial statements of Community Action Partnership of Madera County, Inc., (the Agency) for the year ended June 30, 2023, and we will issue our report thereon dated December 14, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 14, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. In the current year the Agency implemented Accounting Standards Codification (ASC) 842, *Leases and Accounting Standards Update (ASU) 2020-7, Not-for-Profit Entities for Contributed Nonfinancial Assets*. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the fair value of property and equipment is described in Note 1. We evaluated the key factors and assumptions used to develop this estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We detected no such misstatements during our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 14, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of Community Action Partnership of Madera County, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 14, 2023

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

**FINANCIAL STATEMENTS
AND ADDITIONAL INFORMATION**

**FOR THE YEAR ENDED
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 REPORT ON EXAMINATION OF FINANCIAL STATEMENTS
 AND ADDITIONAL INFORMATION
 JUNE 30, 2023**

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Community Action Partnership of Madera County, Inc. (the Agency), which comprise the statement of financial position as of June 30, 2023; the related statements of activities, functional expenses, and cash flows for the year then ended; and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Agency as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedules on pages 30-103 are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying supplemental schedule of expenditures of federal and state awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental schedules and the schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2023, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have audited the financial statements of the Agency, as of June 30, 2022, and expressed an unmodified opinion on those financial statements in our report dated June 15, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 14, 2023

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)

<u>ASSETS</u>	Without Donor Restrictions	With Donor Restrictions	Total June 30, 2023	Total June 30, 2022
CURRENT ASSETS				
Cash and Cash Equivalents (Note 1)	\$ 6,784,362	\$ -	\$ 6,784,362	\$ 3,760,124
Grants Receivable	2,527,926	-	2,527,926	3,469,586
Accounts Receivable	13,171	-	13,171	36,989
Food and Custodial Supply Inventory	28,100	-	28,100	29,501
Right-of-Use Assets - Operating Leases	4,265,259	-	4,265,259	-
Prepaid Expenses	58,452	-	58,452	57,776
Total Current Assets	13,677,270	-	13,677,270	7,353,976
PROPERTY AND EQUIPMENT (Note 3)	1,919,364	-	1,919,364	1,778,397
DEPOSITS	139,952	-	139,952	140,005
TOTAL ASSETS	\$ 15,736,586	\$ -	\$ 15,736,586	\$ 9,272,378
 <u>LIABILITIES AND NET ASSETS</u>				
LIABILITIES:				
Accounts Payables and Accrued Expenses	\$ 4,057,783	\$ -	\$ 4,057,783	\$ 4,788,052
Due to Funder	729,174	-	729,174	2,916
CDE Reserve (Note 4)	36,680	-	36,680	42,480
Deferred Revenue	3,731,285	-	3,731,285	1,785,313
Operating Lease Liabilities				
Due Within One Year	1,025,975	-	1,025,975	-
Due in More Than One Year	3,239,284	-	3,239,284	-
Total Liabilities	12,820,181	-	12,820,181	6,618,761
NET ASSETS:				
Unrestricted	549,729	-	549,729	438,008
Unrestricted, Designated	560,000	-	560,000	560,000
Property and Equipment	1,806,676	-	1,806,676	1,655,609
Total Net Assets	2,916,405	-	2,916,405	2,653,617
TOTAL LIABILITIES AND NET ASSETS	\$ 15,736,586	\$ -	\$ 15,736,586	\$ 9,272,378

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)

	Without Donor Restrictions	With Donor Restrictions	Total Year Ended June 30, 2023	Total Year Ended June 30, 2022
REVENUES, GAINS, AND OTHER SUPPORT:				
Grant Income - Federal	\$ 26,599,798	\$ -	\$ 26,599,798	\$ 24,082,854
Grant Income - State	5,736,272	-	5,736,272	6,811,351
Grant Income - Local Govt.	326,514	-	326,514	304,102
Grant and Contract Income - Other	106,778	-	106,778	9,590
In-Kind Donations (Note 7)	2,855,604	-	2,855,604	2,002,170
Donations	123,368	-	123,368	119,495
Rental Income	57,884	-	57,884	48,962
Investment Income		-		
Interest	3,250	-	3,250	2,270
Other Income	2,503	-	2,503	50,475
	<u>35,811,971</u>	<u>-</u>	<u>35,811,971</u>	<u>33,431,269</u>
Total Revenues, Gains, and Other Support				
EXPENSES AND LOSSES:				
Corporate	2,547,207	-	2,547,207	2,497,726
CSBG	441,612	-	441,612	431,131
Regional Head Start	6,454,604	-	6,454,604	5,833,005
Migrant Programs	12,554,211	-	12,554,211	12,219,422
Child Care Programs	10,400,737	-	10,400,737	9,966,880
Emergency Food and Shelter	2,200,356	-	2,200,356	1,954,022
Energy Program	1,481,463	-	1,481,463	941,484
Senior Services	120,086	-	120,086	234,707
Other Programs	2,046,314	-	2,046,314	1,759,978
Eliminations	(2,546,340)	-	(2,546,340)	(2,445,097)
	<u>35,700,250</u>	<u>-</u>	<u>35,700,250</u>	<u>33,393,258</u>
Total Expenses and Losses				
CHANGE IN NET ASSETS	111,721	-	111,721	38,011
ADJUSTMENTS TO NET ASSETS:				
Net Additions to Restricted Net Assets	622,644	-	622,644	381,064
Deprec. and Deductions to Restr. Net Assets	(471,577)	-	(471,577)	(405,026)
NET ASSETS, Beginning of Year	<u>2,653,617</u>	<u>-</u>	<u>2,653,617</u>	<u>2,639,568</u>
NET ASSETS, End of Year	<u>\$ 2,916,405</u>	<u>\$ -</u>	<u>\$ 2,916,405</u>	<u>\$ 2,653,617</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)**

EXPENSES	Program Services	General and Administrative	Fundraising	Total June 30, 2023
Salaries and Wages	\$ 12,075,008	\$ 1,275,272	\$ 82,002	\$ 13,432,282
Employee Benefits	3,075,348	297,956	21,438	3,394,742
In-Kind Expenditures	2,855,604	-	-	2,855,604
Direct Assistance	6,676,690	-	-	6,676,690
Medical Expenses	8,030	765	-	8,795
Consultants and Contractual	1,111,814	209,771	-	1,321,585
Materials and Supplies	2,381,975	207,795	-	2,589,770
Travel and Training	226,886	56,677	-	283,563
Repairs and Maintenance	86,880	3,704	-	90,584
Vehicle Expenses	191,874	7,401	-	199,275
Rent	1,085,077	194,929	1,922	1,281,928
Occupancy	1,697,241	117,268	8,164	1,822,673
Insurance	10,708	47,908	-	58,616
Postage and Printing	70,169	9,344	-	79,513
Telephone	511,594	16,552	-	528,146
Rentals	153,542	11,613	-	165,155
Capital Purchases	694,059	-	-	694,059
Other Expenses	184,445	22,725	-	207,170
Depreciation	10,100	-	-	10,100
	<u>\$ 33,107,044</u>	<u>\$ 2,479,680</u>	<u>\$ 113,526</u>	<u>\$ 35,700,250</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF FUNCTIONAL EXPENSES (Continued)
FOR THE YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)**

EXPENSES	Program Services	General and Administrative	Fundraising	Total June 30, 2022
Salaries and Wages	\$ 12,316,512	\$ 1,318,662	\$ 78,372	\$ 13,713,546
Employee Benefits	3,226,481	309,919	20,480	3,556,880
In-Kind Expenditures	2,002,170	-	-	2,002,170
Direct Assistance	6,411,425	-	-	6,411,425
Medical Expenses	5,905	-	-	5,905
Consultants and Contractual	912,331	219,241	-	1,131,572
Materials and Supplies	2,387,166	170,020	-	2,557,186
Travel and Training	181,960	20,755	-	202,715
Repairs and Maintenance	76,195	1,984	-	78,179
Vehicle Expenses	176,902	7,552	-	184,454
Rent	978,115	204,768	1,758	1,184,641
Occupancy	1,072,515	85,800	5,435	1,163,750
Insurance	10,613	34,042	-	44,655
Postage and Printing	41,623	10,963	-	52,586
Telephone	409,594	24,271	-	433,865
Rentals	131,641	15,844	-	147,485
Capital Purchases	368,994	-	-	368,994
Other Expenses	124,580	22,860	-	147,440
Depreciation	5,810	-	-	5,810
	<u>\$ 30,840,532</u>	<u>\$ 2,446,681</u>	<u>\$ 106,045</u>	<u>\$ 33,393,258</u>

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)

	Without Donor Restrictions	With Donor Restrictions	Total All Funds	
			June 30, 2023	June 30, 2022
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$ 111,721	\$ -	\$ 111,721	\$ 38,011
Adjustments to Reconcile Change in Net Assets to Cash Provided by Operating Activities:				
Depreciation, Net of Amount Charged to Net Assets	10,100	-	10,100	5,810
Increase in Carrying Amount of Right-of-Use Assets - Operating Leases	(4,265,259)	-	(4,265,259)	-
(Increase) Decrease in Assets:				
Grants Receivable	941,660	-	941,660	(733,823)
Accounts Receivable	23,818	-	23,818	(4,630)
Food and Custodial Supply Inventory	1,401	-	1,401	(3,055)
Prepaid Expenses	(676)	-	(676)	(12,943)
Deposits	53	-	53	(44,629)
Increase (Decrease) in Liabilities:				
Accounts Payable and Accrued Expenses	(730,269)	-	(730,269)	573,088
Due to Funder	726,258	-	726,258	(185,937)
CDE Reserve	(5,800)	-	(5,800)	2,506
Deferred Revenue	1,945,972	-	1,945,972	1,314,948
Operating Lease Liability	4,265,259	-	4,265,259	-
	2,912,517	-	2,912,517	911,335
Total Adjustments				
Net Cash Provided By Operating Activities:	3,024,238	-	3,024,238	949,346
CASH FLOWS FROM INVESTING ACTIVITIES:				
Purchase of Property and Equipment	(622,644)	-	(622,644)	(417,841)
Less Additions to Property and Equipment Charged to Net Assets	622,644	-	622,644	381,064
	-	-	-	(36,777)
Net Cash Used By Investing Activities:				
NET INCREASE IN CASH AND CASH EQUIVALENTS	3,024,238	-	3,024,238	912,569
CASH AND CASH EQUIVALENTS, Beginning of Year	3,760,124	-	3,760,124	2,847,555
CASH AND CASH EQUIVALENTS, End of Year	\$ 6,784,362	\$ -	\$ 6,784,362	\$ 3,760,124
NON-CASH ACTIVITIES:				
In-Kind Services			\$ 2,855,604	\$ 2,002,170
Right-of-Use Assets after ASC 842 Implementation			\$ 4,265,259	

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

General

Community Action Partnership of Madera County, Inc., (the Agency) was founded as a nonprofit public benefit corporation in December of 1965 as Madera County Action Committee, Inc. The Agency legally changed its name to Madera County Community Action Agency, Inc., in April of 1999 and finally to Community Action Partnership of Madera County, Inc., in April of 2006. The Agency was organized for the purpose of directing available public and private resources for a coordinated effort in the prevention of poverty and the circumstances that perpetuate it. The Agency is primarily funded through federal, state, and local governmental units.

Major Programs

Head Start: The Head Start program provides early education and services for children of low income families in Madera and Mariposa Counties. Services include child care, medical/dental screening, meals for children, mental health and disability services, and health and nutrition education.

Migrant Programs: The migrant programs provide early education and other services to children of low income families and children of migrant workers in Fresno and Madera Counties. Services include child care, medical/dental screening, meals for children, mental health and disability services, and health and nutrition education.

Child Care Programs: The child care programs provide child care and referral services for low income families. Other services provided include nutrition for children enrolled with family day care providers, educational and learning materials, and CPR and first aid classes to providers.

Other major programs of the Agency include *Victim Services*, such as domestic violence and sexual assault programs, and *Community Services*, such as emergency food and shelter program, energy assistance, and senior services.

Basis of Accounting

The accounting records of the Agency are maintained on the accrual basis of accounting.

Fund Accounting

To ensure observance of limitations and restrictions placed on the use of resources available to the Agency, the accounts of the Agency are maintained in accordance with the principles of fund accounting. Fund accounting is the procedures by which resources for the various programs are classified for accounting and reporting according to the activities and objectives specified by donors, grantors, officials, and governing boards. Separate accounts are maintained for each fund.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, net assets, revenue, and expenses for the reporting period. Actual results could differ from those estimates.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Values of Financial Instruments

The following methods and assumptions were used to estimate the fair value of financial instruments:

Cash and Cash Equivalents: The carrying amount reported in the statement of financial position for cash and cash equivalents approximates its fair value.

Grants Receivable and Deferred Revenue: The carrying amounts of grants receivable and deferred revenue in the statement of financial position approximate fair value.

Notes Payable and Lease Obligations: The carrying value of the Agency's debt approximates fair value because of the variable of market interest rates.

Concentration of Credit Risk

Financial instruments that potentially subject the Agency to concentrations of credit risk consist principally of uninsured cash balances. The Agency places its cash deposits with high-credit, quality financial institutions. At times, balances in the Agency's accounts may exceed the Federal Deposit Insurance Corporation (FDIC) limit of \$250,000. The Agency has an agreement with West America Bank, which requires the bank to collateralize all deposits in excess of the first \$250,000 in demand deposits. An independent third party holds assets pledged as collateral by the bank under this agreement.

Concentration of Revenue Sources

During the year ended June 30, 2023, the Agency had four major revenue sources that together accounted for approximately 80% of the total revenue of the Agency. The major revenue sources include the Agency's Head Start Program, its two Migrant Head Start Programs, and the California Department of Social Services grants included within the Child Care programs.

Cash and Cash Equivalents

Cash is defined as cash in demand deposit accounts as well as cash on hand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and investments so near their maturity that the risk of changes in value due to changes in interest rates is negligible. These are generally investments with maturity dates within three months of their acquisition date. Not included as cash equivalents are funds restricted as to their use, regardless of liquidity or the maturity dates of investments.

Prepaid Expenses

Prepaid expense balances are calculated and adjusted at year-end to properly charge funds in the period benefited.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment

The Agency reports gifts of land, buildings, and equipment as net assets without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as net assets with donor restrictions. Absent of explicit donor stipulations about how those long-lived assets must be maintained, the Agency reports expirations of donor restrictions when the long-lived assets are placed in service.

The Agency capitalizes all asset purchases of \$5,000 or more, except where a grantor may impose a different threshold. The Agency records purchased property and equipment at cost on the date received.

Property and equipment purchased in connection with the restricted funds are expensed during the grant period. These purchases are also capitalized in the equipment fund, and depreciated over their useful lives. Depreciation is shown as a reduction to the restricted net asset account. Retirements are reflected as decreases to the furniture and equipment account, with a corresponding reduction in restricted net assets. Title to those assets vests with the Agency subject to any restrictions or limitations placed on it by the specific original funding source.

As further discussed in Note 3, property and equipment not purchased with grant funds are depreciated by the straight-line method over the estimated useful lives of the respective assets.

Leases

The Agency adopted Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842), on July 1, 2022, using the modified retrospective transition method by applying the lease standard to the existing leases as of the initial date of adoption and not restating the prior year. The Agency recognizes a right-of-use (ROU) asset and a lease liability within its statement of financial position for leases with terms greater than 12 months that are material. ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent the obligation of the Agency to make lease payments arising from the lease. Some leases have an option to extend, which is included in the lease terms when it is reasonably certain that the Agency will exercise that option.

The initial measurement of the lease liability is determined using the present value of lease payments not yet paid and an incremental borrowing rate which approximates the rate at which the Agency would borrow, on a collateralized basis. This rate varies by lease.

Operating leases are included in operating ROU assets-net, current operating lease liabilities and long-term lease liabilities in the statement of financial position. The adoption of the new lease standard resulted in recognition of total ROU assets-net of \$4,265,259 and total lease liabilities of \$4,265,259.

Lease payments made with grant funds, which are expensed in the month of payment, are recorded in the accompanying statement of activities as an expense. Variance between the current year lease expense and the change in the lease liability amounts are reflected as an adjustment to net assets.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Vacation and Sick Leave Policy

Vacation benefits are accrued on a monthly basis. Employees may accumulate up to a maximum of 35 days (280 hours) of vacation at a time. Benefits cease to accrue until the employee's accumulated hours drop below 279.

For full-time, regular, and limited term employees, sick leave accrues at the rate of one day per month. Sick leave can be accumulated without limit. Part-time employees accrue sick leave on a pro-rated basis based on the number of hours worked.

Revenue Recognition

Contributions and unconditional grants are recognized as support and revenues when they are received or unconditionally pledged. These contributions and gifts are shown as net assets with donor restrictions and revenues if they are subject to donor restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions when a stipulated time restriction ends, purpose restriction is accomplished, or both. However, contributions and grants with donor restrictions are reported as net assets without donor restrictions if the restriction is met in the same year that the gift is received.

Conditional contributions are not recorded as support and revenues until the conditions are met. Payments classified as exchange transactions (reciprocal transfers between two entities in which goods and services of equal value is exchanged) are not recorded as other support and revenue until allowable expenditures are incurred.

Allocation of Expense

The costs of operating the various programs and other activities have been summarized on a functional basis in the combining statement of activities. As further discussed in Note 9, certain costs have been allocated among the programs benefited based upon the Agency's cost allocation plan.

Income Taxes

The Agency is exempt from federal and state income tax under Section 501(c)(3) of the Internal Revenue Code and Section 23701 (d) of the State of California Revenue and Taxation Code.

Accounting principles generally accepted in the United States of America provide accounting and guidance about positions taken by an Agency in its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by the Agency in its federal and state exempt agency tax returns are more likely than not to be sustained upon examination. The Agency's returns are subject to examination by federal and state taxing authorities, generally for three and four years, respectively, after they are filed.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 – GENERAL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Assets Without Donor Restrictions

These are net asset balances that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. As of June 30, 2023, these include \$549,729 in unrestricted, \$560,000 unrestricted designated, and \$1,806,676 in net investment in capital assets.

Net Assets With Donor Restrictions

These include net asset balances that are subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by action of the Agency or by the passage of time.

Summarized Information for 2022

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Such information should be read in conjunction with the Agency's financial statements for the year ended June 30, 2022, from which the summarized information was derived.

Change in Accounting Principle

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Codification (ASC) 842, *Leases*, to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. The Agency adopted the standard effective July 1, 2022, and recognized and measured leases existing at, or entered into after, July 1, 2022, with certain practical expedients available. Lease disclosures for the year ended June 30, 2023, are made under prior lease guidance in FASB ASC 840. The Agency elected the available practical expedients to account for existing operating leases under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

In September 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosure by Not-for-Profit Entities for Contributed Nonfinancial Assets*. ASU 2020-07 addresses stakeholder requests for more transparent disclosures of how a nonprofit organization values and utilizes contributed nonfinancial assets. ASU 2020-07 amends presentation and disclosure requirements for contributed nonfinancial assets, without changing recognition and measurement principles. Specifically, in the statement of activities, a nonprofit organization must present contributed nonfinancial assets separately from cash contributions or other financial assets. Furthermore, certain information must be disclosed for each category of contributed nonfinancial asset recognized within the statement of activities during the reporting period (see Note 8). The Agency adopted ASU 2020-07 with a date of initial application of July 1, 2022, using the modified retrospective method.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 2 – LIQUIDITY AND AVAILABILITY

As of June 30, 2023, the following table shows the total financial assets held by the Agency and the amounts of those financial assets that could readily be made available within one-year of the statement of financial position date to meet general expenditures:

Financial assets held at year-end:	
Cash and cash equivalents	\$ 6,784,362
Grants and accounts receivable	2,541,097
	9,325,459
Less: Donor restrictions	-
Financial assets available to meet expenditures over the next 12 months	\$ 9,325,459

The Agency has certain donor-restricted assets limited to use which are available for expenditure within one-year in the normal course of operations. Accordingly, these assets have been included in the qualitative information above for financial asset to meet general expenditures within one year. The Agency has assets limited to use for donor-restricted purposes. These assets are not available for general expenditure within the next year.

NOTE 3 – PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2023, consisted of the following:

	Cost/Basis	Accumulated Depreciation	Net Book Value
Buildings	\$ 4,021,500	\$ 3,453,890	\$ 567,610
Building Improvements	427,857	158,846	269,011
Vehicles	1,456,117	979,677	476,440
Equipment	1,789,437	1,261,780	527,657
Land	59,005	-	59,005
Land Improvements	190,835	171,194	19,641
	\$ 7,944,751	\$ 6,025,387	\$ 1,919,364

Total unrestricted depreciation expense for the year ended June 30, 2023, was \$10,100. As indicated in Note 1, depreciation expense that was charged as a reduction in the restricted net assets account was \$471,577.

NOTE 4 – STATE CHILD DEVELOPMENT RESERVES

Child development contracts with the California Department of Social Services (CDSS) are allowed, with prior approval, to maintain a reserve account from earned but unexpended child development contract funds.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 4 – STATE CHILD DEVELOPMENT RESERVES (Continued)

Transfers from a reserve account are considered restricted income for child development programs but may be applied to any of the contracts that are eligible to contribute to that particular program type. The Agency maintains reserve accounts where the funds are deposited in an interest-bearing account.

The balance for the reserve account at June 30, 2023, totaled \$36,680, which is recorded as an asset in the cash account. Also, upon termination of child development contracts with the CDSS, the Agency would have to return the reserve funds to the CDSS. As such, the offsetting balance of \$36,680 is recorded as a liability in the Agency’s financial statements.

NOTE 5 – NUTRITION PROGRAMS

The Agency had a nutrition agreement with CDSS for Child and Adult Care Food Programs, as reported in the schedule of expenditures of federal and state awards. No nutrition schedules are included in this audit because the audit is not a program-specific nutrition audit, and no program findings or adjustments were calculated with this audit.

NOTE 6 – IN-KIND CONTRIBUTIONS

Donated materials and services (in-kind) are reflected as contributions in the accompanying statements at their fair value. A donation is allowable as in-kind under accounting principles generally accepted in the United States of America and grant funding terms and conditions if such materials or services would have been purchased if not provided by donation or if the service required specialized skills and are provided by individuals possessing such specialized skills. The types of in-kind donated to the Agency include volunteer services and supplies. The total in-kind contributions for the year ended June 30, 2023, are shown in the table below.

Description	2023
Volunteer in-kind	\$ 2,291,253
Rent in-kind	554,518
Other in-kind	9,833
Total In-Kind	\$ 2,855,604

NOTE 7 – DEFINED CONTRIBUTION PLAN

The Agency maintains a defined contributory retirement plan (the Plan) available for its employees which allows participants to make tax deferred investment contributions. The Plan qualifies under the provisions of Section 403(b) of the Internal Revenue Code of 1954, as amended. Total cash contributions made by the Agency to the Plan for the year ended June 30, 2023, were \$590,938.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 8 – RELATED PARTY TRANSACTIONS

In accordance with state and local laws, the Madera County (County) Board of Supervisors maintains an oversight role with the Agency. Additionally, the Agency's Executive Director is an employee of the County. The County also has executed contracts with the Agency to provide various services to the community. The Agency's management and the Board of Directors (the Board) believe that all transactions with the County were made in the ordinary course of business on substantially the same terms as those prevailing at the time for comparable transactions with other agencies.

NOTE 9 – COST ALLOCATION PLAN

The Agency updates its cost allocation plan annually or more frequently when there is a need due to changes in program enrollment or other cost drivers. The cost allocation plan is reviewed by the Agency's auditors for compliance with applicable laws and regulations. The Agency obtains approval of the cost allocation plan from its Board and the indirect cost rate is approved annually by the U.S. Department of Health and Human Services. Its written cost allocation plan is on file in the Agency's main accounting office. The Agency applies several methods for allocating costs:

Direct Costs. Costs identified 100 percent to a specific program are charged directly to that program.

Shared Direct Costs. Costs identified to specific multiple programs or activities are shared between the programs benefitting.

- Payroll costs are allocated using individual time sheets that report the actual time spent by employees in each program each day. Administrative and fiscal staff whose time benefits all programs have their payroll charged to the administrative cost pool. Head Start program managers allocate their time between Head Start and Migrant Head Start based upon child enrollment.
- Rent and associated utilities, maintenance, and insurance are allocated using the square footage of building space occupied by each program, according to the floor plans and/or room measurements.
- Training costs for staff members are allocated to programs in proportion to the actual time employees spent working in those programs.
- IT and computer related expenses are allocated to the programs in proportion to the number of computers in use or assigned to each program.

Indirect Costs. Costs that benefit the operations of the entire Agency, which cannot be identified to specific programs or activities, are allocated according to an indirect cost allocation plan. The Agency follows the Simplified Allocation Method for indirect costs as described in the Uniform Guidance. During the year ended June 30, 2023, the federally approved indirect cost rate was 9.1%. When certain funding sources have a maximum allowable indirect rate that is lower than the Agency's federally approved indirect rate, then unrestricted sources of income are utilized to cover the cost deficit.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 10 – EMPLOYMENT AGREEMENTS

The Agency’s full-time and regular part-time regional, migrant and seasonal Head Start employees are members of the Service Employees International Union, Local 521. The collective bargaining agreement with this Union will continue through June 30, 2025.

NOTE 11 – SUBCONTRACT AGREEMENT

The Agency entered into multiple agreements as a subcontractor to operate their Migrant Head Start Programs and their State Migrant Programs for the year ended June 30, 2023. These subcontracts are included in the schedule of expenditures of federal and state awards. In addition, the State Migrant Programs are also included in the supplemental reporting requirements of the California Department of Social Services in this audit report.

NOTE 12 – COMMITMENTS AND CONTINGENCY

Commitments

The Agency leases consist primarily of space leased for client services such as child care centers, walk-in offices for a variety of services including child care referrals, case management, emergency services, and energy services. Additionally, office leases are also included. Lease amounts vary and payments are made the first of every month. The Agency has no capital leases.

At June 30, 2023, the operating lease ROU asset and operating liability amounted to \$4,265,259 and \$4,265,259, respectively.

The Agency leases various office and facility spaces. In addition, the Agency has entered into multiple lease agreements for equipment such as copiers, postage machines, and dishwashers. Future obligations on non-cancelable leases are as follows:

Year Ending June 30,	Operating Leases
2024	\$ 1,188,168
2025	1,110,143
2026	1,046,910
2027	1,013,055
2028	1,028,835
Thereafter	718,523
Total lease payments	6,105,634
Less present value discount	(1,840,375)
Total lease liability	\$ 4,265,259

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 12 – COMMITMENTS AND CONTINGENCY (Continued)

Commitments (Continued)

Supplemental balance sheet information related to the operating leases as of June 30, 2023, is as follows:

Operating lease ROU asset, net	<u>\$ 4,265,259</u>
Current portion of operating lease liability	\$ 1,025,975
Long-term operating lease liability	<u>3,239,284</u>
Total operating lease liability	<u>\$ 4,265,259</u>
Weighted average remaining lease in terms of months	46.69
Weighted average discount rate	10.00%

NOTE 13 – SUBSEQUENT EVENTS

The Agency has evaluated its financial position and activities from the June 30, 2023 year-end of this report through December 14, 2023, which is the date that the financial statements were available to be issued.

ADDITIONAL INFORMATION

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2023**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
U.S. Department of Health & Human Services:								
Regional Head Start-Madera Co.: 6/1/23-5/31/24	93.600	09CH011519-04-00	\$ 5,260,262	\$ -	\$ 5,260,262	\$ 194,285	\$ -	\$ 194,285
Regional Head Start-Madera Co.: 6/1/22-5/31/23	93.600	09CH011519-03-02	5,170,116	-	5,170,116	4,922,740	-	4,922,740
RHS-Madera Co. ARP Basic: 6/1/21-3/31/23	93.600	09HE000306-01-C5	344,592	-	344,592	65,464	-	65,464
RHS-Madera Co. CRRSA: 6/1/21-3/31/23	93.600	09HE000306-01-C6	86,679	-	86,679	22,179	-	22,179
Pass-Through Program From:								
Stanislaus County Office of Education-								
Madera Migrant Head Start: 3/1/23-2/28/24	93.600	90CM9830-05	6,190,342	-	6,190,342	1,383,735	-	1,383,735
Madera Migrant Head Start: 3/1/22-2/28/23	93.600	90CM9830-04	5,664,788	-	5,664,788	4,002,639	-	4,002,639
MMHS-Madera Co. ARP Basic: 4/1/21-3/31/23	93.600	90-HN-000009-01	535,575	-	535,575	269,715	-	269,715
MMHS-Madera Co. CRRSA: 4/1/21-3/31/23	93.600	90-HN-000009-01	163,857	-	163,857	125,164	-	125,164
Comm. Action Partnership of San Luis Obispo Co. Inc.-								
Fresno Migrant Head Start: 9/1/22-8/31/23	93.600	90CM009851-03	4,886,000	-	4,886,000	3,606,243	-	3,606,243
FMEHS COVID CARES EHS: 4/1/21-3/31/23	93.600	90CM009851-02	702,309	-	702,309	191,104	-	191,104
Fresno Migrant Head Start: 9/1/21-8/31/22	93.600	90CM009851-02	4,735,161	-	4,735,161	1,289,208	-	1,289,208
FMHS COVID CARES Basic: 9/1/20-8/31/22	93.600	90CM009851-01	454,125	-	454,125	148,306	-	148,306
		Subtotal Head Start	34,193,806	-	34,193,806	16,220,782	-	16,220,782
Pass-Through Program From:								
California Dept. of Comm. Services & Development-								
CSBG: 1/1/22-5/31/23	93.569	23F-4023	318,202	-	318,202	210,386	-	210,386
CSBG: 1/1/21-5/31/22	93.569	22F-5023	293,479	-	293,479	200,167	-	200,167
CSBG Discretionary: 6/15/23-12/31/23	93.569	23F-4023	7,251	-	7,251	59	-	59
CSBG Discretionary: 6/15/22-5/31/23	93.569	22F-5023	31,000	-	31,000	31,000	-	31,000
LIHEAP: 11/1/22-6/30/24								
LIHEAP EHA-16	93.568	23B-5019	349,545	-	349,545	188,052	-	188,052
LIHEAP Weatherization	93.568	23B-5019	73,053	-	73,053	41,780	-	41,780
LIHEAP EHA-16 provided to Subrecipient	93.568	23B-5019	59,385	-	59,385	32,924	-	32,924
LIHEAP Weatherization provided to Subrecipient	93.568	23B-5019	476,527	-	476,527	364,159	-	364,159
LIHEAP: 11/1/21-12/31/23								
LIHEAP EHA-16	93.568	22B-4019	218,085	-	218,085	190,197	-	190,197
LIHEAP Weatherization	93.568	22B-4019	35,012	-	35,012	111,497	-	111,497
LIHEAP EHA-16 provided to Subrecipient	93.568	22B-4019	67,528	-	67,528	66,413	-	66,413
LIHEAP Weatherization provided to Subrecipient	93.568	22B-4019	301,235	-	301,235	214,793	-	214,793
LIHEAP: 11/1/20 - 10/31/23								
LIHEAP EHA-16	93.568	21B-5019	244,092	-	244,092	-	-	-
LIHEAP Weatherization	93.568	21B-5019	46,649	-	46,649	-	-	-
LIHEAP EHA-16 provided to Subrecipient	93.568	21B-5019	81,967	-	81,967	1,047	-	1,047
LIHEAP Weatherization provided to Subrecipient	93.568	21B-5019	312,192	-	312,192	15,499	-	15,499
LIHEAP ARPA: 8/1/21 - 9/30/23								
LIHEAP EHA-16	93.568	21V-5568	344,346	-	344,346	34,844	-	34,844
LIHEAP Weatherization	93.568	21V-5568	-	-	-	-	-	-
LIHEAP EHA-16 provided to Subrecipient	93.568	21V-5568	145,989	-	145,989	123,135	-	123,135
LIHEAP Weatherization provided to Subrecipient	93.568	21V-5568	-	-	-	-	-	-

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2023**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
Emergency Supplemental LIHEAP: 4/15/23 - 5/31/25								
LIHEAP EHA-16	93.568	23J-5723	143,644	-	143,644	8,881	-	8,881
LIHEAP Weatherization	93.568	23J-5723	27,272	-	27,272	-	-	-
LIHEAP EHA-16 provided to Subrecipient	93.568	23J-5723	6,000	-	6,000	-	-	-
LIHEAP Weatherization provided to Subrecipient	93.568	23J-5723	182,511	-	182,511	-	-	-
Supplemental LIHEAP (SLIHEAP): 5/1/23 - 5/31/24	93.568	23Q-5568	51,445	-	51,445	4,640	-	4,640
Supplemental LIHEAP (SLIHEAP): 9/1/22 - 6/30/23	93.568	22Q-4568	7,177	-	7,177	7,174	-	7,174
Low Income Household Water Assistance Program (LIHWAP): 4/01/22 - 12/31/23	93.499	21W-9010	115,848	-	115,848	76,428	-	76,428
<u>Pass-Through Program From:</u>								
<u>California Department of Social Services-</u>								
Alternative Payment	93.596	CAPP-1033	1,261,778	2,030,106	3,291,884	556,486	895,343	1,451,829
Alternative Payment - Parent Fees	--	Program Income	-	-	-	-	-	-
Alternative Payment	93.575	CAPP-1033	2,193,973	-	2,193,973	967,612	-	967,612
Alternative Payment	93.596	CAPP-2032	1,261,778	2,839,591	4,101,369	290,837	185,844	476,681
Alternative Payment	93.575	CAPP-2032	3,708,735	-	3,708,735	1,179,468	-	1,179,468
Alternative Payment - Stage 2	93.575	C2AP-2031	721,213	964,896	1,686,109	721,213	525,512	1,246,725
Alternative Payment - Stage 2 Parent Fees	--	Program Income	-	-	-	-	-	-
Alternative Payment - Stage 3	93.596	C3AP-2030	54,562	550,347	604,909	54,562	536,078	590,640
Alternative Payment - Stage 3 Parent Fees	--	Program Income	-	-	-	-	-	-
Alternative Payment - Stage 3	93.575	C3AP-2030	737,610	-	737,610	737,610	-	737,610
Alternative Payment - SB115 Provider Stipends	93.575	N/A	157,314	-	157,314	137,433	-	137,433
Child Care Initiative Project	93.575	CCIP-2032	26,000	2,503	28,503	25,150	850	26,000
CCIP Expansion ARPA	93.575	FRGT-21-CCD-CCIP30	304,849	-	304,849	302,122	-	302,122
CCDF Health & Safety	93.575	CHST-2032	4,702	-	4,702	4,702	-	4,702
Resource & Referral	93.575	CRRP-2031	93,260	186,861	280,121	93,260	186,861	280,121
R&R: CCPU Dues Deduction Fee	--	N/A	-	31,000	31,000	-	31,000	31,000
<u>Pass-Through Program From:</u>								
<u>County of Madera Dept. of Social Services-</u>								
Emergency Child Care Bridge Program for Foster Children	--	11937-21	-	197,138	197,138	-	145,193	145,193
<u>Pass-Through Program From:</u>								
<u>Stanislaus County Office of Education-</u>								
State Migrant	--	CMIG-2017	-	970,788	970,788	-	970,788	970,788
Migrant Specialized Services	--	CMSS-2017	-	137,096	137,096	-	137,096	137,096
CSPP RHS Layered	--	3-STCDE-D20-02	-	1,247,984	1,247,984	-	1,121,782	1,121,782
CSPP RHS Layered ARP	--	3-STCDE-D20-02	-	64,200	64,200	-	64,200	64,200

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2023**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
<u>Pass-Through Program From:</u>								
<u>Fresno County Office of Education-</u>								
Fresno COE - Quality Rating	--	N/A	-	266,423	266,423	-	22,013	22,013
Subtotal CCDF Cluster Program			10,525,774	9,488,933	20,014,707	5,070,455	4,822,560	9,893,015
<u>Pass-Through Program From:</u>								
<u>California Office of Emergency Services-</u>								
Domestic Violence Assistance - 10/01/22-9/30/23	93.671	DV22 14 1245	117,666	-	117,666	117,666	-	117,666
Domestic Violence Assistance - 10/01/20-9/30/22	93.671	DV20 12 1245	65,000	-	65,000	-	-	-
<i>Total U.S. Department of Health & Human Services</i>			48,841,680	9,488,933	58,330,613	23,331,978	4,822,560	28,154,538
<u>U.S. Department of Agriculture:</u>								
<u>Pass-Through Program From:</u>								
<u>California Department of Social Services-</u>								
Child Care Food Program - Centers 10/1/22-9/30/23	10.558	0440-CACFP-20-NP-CS 1361-OJ	520,632	-	520,632	306,469	-	306,469
Child Care Food Program - Centers 10/1/21-9/30/22	10.558	0440-CACFP-20-NP-CS 1361-OJ	513,902	-	513,902	200,222	-	200,222
<i>Total U.S. Department of Agriculture</i>			1,034,534	-	1,034,534	506,691	-	506,691
<u>U.S. Department of Justice:</u>								
<u>Pass-Through Program From:</u>								
<u>California Office of Emergency Services-</u>								
Transitional Housing - 1/1/23-12/31/23	16.575	XH22 01 1245	135,000	-	135,000	80,572	-	80,572
Transitional Housing - 1/1/22-12/31/22	16.575	XH21 04 1245	103,456	23,351	126,807	38,102	17,538	55,640
Rape & Sexual Assault - 10/1/22 - 9/30/23	16.575	RC22 36 1245	319,414	15,620	335,034	194,440	15,620	210,060
Rape & Sexual Assault - 10/1/21 - 9/30/23	16.575	RC21 35 1245	181,829	150,345	332,174	108,566	-	108,566
Rape & Sexual Assault - 10/1/21 - 9/30/23	93.497	RC21 35 1245	103,119	-	103,119	35,806	-	35,806
Victim Witness - 10/1/22-9/30/23	16.575	VW22 36 0200	284,265	32,616	316,881	211,997	32,616	244,613
Victim Witness - 10/1/21-9/30/22	16.575	VW21 35 0200	131,424	223,412	354,836	-	96,688	96,688
Advocacy and Outreach - 1/1/2023-12/31/23	16.575	UV22 01 1245	196,906	-	196,906	86,486	-	86,486
Advocacy and Outreach - 1/1/2022-12/31/22	16.575	UV21 06 1245	105,154	58,024	163,178	37,478	51,930	89,408
Domestic Violence Assistance - 10/01/22-9/30/23	16.575	DV22 14 1245	217,941	201,980	419,921	63,821	201,980	265,801
Domestic Violence Assistance - 10/01/20-9/30/22	16.575	DV20 12 1245	647,857	492,317	1,140,174	172,829	-	172,829
Child Advocacy Center - 4/1/23-3/31/24	16.575	KC22 01 1245	200,000	-	200,000	104,849	-	104,849
<u>Pass-Through Program From:</u>								
<u>National Children's Alliance-</u>								
Child Advocacy Center Program Improvement	16.758	MADE-CA-PI23	50,000	-	50,000	7,486	-	7,486
<i>Total U.S. Department of Justice</i>			2,676,365	1,197,665	3,874,030	1,142,432	416,372	1,558,804

See accompanying notes to the schedule of expenditures of federal awards.

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2023

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
U.S. Department of Housing & Urban Development:								
Perm. Support. Housing - Shunammite Place - 10/31/23 Rental Income	14.235	CA0772L9T142113	604,486	-	604,486	415,117	-	415,117
Perm. Support. Housing - Shunammite Place - 10/31/22 Rental Income	14.235	CA0772L9T142012	581,016	-	581,016	280,200	-	280,200
	--	Program Income	-	-	-	17,005	-	17,005
Pass-Through Program From:								
City of Madera-								
Community Development Block Grant	14.218	22-110	20,000	-	20,000	20,000	-	20,000
Community Development Block Grant CARES	14.218	#21-78	122,322	-	122,322	14,537	-	14,537
Community Development Block Grant Housing Stabilization	14.218	#21-102	345,027	-	345,027	560	-	560
Pass-Through Program From:								
County of Fresno-								
Emergency Solutions Grant Program CARES: 11/16/21-07/31/22	14.231	A21-491	682,324	-	682,324	81,666	-	81,666
<i>Total U.S. Department of Housing & Urban Development</i>			<u>2,355,175</u>	<u>-</u>	<u>2,355,175</u>	<u>869,964</u>	<u>-</u>	<u>869,964</u>
U.S. Department of Treasury:								
Pass-Through Program From:								
County of Madera-								
ARPA - Senior Meals	21.027	12261-22	112,088	-	112,088	96,242	-	96,242
ARPA - MCRMUAP	21.027	12131-22	912,000	-	912,000	707,113	-	707,113
<i>Total U.S. Department of Treasury</i>			<u>1,024,088</u>	<u>-</u>	<u>1,024,088</u>	<u>803,355</u>	<u>-</u>	<u>803,355</u>
Federal Emergency Management Agency:								
Pass-Through Program From:								
United Way FEMA Board-								
Emerg Food & Shelter-FEMA - 11/01/21-12/31/23	97.024	Phase 39	1,588	-	1,588	902	-	902
Emerg Food & Shelter-FEMA - 11/01/21-12/31/23	97.024	Phase 40	1,684	-	1,684	1,022	-	1,022
Emerg Food & Shelter-FEMA CARES - 11/01/21-12/31/23	97.024	ARPA	4,910	-	4,910	1,338	-	1,338
<i>Total Federal Emergency Management Agency</i>			<u>8,182</u>	<u>-</u>	<u>8,182</u>	<u>3,262</u>	<u>-</u>	<u>3,262</u>
California Dept. of Health Care Services:								
Pass-Through Program From:								
County of Madera Behavioral Health-								
Mental Health Services Act - Property Management	--	11521-19	-	50,000	50,000	-	39,904	39,904
Mental Health Services Act	--	11715-20	-	45,000	45,000	-	13	13
Pass-Through Program From:								
CalViva Health-								
Housing and Homelessness Incentive Program			-	161,257	161,257	-	46,613	46,613
<i>Total California Dept. of Health Care Services</i>			<u>-</u>	<u>256,257</u>	<u>256,257</u>	<u>-</u>	<u>86,530</u>	<u>86,530</u>

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED JUNE 30, 2023**

Grantor / Pass-Through Grantor / or Program Title	Assistance Listing Number	Entity Identifying Number	Grant Award Amount			Expenditures or Earnings		
			Federal	State	Total	Federal	State	Total
California Homeless Coordinating & Financing Council:								
Pass-Through Program From:								
County of Madera Behavioral Health-								
Homeless Housing & Assistance Program		11681-20	-	411,434	411,434	-	60,360	60,360
Homeless Housing & Assistance Program Round 2		12108-22	-	188,084	188,084	-	105,519	105,519
<i>Total California Homeless Coordinating & Financing Council</i>			-	599,518	599,518	-	165,879	165,879
California Community Development Block Grant AB109:								
Pass-Through Program From:								
County of Madera -								
Homeless Outreach CCP - AB109			-	244,931	244,931	-	244,931	244,931
<i>Total California Community Development Block Grant AB109</i>			-	244,931	244,931	-	244,931	244,931
Total Federal and State Awards			\$ 55,940,024	\$ 11,787,304	\$ 67,727,328	\$ 26,657,682	\$ 5,736,272	\$ 32,393,954

See accompanying notes to the schedule of expenditures of federal awards.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2023**

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc. (the Agency), and is presented on the accrual basis of accounting. The federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE 2 – DE MINIMIS COST RATE

The Agency did not use the 10% de minimis cost rate within its financial statements.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Madera County, Inc. (the Agency), which comprise the statement of financial position as of June 30, 2023; the related statements of activities, functional expenses, and cash flows for the year then ended; and the related notes to the financial statements, and have issued our report thereon dated December 14, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 14, 2023

**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

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

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Community Action Partnership of Madera County, Inc.’s (the Agency’s) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Agency’s major federal programs for the year ended June 30, 2023. The Agency’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Agency complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Agency’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Agency's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Agency's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Agency's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Agency's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Agency's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
December 14, 2023

FINANCIAL STATEMENTS BY OPERATING PROGRAMS

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
COMBINING STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023
(WITH COMPARATIVE TOTALS FOR 2022)

	Unrestricted Programs		Temporarily Restricted Programs						Total All Funds		
	Corporate	CSBG	Regional Head Start	Migrant Programs	Child Care	Emerg. Food & Shelter	Energy Program	Senior Services	Other Program	2023	2022
ASSETS											
CURRENT ASSETS											
Cash and Cash Equivalents	\$ 6,783,912	\$ -	\$ 200	\$ -	\$ 50	\$ 200	\$ -	\$ -	\$ -	\$ 6,784,362	\$ 3,760,124
Grants Receivable	-	207,944	378,787	377,217	551,870	263,458	253,015	5,673	489,962	2,527,926	3,469,586
Accounts Receivable	12,690	-	-	-	34	447	-	-	-	13,171	36,989
Due to/(from) Other Funds	(4,639,925)	(182,735)	(50,829)	866,447	3,972,044	(107,330)	(22,581)	(5,585)	170,494	-	-
Inventory	14,874	-	-	-	13,226	-	-	-	-	28,100	29,501
Right-of-Use Assets - Operating Leases	4,265,259	-	-	-	-	-	-	-	-	4,265,259	5,299,447
Prepaid Expenses	56,683	-	-	-	-	475	-	1,294	-	58,452	57,776
Total Current Assets	6,493,493	25,209	328,158	1,243,664	4,537,224	156,775	230,909	88	661,750	13,677,270	12,653,423
PROPERTY AND EQUIPMENT	1,919,364	-	-	-	-	-	-	-	-	1,919,364	1,778,397
DEPOSITS	105,290	-	1,780	7,590	-	16,564	-	-	8,728	139,952	140,005
TOTAL ASSETS	\$ 8,518,147	\$ 25,209	\$ 329,938	\$ 1,251,254	\$ 4,537,224	\$ 173,339	\$ 230,909	\$ 88	\$ 670,478	\$ 15,736,586	\$ 14,571,825
LIABILITIES AND NET ASSETS											
LIABILITIES											
Accounts Payable and Accrued Expenses	\$ 1,917,454	\$ 25,209	\$ 329,938	\$ 632,064	\$ 744,225	\$ 62,925	\$ 169,368	\$ 88	\$ 176,512	\$ 4,057,783	\$ 4,788,052
Due to Funder	-	-	-	-	729,174	-	-	-	-	729,174	2,916
CDE Reserve	-	-	-	-	36,680	-	-	-	-	36,680	42,480
Deferred Revenue	-	-	-	619,190	2,969,981	96,484	7,282	-	38,348	3,731,285	1,785,313
Operating Lease Liabilities											
Due Within One Year	1,025,975	-	-	-	-	-	-	-	-	1,025,975	1,034,188
Due in More Than One Year	3,239,284	-	-	-	-	-	-	-	-	3,239,284	4,265,259
Total Liabilities	6,182,713	25,209	329,938	1,251,254	4,480,060	159,409	176,650	88	214,860	12,820,181	11,918,208
NET ASSETS	2,335,434	-	-	-	57,164	13,930	54,259	-	455,618	2,916,405	2,653,617
TOTAL LIABILITIES & NET ASSETS	\$ 8,518,147	\$ 25,209	\$ 329,938	\$ 1,251,254	\$ 4,537,224	\$ 173,339	\$ 230,909	\$ 88	\$ 670,478	\$ 15,736,586	\$ 14,571,825

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 COMBINING STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2023
 (WITH COMPARATIVE TOTALS FOR 2022)**

	Unrestricted Programs		Temporarily Restricted Programs							Eliminations	Total All Funds	
	Corporate	CSBG	Regional Head Start	Migrant Programs	Child Care	Emerg. Food & Shelter	Energy Programs	Senior Services	Other Programs		2023	2022
REVENUE												
Grant Income - Federal	\$ -	\$ 441,612	\$ 5,204,668	\$ 11,016,114	\$ 5,577,146	\$ 1,502,455	\$ 1,481,463	\$ 96,242	\$ 1,280,098	\$ -	\$ 26,599,798	\$ 24,082,854
Grant Income - State	-	-	-	-	4,822,560	497,327	-	-	416,385	-	5,736,272	6,811,351
Grant Income - Local Govt.	-	-	-	-	-	27,933	-	23,844	274,737	-	326,514	304,102
Grant and Contract Income - Other	-	-	-	-	-	95,000	-	-	11,778	-	106,778	9,590
In-Kind Contributions	-	-	1,249,936	1,538,097	-	11,688	-	-	55,883	-	2,855,604	2,002,170
Donations	6,323	-	-	-	-	8,771	-	-	108,274	-	123,368	119,495
Rental Income	-	-	-	-	-	57,884	-	-	-	-	57,884	48,962
Parent Fees	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	2,253	-	-	-	997	-	-	-	-	-	3,250	2,270
Cost Reimbursements	2,546,340	-	-	-	-	-	-	-	-	(2,546,340)	-	-
Other Revenue	1,372	-	-	-	34	-	-	-	1,097	-	2,503	50,475
	<u>2,556,288</u>	<u>441,612</u>	<u>6,454,604</u>	<u>12,554,211</u>	<u>10,400,737</u>	<u>2,201,058</u>	<u>1,481,463</u>	<u>120,086</u>	<u>2,148,252</u>	<u>(2,546,340)</u>	<u>35,811,971</u>	<u>33,431,269</u>
EXPENSES												
Salaries and Wages	1,322,658	253,794	2,358,090	5,714,887	2,029,742	485,048	309,959	1,669	956,435	-	13,432,282	13,713,546
Employee Benefits	299,498	71,161	591,761	1,464,655	537,343	114,217	70,742	282	245,083	-	3,394,742	3,556,880
In-Kind Expenditures	-	-	1,249,936	1,538,097	-	11,688	-	-	55,883	-	2,855,604	2,002,170
Direct Assistance	-	31,568	-	-	5,772,513	783,953	37,929	-	50,727	-	6,676,690	6,411,425
Medical Expenses	765	180	2,290	3,270	180	720	-	-	1,390	-	8,795	5,905
Consultants and Contractual	209,771	8,331	59,934	84,710	5,119	25,036	817,701	92,045	18,938	-	1,321,585	1,131,572
Materials and Supplies	207,780	10,837	392,337	806,943	851,848	128,659	38,253	135	152,978	-	2,589,770	2,557,186
Travel and Training	56,677	2,348	57,245	113,891	3,774	6,395	7,453	-	35,780	-	283,563	202,715
Repairs and Maintenance	2,210	588	18,434	48,546	16,226	3,411	305	-	864	-	90,584	78,179
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Expenses	7,401	-	46,236	91,150	8,589	12,859	7,448	45	25,547	-	199,275	184,454
Rent	196,851	15,542	263,800	296,233	122,005	245,992	20,313	19,302	101,890	-	1,281,928	1,184,641
Occupancy	125,354	40,589	598,539	847,547	74,315	80,333	4,713	189	51,094	-	1,822,673	1,163,750
Insurance	47,908	-	2,490	4,583	537	16	-	-	3,082	-	58,616	44,655
Postage and Printing	9,344	118	4,838	36,230	8,180	1,351	13,271	58	6,123	-	79,513	52,586
Telephone	16,552	4,205	168,574	226,719	56,531	14,474	2,332	1,820	36,939	-	528,146	433,865
Rentals	11,613	393	27,557	54,240	37,519	9,410	16,463	115	7,845	-	165,155	147,485
Capital Purchases	-	-	134,614	243,598	-	116,265	80,023	-	119,559	-	694,059	368,994
Indirect Administration	-	-	422,891	898,532	850,667	157,109	53,405	4,424	159,312	(2,546,340)	-	-
Other Expenses	22,725	1,958	55,038	80,380	25,649	3,420	1,153	2	16,845	-	207,170	147,440
Depreciation	10,100	-	-	-	-	-	-	-	-	-	10,100	5,810
	<u>2,547,207</u>	<u>441,612</u>	<u>6,454,604</u>	<u>12,554,211</u>	<u>10,400,737</u>	<u>2,200,356</u>	<u>1,481,463</u>	<u>120,086</u>	<u>2,046,314</u>	<u>(2,546,340)</u>	<u>35,700,250</u>	<u>33,393,258</u>
CHANGE IN NET ASSETS	9,081	-	-	-	-	702	-	-	101,938	-	111,721	38,011
ADJUSTMENTS TO NET ASSETS												
Net Additions to Restricted Net Assets	622,644	-	-	-	-	-	-	-	-	-	622,644	-
Deprec. and Deductions to Restr. Net Assets	(471,577)	-	-	-	-	-	-	-	-	-	(471,577)	(23,962)
Reclassification to Net Assets	-	-	-	-	-	-	-	-	-	-	-	-
NET ASSETS, beginning of year	<u>2,175,286</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>57,164</u>	<u>13,228</u>	<u>54,259</u>	<u>-</u>	<u>353,680</u>	<u>-</u>	<u>2,653,617</u>	<u>2,639,568</u>
NET ASSETS, end of year												
- Unrestricted	<u>\$ 2,335,434</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,164</u>	<u>\$ 13,930</u>	<u>\$ 54,259</u>	<u>\$ -</u>	<u>\$ 455,618</u>	<u>\$ -</u>	<u>\$ 2,916,405</u>	<u>\$ 2,653,617</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
COMMUNITY SERVICES BLOCK GRANT PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2023**

	Comm. Service Block Grant		CSBG	CSBG	Total
	22F-5023	23F-4023	Discretionary	Discretionary	
	7/1/2022 -	3/1/2023 -	22F-5023	23F-4023	
	2/28/2023	6/30/2023	7/1/2022 -	6/15/2023 -	
			5/31/2023	6/30/2023	
REVENUE					
Grant Income - Federal	\$ 200,167	\$ 210,386	\$ 31,000	\$ 59	\$ 441,612
Donations	-	-	-	-	-
	<u>200,167</u>	<u>210,386</u>	<u>31,000</u>	<u>59</u>	<u>441,612</u>
EXPENSES					
Salaries and Wages	115,785	137,961	-	48	253,794
Employee Benefits	36,716	34,439	-	6	71,161
In-Kind Expenditures	-	-	-	-	-
Direct Assistance	568	-	31,000	-	31,568
Medical Expenses	-	180	-	-	180
Consultants and Contractual	4,939	3,392	-	-	8,331
Materials and Supplies	4,173	6,664	-	-	10,837
Travel and Training	547	1,801	-	-	2,348
Repairs and Maintenance	354	234	-	-	588
Interest	-	-	-	-	-
Vehicle Expenses	-	-	-	-	-
Rent	7,591	7,948	-	3	15,542
Occupancy	26,039	14,549	-	1	40,589
Insurance	-	-	-	-	-
Postage and Printing	-	118	-	-	118
Telephone	2,071	2,133	-	1	4,205
Rentals	226	167	-	-	393
Capital Purchases	-	-	-	-	-
Indirect Administration	-	-	-	-	-
Other Expenses	1,158	800	-	-	1,958
Depreciation	-	-	-	-	-
	<u>200,167</u>	<u>210,386</u>	<u>31,000</u>	<u>59</u>	<u>441,612</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
HEAD START PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2023**

	Madera Head Start				Total All Funds
			C-19 ARP	C-19 CRRSA	
	09CH011519-03 7/01/22-5/31/23	09CH011519-04 6/1/23-6/30/23	09HE000306-01 7/1/22-3/31/23	09HE000306-01 7/1/22-3/31/23	
REVENUE					
Grant Income - Federal	\$ 4,922,740	\$ 194,285	\$ 65,464	\$ 22,179	\$ 5,204,668
Grant Income - State	-	-	-	-	-
Grant Income - Local Govt.	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-
In-Kind Contributions	1,222,421	27,515	-	-	1,249,936
Donations	-	-	-	-	-
Rental Income	-	-	-	-	-
Parent Fees	-	-	-	-	-
Interest Income	-	-	-	-	-
Other Revenue	-	-	-	-	-
	<u>6,145,161</u>	<u>221,800</u>	<u>65,464</u>	<u>22,179</u>	<u>6,454,604</u>
EXPENSES					
Salaries and Wages	2,270,027	88,063	-	-	2,358,090
Employee Benefits	589,113	2,648	-	-	591,761
In-Kind Expenditures	1,222,421	27,515	-	-	1,249,936
Direct Assistance	-	-	-	-	-
Medical Expenses	2,290	-	-	-	2,290
Consultants and Contractual	54,910	5,024	-	-	59,934
Materials and Supplies	335,625	9,118	27,265	20,329	392,337
Travel and Training	46,989	10,256	-	-	57,245
Repairs and Maintenance	16,208	2,226	-	-	18,434
Interest	-	-	-	-	-
Vehicle Expenses	43,140	3,096	-	-	46,236
Rent	239,938	23,862	-	-	263,800
Occupancy	547,882	17,918	32,739	-	598,539
Insurance	2,197	293	-	-	2,490
Postage and Printing	3,448	1,390	-	-	4,838
Telephone	164,864	3,710	-	-	168,574
Rentals	23,920	3,637	-	-	27,557
Capital Purchases	134,614	-	-	-	134,614
Indirect Administration	399,376	16,205	5,460	1,850	422,891
Other Expenses	48,199	6,839	-	-	55,038
Depreciation	-	-	-	-	-
	<u>6,145,161</u>	<u>221,800</u>	<u>65,464</u>	<u>22,179</u>	<u>6,454,604</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
MIGRANT PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2023**

	Madera Migrant Head Start				Subtotal Madera Migrant Page 1
	90CM9830-04 7/1/22 - 2/28/23	90CM9830-05 3/1/23 - 6/30/23	COVID-19 CRRSA 90HN000009-01 7/1/22 - 3/31/23	COVID-19 ARP 90HN000009-01 7/1/22 - 3/31/23	
REVENUE					
Grant Income - Federal	\$ 4,002,639	\$ 1,383,735	\$ 125,164	\$ 269,715	\$ 5,781,253
Grant Income - State	-	-	-	-	-
In-Kind Contributions	747,669	89,989	-	-	837,658
Donations	-	-	-	-	-
Interest Income	-	-	-	-	-
Other Revenue	-	-	-	-	-
	<u>4,750,308</u>	<u>1,473,724</u>	<u>125,164</u>	<u>269,715</u>	<u>6,618,911</u>
EXPENSES					
Salaries and Wages	1,953,292	771,765	50,612	4,727	2,780,396
Employee Benefits	556,994	176,867	7,963	1,495	743,319
In-Kind Expenditures	747,669	89,989	-	-	837,658
Direct Assistance	-	-	-	-	-
Medical Expenses	805	1,380	-	-	2,185
Consultants and Contractual	10,501	29,733	-	20,007	60,241
Materials and Supplies	272,823	93,524	56,149	114,566	537,062
Travel and Training	19,429	15,387	-	-	34,816
Repairs and Maintenance	10,459	6,051	-	-	16,510
Interest	-	-	-	-	-
Vehicle Expenses	27,783	12,949	-	-	40,732
Rent	138,380	70,012	-	-	208,392
Occupancy	492,908	70,718	-	39,710	603,336
Insurance	2,010	636	-	-	2,646
Postage and Printing	6,243	5,401	-	-	11,644
Telephone	99,360	(400)	-	-	98,960
Rentals	12,216	7,681	-	-	19,897
Capital Purchases	35,284	-	-	72,784	108,068
Indirect Administration	330,916	115,417	10,440	16,426	473,199
Other Expenses	33,236	6,614	-	-	39,850
Depreciation	-	-	-	-	-
	<u>4,750,308</u>	<u>1,473,724</u>	<u>125,164</u>	<u>269,715</u>	<u>6,618,911</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
MIGRANT PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2023

	Fresno Migrant Head Start			Fresno Early Head Start Child Care Partnership		Subtotal Madera Migrant Page 1	Total All Funds
	90CM009851-02 7/1/22 - 8/31/22	90CM009851-03 9/1/22 - 6/30/23	CARES 90CM009851-01 7/1/22 - 8/31/22	CARES 90HN000017-01 9/1/22 - 3/31/23	CARES 90HN000017-01 7/1/22 - 3/31/23		
REVENUE							
Grant Income - Federal	\$ 1,289,208	\$ 3,606,243	\$ 7,152	\$ 141,154	\$ 191,104	\$ 5,781,253	\$ 11,016,114
Grant Income - State	-	-	-	-	-	-	-
In-Kind Contributions	204,824	495,615	-	-	-	837,658	1,538,097
Donations	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
	<u>1,494,032</u>	<u>4,101,858</u>	<u>7,152</u>	<u>141,154</u>	<u>191,104</u>	<u>6,618,911</u>	<u>12,554,211</u>
EXPENSES							
Salaries and Wages	794,873	2,037,541	-	85,103	16,974	2,780,396	5,714,887
Employee Benefits	187,297	504,376	-	23,014	6,649	743,319	1,464,655
In-Kind Expenditures	204,824	495,615	-	-	-	837,658	1,538,097
Direct Assistance	-	-	-	-	-	-	-
Medical Expenses	-	1,085	-	-	-	2,185	3,270
Consultants and Contractual	10,239	14,230	-	-	-	60,241	84,710
Materials and Supplies	29,478	197,642	6,556	21,250	14,955	537,062	806,943
Travel and Training	40,280	38,795	-	-	-	34,816	113,891
Repairs and Maintenance	5,839	26,197	-	-	-	16,510	48,546
Interest	-	-	-	-	-	-	-
Vehicle Expenses	8,472	41,946	-	-	-	40,732	91,150
Rent	14,467	73,374	-	-	-	208,392	296,233
Occupancy	47,720	184,146	-	-	12,345	603,336	847,547
Insurance	381	1,556	-	-	-	2,646	4,583
Postage and Printing	101	24,485	-	-	-	11,644	36,230
Telephone	30,451	97,308	-	-	-	98,960	226,719
Rentals	4,472	29,871	-	-	-	19,897	54,240
Capital Purchases	-	-	-	-	135,530	108,068	243,598
Indirect Administration	107,532	300,796	596	11,774	4,635	473,199	898,532
Other Expenses	7,606	32,895	-	13	16	39,850	80,380
Depreciation	-	-	-	-	-	-	-
	<u>1,494,032</u>	<u>4,101,858</u>	<u>7,152</u>	<u>141,154</u>	<u>191,104</u>	<u>6,618,911</u>	<u>12,554,211</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
CHILD CARE PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2023**

	State Migrant Basic CMIG-2017	Stanislaus Start-Up/ Close-Down CMIG-2017	Stanislaus Specialized Services CMSS-2017	Stanislaus CSPP RHS Layered 3-STCDE-D20-02	CSPP 1st Rd ARP RHS Layered 3-STCDE-D20-02	Fresno COE One-Time QRIS	Regional QRIS Early Stars	Subtotal Child Care Programs Page 1
REVENUE								
Grant Income - Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Income - State	838,279	132,509	137,096	1,121,782	64,200	22,013	-	2,315,879
Grant Income - Local Govt.	-	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-	-
Parent Fees	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
	<u>838,279</u>	<u>132,509</u>	<u>137,096</u>	<u>1,121,782</u>	<u>64,200</u>	<u>22,013</u>	<u>-</u>	<u>2,315,879</u>
EXPENSES								
Salaries and Wages	581,130	92,280	99,316	679,996	-	-	-	1,452,722
Employee Benefits	174,542	27,185	25,566	184,958	-	-	-	412,251
In-Kind Expenditures	-	-	-	-	-	-	-	-
Direct Assistance	-	-	-	-	-	-	-	-
Medical Expenses	-	-	-	-	-	-	-	-
Consultants and Contractual	-	-	-	2,493	-	-	-	2,493
Materials and Supplies	12,326	1,991	382	21,464	61,143	20,177	-	117,483
Travel and Training	-	-	-	-	-	-	-	-
Repairs and Maintenance	-	-	-	4,726	-	-	-	4,726
Interest	-	-	-	-	-	-	-	-
Vehicle Expenses	360	-	-	-	-	-	-	360
Rent	-	-	185	24,267	-	-	-	24,452
Occupancy	-	-	60	52,948	-	-	-	53,008
Insurance	-	-	-	521	-	-	-	521
Postage and Printing	-	-	-	-	-	-	-	-
Telephone	-	-	133	50,506	-	-	-	50,639
Rentals	-	-	-	6,079	-	-	-	6,079
Capital Purchases	-	-	-	-	-	-	-	-
Indirect Administration	69,921	11,053	11,435	93,568	3,057	1,836	-	190,870
Other Expenses	-	-	19	256	-	-	-	275
Depreciation	-	-	-	-	-	-	-	-
	<u>838,279</u>	<u>132,509</u>	<u>137,096</u>	<u>1,121,782</u>	<u>64,200</u>	<u>22,013</u>	<u>-</u>	<u>2,315,879</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
CHILD CARE PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2023

	Resource & Referral Programs						Subtotal Child Care Programs Page 2
	Resource & Referral CRRP-2031	Child Care Initiative Project CCIP-2032	CCIP Expansion ARPA FRGT-21 -CCD-CCIP30	CCDF Health & Safety CHST-2032	Instructional Materials FRGT-21-CCD -GAN-IMS27	CCPU Dues Deduction Fee	
REVENUE							
Grant Income - Federal	\$ 93,260	\$ 25,150	\$ 302,122	\$ 4,702	\$ -	\$ -	\$ 425,234
Grant Income - State	186,861	850	-	-	-	31,000	218,711
Grant Income - Local Govt.	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Parent Fees	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-
Other Revenue	34	-	-	-	-	-	34
	<u>280,155</u>	<u>26,000</u>	<u>302,122</u>	<u>4,702</u>	<u>-</u>	<u>31,000</u>	<u>643,979</u>
EXPENSES							
Salaries and Wages	152,740	18,188	2,105	-	-	25,850	198,883
Employee Benefits	31,531	4,046	597	-	-	5,150	41,324
In-Kind Expenditures	-	-	-	-	-	-	-
Direct Assistance	-	-	-	-	-	-	-
Medical Expenses	180	-	-	-	-	-	180
Consultants and Contractual	656	-	-	-	-	-	656
Materials and Supplies	20,031	282	274,192	793	-	-	295,298
Travel and Training	847	-	28	-	-	-	875
Repairs and Maintenance	412	87	-	-	-	-	499
Interest	-	-	-	-	-	-	-
Vehicle Expenses	1,979	-	-	-	-	-	1,979
Rent	24,537	767	-	-	-	-	25,304
Occupancy	5,605	169	-	-	-	-	5,774
Insurance	16	-	-	-	-	-	16
Postage and Printing	1,386	-	-	-	-	-	1,386
Telephone	2,180	169	-	-	-	-	2,349
Rentals	672	117	-	-	-	-	789
Capital Purchases	-	-	-	-	-	-	-
Indirect Administration	23,368	2,169	25,200	392	-	-	51,129
Other Expenses	14,015	6	-	3,517	-	-	17,538
Depreciation	-	-	-	-	-	-	-
	<u>280,155</u>	<u>26,000</u>	<u>302,122</u>	<u>4,702</u>	<u>-</u>	<u>31,000</u>	<u>643,979</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
CHILD CARE PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2023

	Alternative Payment Programs				Emergency Child Care Bridge Program for Foster Children 11937-21	ARPA SB 179 Provider Stipends	Alternative Payment One-Time Provider Stipends	CDSS SB115 ARPA Survey Provider Stipends	Child Care Food Program 04440-CACFP	Subtotal Child Care Programs Page 1	Subtotal Child Care Programs Page 2	Total All Child Care Funds
	Alternative Payment CAPP-1033	Alternative Payment CAPP-2032	Alternative Payment Stage 2 C2AP-2031	Alternative Payment Stage 3 C3AP-2030								
REVENUE												
Grant Income - Federal	\$ 1,524,098	\$ 1,470,305	\$ 721,213	\$ 792,172	\$ -	\$ -	\$ -	\$ 137,433	\$ 506,691	\$ -	\$ 425,234	\$ 5,577,146
Grant Income - State	895,343	185,844	525,512	536,078	145,193	-	-	-	-	2,315,879	218,711	4,822,560
Grant Income - Local Govt.	-	-	-	-	-	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-	-
Parent Fees	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income	-	829	102	66	-	-	-	-	-	-	-	997
Other Revenue	-	-	-	-	-	-	-	-	-	-	34	34
	<u>2,419,441</u>	<u>1,656,978</u>	<u>1,246,827</u>	<u>1,328,316</u>	<u>145,193</u>	<u>-</u>	<u>-</u>	<u>137,433</u>	<u>506,691</u>	<u>2,315,879</u>	<u>643,979</u>	<u>10,400,737</u>
EXPENSES												
Salaries and Wages	136,016	77,490	54,237	64,038	34,245	-	-	-	12,111	1,452,722	198,883	2,029,742
Employee Benefits	28,021	16,113	11,216	14,129	9,685	-	-	-	4,604	412,251	41,324	537,343
In-Kind Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Direct Assistance	2,005,444	1,397,540	1,029,582	1,117,677	96,300	-	-	125,970	-	-	-	5,772,513
Medical Expenses	-	-	-	-	-	-	-	-	-	-	180	180
Consultants and Contractual	-	1,313	368	289	-	-	-	-	-	2,493	656	5,119
Materials and Supplies	14,363	2,575	7,475	3,728	3,336	-	-	-	407,590	117,483	295,298	851,848
Travel and Training	1,538	125	649	337	250	-	-	-	-	-	875	3,774
Repairs and Maintenance	507	634	403	245	-	-	-	-	9,212	4,726	499	16,226
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Expenses	343	148	316	55	-	-	-	-	5,388	360	1,979	8,589
Rent	19,045	15,269	26,324	11,611	-	-	-	-	-	24,452	25,304	122,005
Occupancy	4,300	3,023	5,695	2,515	-	-	-	-	-	53,008	5,774	74,315
Insurance	-	-	-	-	-	-	-	-	-	521	16	537
Postage and Printing	1,272	2,010	2,670	827	15	-	-	-	-	-	1,386	8,180
Telephone	646	516	877	362	1,142	-	-	-	-	50,639	2,349	56,531
Rentals	1,993	1,501	1,604	784	47	-	-	-	24,722	6,079	789	37,519
Capital Purchases	-	-	-	-	-	-	-	-	-	-	-	-
Indirect Administration	201,805	138,208	103,997	110,795	-	-	-	11,463	42,400	190,870	51,129	850,667
Other Expenses	4,148	513	1,414	924	173	-	-	-	664	275	17,538	25,649
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
	<u>2,419,441</u>	<u>1,656,978</u>	<u>1,246,827</u>	<u>1,328,316</u>	<u>145,193</u>	<u>-</u>	<u>-</u>	<u>137,433</u>	<u>506,691</u>	<u>2,315,879</u>	<u>643,979</u>	<u>10,400,737</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2023

	Dept. of Housing & Urban Develop. Shunammite Place				CDBG CARES City of Madera Phase 2	CDBG Housing Stabilization City of Madera	Subtotal Emerg. Food and Shelter Page 1
	CA0772L9T142012 7/1/22 - 10/31/22	CA0772L9T142113 11/1/22 - 6/30/23	FEMA	FEMA ARPA			
REVENUE							
Grant Income - Federal	\$ 280,200	\$ 415,117	\$ 1,924	\$ 1,338	\$ 14,537	\$ 560	\$ 713,676
Grant Income - State	-	-	-	-	-	-	-
Grant Income - Local Govt.	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-
In-Kind Contributions	3,820	7,868	-	-	-	-	11,688
Donations	-	-	-	-	-	-	-
Rental Income	17,005	40,879	-	-	-	-	57,884
Interest Income	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
	<u>301,025</u>	<u>463,864</u>	<u>1,924</u>	<u>1,338</u>	<u>14,537</u>	<u>560</u>	<u>783,248</u>
EXPENSES							
Salaries and Wages	51,964	124,929	1,544	1,060	5,534	361	185,392
Employee Benefits	12,896	33,392	276	200	1,204	115	48,083
In-Kind Expenditures	3,820	7,868	-	-	-	-	11,688
Direct Assistance	2,785	1,541	-	-	5,998	-	10,324
Medical Expenses	-	-	-	-	-	-	-
Consultants and Contractual	4,474	20,562	-	-	-	-	25,036
Materials and Supplies	61,400	37,365	-	-	-	-	98,765
Travel and Training	232	1,539	-	-	-	-	1,771
Repairs and Maintenance	712	1,311	-	-	-	-	2,023
Interest	-	-	-	-	-	-	-
Vehicle Expenses	1,635	6,336	-	-	-	-	7,971
Rent	66,585	154,103	84	55	460	27	221,314
Occupancy	13,959	41,533	15	10	81	4	55,602
Insurance	6	10	-	-	-	-	16
Postage and Printing	39	24	-	12	-	-	75
Telephone	2,980	6,098	5	1	44	6	9,134
Rentals	178	3,059	-	-	3	-	3,240
Capital Purchases	58,445	-	-	-	-	-	58,445
Indirect Administration	18,804	24,025	-	-	1,213	47	44,089
Other Expenses	111	169	-	-	-	-	280
Depreciation	-	-	-	-	-	-	-
	<u>301,025</u>	<u>463,864</u>	<u>1,924</u>	<u>1,338</u>	<u>14,537</u>	<u>560</u>	<u>783,248</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2023

	Homeless Outreach AB109 Madera County	Homeless Housing Assistance & Prevention (HHAP) Madera County 11681-20	Homeless Housing Assistance & Prevention (HHAP) Round 2 12108-22	Madera Co. Behavioral Health Programs	Madera Co. Rent, Mortgage & Utility Assistance Program 12131-22	Emergency Solutions Grants Fresno County	Subtotal Emerg. Food & Shelter Page 2
REVENUE							
Grant Income - Federal	\$ -	\$ -	\$ -	\$ -	\$ 707,113	\$ 81,666	\$ 788,779
Grant Income - State	244,931	60,360	105,519	39,904	-	-	450,714
Grant Income - Local Govt.	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-
In-Kind Contributions	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Rental Income	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
	<u>244,931</u>	<u>60,360</u>	<u>105,519</u>	<u>39,904</u>	<u>707,113</u>	<u>81,666</u>	<u>1,239,493</u>
EXPENSES							
Salaries and Wages	143,166	22,318	30,677	5,809	61,797	23,787	287,554
Employee Benefits	32,257	5,695	7,139	1,470	12,392	4,712	63,665
In-Kind Expenditures	-	-	-	-	-	-	-
Direct Assistance	108	24,354	56,275	-	563,075	43,567	687,379
Medical Expenses	720	-	-	-	-	-	720
Consultants and Contractual	-	-	-	-	-	-	-
Materials and Supplies	14,433	108	-	8,243	696	-	23,480
Travel and Training	3,073	-	233	725	43	70	4,144
Repairs and Maintenance	1,157	-	-	-	231	-	1,388
Interest	-	-	-	-	-	-	-
Vehicle Expenses	3,726	-	246	-	-	-	3,972
Rent	12,806	2,045	1,379	417	5,316	1,943	23,906
Occupancy	2,912	384	235	19,731	1,001	325	24,588
Insurance	-	-	-	-	-	-	-
Postage and Printing	602	-	150	102	373	-	1,227
Telephone	3,257	421	242	16	816	425	5,177
Rentals	4,102	-	-	62	2,006	-	6,170
Capital Purchases	-	-	-	-	-	-	-
Indirect Administration	20,430	5,035	8,801	3,328	58,980	6,812	103,386
Other Expenses	2,182	-	142	1	387	25	2,737
Depreciation	-	-	-	-	-	-	-
	<u>244,931</u>	<u>60,360</u>	<u>105,519</u>	<u>39,904</u>	<u>707,113</u>	<u>81,666</u>	<u>1,239,493</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
EMERGENCY FOOD AND SHELTER PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2023**

	Kaiser Housing for Health Program 152014	Kaiser Individualized Economic Stability 138178	Blue Cross CalViva Housing & Homelessness Incentive Program	CA Drinking Water Assistance SWRCB	Other Housing Foundation Programs	Subtotal Emerg. Food & Shelter Page 1	Subtotal Emerg. Food & Shelter Page 2	Total All Emerg. Food & Shelter Funds
REVENUE								
Grant Income - Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 713,676	\$ 788,779	\$ 1,502,455
Grant Income - State	-	-	46,613	-	-	-	450,714	497,327
Grant Income - Local Govt.	-	-	27,933	-	-	-	-	27,933
Grant and Contract Income - Other	-	95,000	-	-	-	-	-	95,000
In-Kind Contributions	-	-	-	-	-	11,688	-	11,688
Donations	-	-	-	-	8,771	-	-	8,771
Rental Income	-	-	-	-	-	57,884	-	57,884
Interest Income	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
	-	95,000	74,546	-	8,771	783,248	1,239,493	2,201,058
EXPENSES								
Salaries and Wages	-	1,214	10,888	-	-	185,392	287,554	485,048
Employee Benefits	-	344	2,125	-	-	48,083	63,665	114,217
In-Kind Expenditures	-	-	-	-	-	11,688	-	11,688
Direct Assistance	-	82,153	-	-	4,097	10,324	687,379	783,953
Medical Expenses	-	-	-	-	-	-	720	720
Consultants and Contractual	-	-	-	-	-	25,036	-	25,036
Materials and Supplies	-	2,793	540	(1)	3,082	98,765	23,480	128,659
Travel and Training	-	-	38	-	442	1,771	4,144	6,395
Repairs and Maintenance	-	-	-	-	-	2,023	1,388	3,411
Interest	-	-	-	-	-	-	-	-
Vehicle Expenses	-	108	808	-	-	7,971	3,972	12,859
Rent	-	97	675	-	-	221,314	23,906	245,992
Occupancy	-	17	126	-	-	55,602	24,588	80,333
Insurance	-	-	-	-	-	16	-	16
Postage and Printing	-	49	-	-	-	75	1,227	1,351
Telephone	-	32	131	-	-	9,134	5,177	14,474
Rentals	-	-	-	-	-	3,240	6,170	9,410
Capital Purchases	-	-	57,820	-	-	58,445	-	116,265
Indirect Administration	-	7,924	1,395	-	315	44,089	103,386	157,109
Other Expenses	-	269	-	-	134	280	2,737	3,420
Depreciation	-	-	-	-	-	-	-	-
	-	95,000	74,546	(1)	8,070	783,248	1,239,493	2,200,356
CHANGE IN NET ASSETS	\$ -	\$ -	\$ -	\$ 1	\$ 701	\$ -	\$ -	\$ 702

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
ENERGY PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2023**

Department of Community Services & Development

	LIHEAP 23B-5019	LIHEAP 21B-5019	LIHEAP 22B-4019	LIHEAP ARPA 21V-5568	LIHWAP 21W-9010	SLIHEAP 22Q-4568	ESLIHEAP 23J-5723	SLIHEAP 23Q-5568	Total
REVENUE									
Grant Income - Federal	\$ 626,915	\$ 16,546	\$ 582,900	\$ 157,979	\$ 76,428	\$ 7,174	\$ 8,881	\$ 4,640	\$ 1,481,463
Grant Income - State	-	-	-	-	-	-	-	-	-
Grant Income - Local Govt.	-	-	-	-	-	-	-	-	-
Grant and Contract Income - Other	-	-	-	-	-	-	-	-	-
Parent Fees	-	-	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
	<u>626,915</u>	<u>16,546</u>	<u>582,900</u>	<u>157,979</u>	<u>76,428</u>	<u>7,174</u>	<u>8,881</u>	<u>4,640</u>	<u>1,481,463</u>
EXPENSES									
Salaries and Wages	117,519	-	119,701	8,393	50,643	4,889	5,497	3,317	309,959
Employee Benefits	28,315	-	26,903	1,636	11,352	758	1,088	690	70,742
In-Kind Expenditures	-	-	-	-	-	-	-	-	-
Direct Assistance	14,215	-	8,143	14,517	-	-	1,054	-	37,929
Medical Expenses	-	-	-	-	-	-	-	-	-
Consultants and Contractual	397,083	16,546	280,937	123,135	-	-	-	-	817,701
Materials and Supplies	19,423	-	16,478	2,212	140	-	-	-	38,253
Travel and Training	3,849	-	3,604	-	-	-	-	-	7,453
Repairs and Maintenance	248	-	-	1	56	-	-	-	305
Interest	-	-	-	-	-	-	-	-	-
Vehicle Expenses	4,920	-	2,498	-	30	-	-	-	7,448
Rent	6,324	-	8,601	758	3,293	772	374	191	20,313
Occupancy	1,383	-	1,824	552	726	121	71	36	4,713
Insurance	-	-	-	-	-	-	-	-	-
Postage and Printing	4,603	-	5,320	535	2,813	-	-	-	13,271
Telephone	909	-	985	35	293	35	56	19	2,332
Rentals	7,764	-	6,747	1,359	593	-	-	-	16,463
Capital Purchases	-	-	80,023	-	-	-	-	-	80,023
Indirect Administration	20,070	-	20,749	4,485	6,375	598	741	387	53,405
Other Expenses	290	-	387	361	114	1	-	-	1,153
Depreciation	-	-	-	-	-	-	-	-	-
	<u>626,915</u>	<u>16,546</u>	<u>582,900</u>	<u>157,979</u>	<u>76,428</u>	<u>7,174</u>	<u>8,881</u>	<u>4,640</u>	<u>1,481,463</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
SENIOR PROGRAMS
FOR THE YEAR ENDED JUNE 30, 2023**

	County of Madera		Total
	Senior Meals 20-1455	Senior Meals CARES Act 12261-22	
REVENUE			
Grant Income - Federal	\$ -	\$ 96,242	\$ 96,242
Grant Income - State	-	-	-
Grant Income - Local Govt.	23,844	-	23,844
Grant and Contract Income - Other	-	-	-
In-Kind Contributions	-	-	-
Donations	-	-	-
Parent Fees	-	-	-
Interest Income	-	-	-
Other Revenue	-	-	-
	<u>23,844</u>	<u>96,242</u>	<u>120,086</u>
EXPENSES			
Salaries and Wages	222	1,447	1,669
Employee Benefits	54	228	282
In-Kind Expenditures	-	-	-
Direct Assistance	-	-	-
Medical Expenses	-	-	-
Consultants and Contractual	-	92,045	92,045
Materials and Supplies	129	6	135
Travel and Training	-	-	-
Repairs and Maintenance	-	-	-
Interest	-	-	-
Vehicle Expenses	45	-	45
Rent	19,302	-	19,302
Occupancy	189	-	189
Insurance	-	-	-
Postage and Printing	58	-	58
Telephone	1,820	-	1,820
Rentals	34	81	115
Capital Purchases	-	-	-
Indirect Administration	1,989	2,435	4,424
Other Expenses	2	-	2
Depreciation	-	-	-
	<u>23,844</u>	<u>96,242</u>	<u>120,086</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
OTHER PROGRAMS – PAGE 1
FOR THE YEAR ENDED JUNE 30, 2023**

	Community Services Programs	City of Madera CDBG	Volunteer Income Tax Assistance & CA EITC Outreach	United Way Madera Rising	Subtotal Other Programs Page 1
REVENUE					
Grant Income - Federal	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
Grant Income - State	-	-	-	-	-
Grant Income - Local Govt.	-	-	-	-	-
Grant and Contract Income - Other	-	-	1,778	10,000	11,778
In-Kind Contributions	-	-	-	-	-
Donations	-	-	-	-	-
Rental Income	-	-	-	-	-
Other Revenue	1,097	-	-	-	1,097
	<u>1,097</u>	<u>20,000</u>	<u>1,778</u>	<u>10,000</u>	<u>32,875</u>
EXPENSES					
Salaries and Wages	-	13,001	-	6,946	19,947
Employee Benefits	-	3,174	-	3,054	6,228
In-Kind Expenditures	-	-	-	-	-
Direct Assistance	100	-	-	-	100
Medical Expenses	-	-	-	-	-
Consultants and Contractual	-	-	1,370	-	1,370
Materials and Supplies	324	4	389	-	717
Travel and Training	49	104	-	-	153
Repairs and Maintenance	-	-	-	-	-
Interest	-	-	-	-	-
Vehicle Expenses	21	395	-	-	416
Rent	-	698	-	-	698
Occupancy	-	140	-	-	140
Insurance	-	-	-	-	-
Postage and Printing	1	-	-	-	1
Telephone	-	163	-	-	163
Rentals	-	-	19	-	19
Capital Purchases	-	-	-	-	-
Indirect Administration	-	1,668	-	-	1,668
Other Expenses	-	653	-	-	653
Depreciation	-	-	-	-	-
	<u>495</u>	<u>20,000</u>	<u>1,778</u>	<u>10,000</u>	<u>32,273</u>
CHANGE IN NET ASSETS	<u>\$ 602</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 602</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
OTHER PROGRAMS – PAGE 2
FOR THE YEAR ENDED JUNE 30, 2023

	Cal-OES Rape/Sexual Assault	Cal-OES Victim Witness	Cal-OES Advocacy & Outreach	Cal-OES Comprehensive Domestic Violence Serv	Cal-OES Transitional Housing	Cal-OES Child Advocacy Center	National Children's Alliance (NCA)	Other Programs	Subtotal Other Programs Page 2
REVENUE									
Grant Income - Federal	\$ 338,812	\$ 211,997	\$ 123,964	\$ 354,316	\$ 118,674	\$ 104,849	\$ 7,486	\$ -	\$ 1,260,098
Grant Income - State	15,620	129,304	51,930	201,980	17,538	-	-	-	416,372
Grant Income - Local Govt.	-	-	-	-	-	-	-	40,420	40,420
Grant and Contract Income - Other	-	-	-	-	-	-	-	-	-
In-Kind Contributions	8,943	9,005	3,653	30,629	3,653	-	-	-	55,883
Donations	-	-	-	-	-	-	-	60,102	60,102
Rental Income	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
	<u>363,375</u>	<u>350,306</u>	<u>179,547</u>	<u>586,925</u>	<u>139,865</u>	<u>104,849</u>	<u>7,486</u>	<u>100,522</u>	<u>1,832,875</u>
EXPENSES									
Salaries and Wages	176,107	188,059	99,503	288,706	62,059	27,493	-	121	842,048
Employee Benefits	42,956	46,890	24,106	74,757	16,424	6,747	-	21	211,901
In-Kind Expenditures	8,943	9,005	3,653	30,629	3,653	-	-	-	55,883
Direct Assistance	31,960	-	-	219	17,739	-	-	709	50,627
Medical Expenses	180	180	-	360	-	-	-	-	720
Consultants and Contractual	2,528	2,569	745	2,654	73	-	4,064	-	12,633
Materials and Supplies	29,311	15,830	16,561	13,491	5,276	24,408	-	9,671	114,548
Travel and Training	7,432	5,753	1,650	5,839	30	1,675	2,798	-	25,177
Repairs and Maintenance	19	6	5	10	-	-	-	-	40
Interest	-	-	-	-	-	-	-	-	-
Vehicle Expenses	1,195	13,061	3,322	6,515	951	67	-	-	25,111
Rent	17,333	20,699	3,974	10,660	20,130	-	-	-	72,796
Occupancy	4,717	8,778	1,085	31,618	609	1,450	-	-	48,257
Insurance	671	711	322	1,120	258	-	-	-	3,082
Postage and Printing	634	1,318	380	1,437	118	30	-	-	3,917
Telephone	4,346	6,239	5,103	13,664	123	44	-	-	29,519
Rentals	2,473	1,170	1,028	1,566	131	-	-	-	6,368
Capital Purchases	-	-	-	51,431	-	37,301	-	-	88,732
Indirect Administration	29,562	28,468	14,670	46,401	11,361	5,634	624	958	137,678
Other Expenses	3,008	1,570	3,440	5,848	930	-	-	-	14,796
Depreciation	-	-	-	-	-	-	-	-	-
	<u>363,375</u>	<u>350,306</u>	<u>179,547</u>	<u>586,925</u>	<u>139,865</u>	<u>104,849</u>	<u>7,486</u>	<u>11,480</u>	<u>1,743,833</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 89,042</u>	<u>\$ 89,042</u>

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSES
OTHER PROGRAMS – PAGE 3
FOR THE YEAR ENDED JUNE 30, 2023**

	Mental Health Services	Strengthening Families Parenting	Child Advocacy Center CFIT	Subtotal Other Programs Page 1	Subtotal Other Programs Page 2	Total All Funds
REVENUE						
Grant Income - Federal	\$ -	\$ -	\$ -	\$ 20,000	\$ 1,260,098	\$ 1,280,098
Grant Income - State	13	-	-	-	416,372	416,385
Grant Income - Local Govt.	-	234,317	-	-	40,420	274,737
Grant and Contract Income - Other	-	-	-	11,778	-	11,778
In-Kind Contributions	-	-	-	-	55,883	55,883
Donations	-	-	48,172	-	60,102	108,274
Rental Income	-	-	-	-	-	-
Other Revenue	-	-	-	1,097	-	1,097
	<u>13</u>	<u>234,317</u>	<u>48,172</u>	<u>32,875</u>	<u>1,832,875</u>	<u>2,148,252</u>
EXPENSES						
Salaries and Wages	-	94,440	-	19,947	842,048	956,435
Employee Benefits	-	26,954	-	6,228	211,901	245,083
In-Kind Expenditures	-	-	-	-	55,883	55,883
Direct Assistance	-	-	-	100	50,627	50,727
Medical Expenses	-	670	-	-	720	1,390
Consultants and Contractual	-	4,935	-	1,370	12,633	18,938
Materials and Supplies	-	33,083	4,630	717	114,548	152,978
Travel and Training	-	10,450	-	153	25,177	35,780
Repairs and Maintenance	-	824	-	-	40	864
Interest	-	-	-	-	-	-
Vehicle Expenses	-	20	-	416	25,111	25,547
Rent	-	28,396	-	698	72,796	101,890
Occupancy	-	2,697	-	140	48,257	51,094
Insurance	-	-	-	-	3,082	3,082
Postage and Printing	-	2,205	-	1	3,917	6,123
Telephone	-	7,257	-	163	29,519	36,939
Rentals	-	1,458	-	19	6,368	7,845
Capital Purchases	-	-	30,827	-	88,732	119,559
Indirect Administration	1	19,544	421	1,668	137,678	159,312
Other Expenses	12	1,384	-	653	14,796	16,845
Depreciation	-	-	-	-	-	-
	<u>13</u>	<u>234,317</u>	<u>35,878</u>	<u>32,273</u>	<u>1,743,833</u>	<u>2,046,314</u>
CHANGE IN NET ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,294</u>	<u>\$ 602</u>	<u>\$ 89,042</u>	<u>\$ 101,938</u>

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 21B-5019 (WX)
FOR THE PERIOD NOVEMBER 1, 2020 THROUGH OCTOBER 31, 2022**

	11/1/2020 Through 6/30/2021	7/1/2021 Through 6/30/2022	7/1/2022 Through 10/31/2022	Total Audited Costs	Total Reported Expenses	Budget 11/1/2020 Through 10/31/2022
REVENUE						
Grant Revenue	\$ 34,668	\$ 308,674	\$ 15,499	\$ 358,841		\$ 358,841
Interest Income	-	-	-	-		-
Program Income	-	-	-	-		-
Total Revenue	34,668	308,674	15,499	358,841		358,841
EXPENDITURES						
Weatherization Support Costs						
Intake	16,284	12,423	-	28,707	\$ 28,707	28,707
Outreach	9,408	8,534	-	17,942	17,942	17,942
Training and Technical Assistance	-	17,942	-	17,942	17,942	17,942
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-	-
Minor Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
General Operating Costs	-	-	-	-	-	-
Training and Technical Assistance - Solar H2O Heating	-	-	-	-	-	-
Total Support Costs	25,692	38,899	-	64,591	64,591	64,591
Weatherization Direct Program Costs						
Direct Program Activities	8,976	269,775	15,255	294,006	294,250	294,250
Other Program Costs	-	-	244	244	244	-
Total Expenses	\$ 34,668	\$ 308,674	\$ 15,499	\$ 358,841	\$ 359,085	\$ 358,841

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 21B-5019 (EHA16)
FOR THE PERIOD NOVEMBER 1, 2020 THROUGH OCTOBER 31, 2022**

	11/1/2020 Through 6/30/2021	7/1/2021 Through 6/30/2022	7/1/2022 Through 10/31/2022	Total Audited Costs	Total Reported Expenses	Budget 11/1/2020 Through 10/31/2022
REVENUE						
Grants Income Federal	\$ 136,832	\$ 188,180	\$ 1,047	\$ 326,059		\$ 326,059
Other Revenue	-	-	-	-		-
Total Revenue	136,832	188,180	1,047	326,059		326,059
EXPENDITURES						
Assurance 16 Costs						
Assurance 16 Costs	21,780	43,815	-	65,595	\$ 65,594	72,216
Administrative Costs						
Administrative Costs	25,424	46,577	-	72,001	72,000	72,216
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total A16/Administrative Costs	47,204	90,392	-	137,596	137,594	144,432
Program Support Costs						
Intake	33,895	35,296	-	69,191	69,191	69,191
Outreach	20,122	23,122	-	43,244	43,244	43,244
Training and Technical Assistance	-	439	-	439	439	2,808
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
General Operating Expenditures	27,225	16,070	76	43,371	43,373	42,384
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs	81,242	74,927	76	156,245	156,247	157,627
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	22,861	971	23,832	23,832	16,000
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	8,386	-	-	8,386	8,386	8,000
Total Program Services Costs	8,386	22,861	971	32,218	32,218	24,000
Total Expenses	\$ 136,832	\$ 188,180	\$ 1,047	\$ 326,059	\$ 326,059	\$ 326,059

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 22B-4019 (WX)
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023**

	11/1/2021 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 12/31/2023	Total Audited Costs	Total Reported Expenses	Budget 11/1/2021 Through 12/31/2023
REVENUE						
Grant Revenue	\$ 9,957	\$ 326,290	\$ -	\$ 336,247		\$ 336,247
Interest Income	-	-	-	-		-
Program Income	-	-	-	-		-
Total Revenue	9,957	326,290	-	336,247		336,247
EXPENDITURES						
Weatherization Support Costs						
Intake	1,740	18,460	-	20,200	\$ 20,200	20,200
Outreach	1,532	13,281	-	14,813	14,812	14,812
Training and Technical Assistance	267	6,306	-	6,573	6,573	17,312
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	80,023	-	80,023	80,023	-
Minor Vehicle and Field Equipment (Less than \$5k)	-	1,709	-	1,709	1,709	-
Liability Insurance	-	955	-	955	955	-
General Operating Costs	-	31,225	-	31,225	31,225	-
Training and Technical Assistance - Solar H2O Heating	-	-	-	-	-	-
Total Support Costs	3,539	151,959	-	155,498	155,497	52,324
Weatherization Direct Program Costs						
Direct Program Activities	6,418	112,016	-	118,434	118,433	283,923
Other Program Costs	-	62,315	-	62,315	62,315	-
Total Expenses	\$ 9,957	\$ 326,290	\$ -	\$ 336,247	\$ 336,245	\$ 336,247

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 22B-4019 (EHA16)
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023**

	11/1/2021 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 12/31/2023	Total Audited Costs	Total Reported Expenses	Budget 11/1/2021 Through 12/31/2023
REVENUE						
Grants Income Federal	\$ 21,718	\$ 256,610	\$ -	\$ 278,328		\$ 285,613
Other Revenue	-	-	-	-		-
Total Revenue	21,718	256,610	-	278,328		285,613
EXPENDITURES						
Assurance 16 Costs						
Assurance 16 Costs	2,603	54,642	-	57,245	\$ 57,245	72,024
Administrative Costs						
Administrative Costs	5,371	64,335	-	69,706	76,988	77,024
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total A16/Administrative Costs	7,974	118,977	-	126,951	134,233	149,048
Program Support Costs						
Intake	3,485	52,121	-	55,606	55,606	65,571
Outreach	2,994	35,109	-	38,103	38,103	39,273
Training and Technical Assistance	35	924	-	959	959	16,852
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
General Operating Expenditures	3,084	26,126	-	29,210	29,308	14,869
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs	9,598	114,280	-	123,878	123,976	136,565
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	1,117	15,210	-	16,327	16,231	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	3,029	8,143	-	11,172	11,172	-
Total Program Services Costs	4,146	23,353	-	27,499	27,403	-
Total Expenses	\$ 21,718	\$ 256,610	\$ -	\$ 278,328	\$ 285,612	\$ 285,613

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 23B-5019 (WX)
FOR THE PERIOD NOVEMBER 1, 2022 THROUGH JUNE 30, 2024**

	11/1/2022 Through 6/30/2023	7/1/2023 Through 6/30/2024	Total Audited Costs	Total Reported Expenses	Budget 11/1/2022 Through 6/30/2024
<u>REVENUE</u>					
Grant Revenue	\$ 405,939	\$ -	\$ 405,939		\$ 549,580
Interest Income	-	-	-		-
Program Income	-	-	-		-
Total Revenue	405,939	-	405,939		549,580
<u>EXPENDITURES</u>					
Weatherization Support Costs					
Intake	24,032	-	24,032	\$ 24,032	43,966
Outreach	17,748	-	17,748	17,748	27,479
Training and Technical Assistance	6,632	-	6,632	6,632	27,479
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-
Minor Vehicle and Field Equipment (Less than \$5k)	3,072	-	3,072	3,072	-
Liability Insurance	4,481	-	4,481	4,481	-
General Operating Costs	42,343	-	42,343	42,343	-
Training and Technical Assistance - Solar H2O Heating	-	-	-	-	-
Total Support Costs	98,308	-	98,308	98,308	98,924
Weatherization Direct Program Costs					
Direct Program Activities	187,644	-	187,644	187,644	450,656
Other Program Costs	119,987	-	119,987	119,987	-
Total Expenses	\$ 405,939	\$ -	\$ 405,939	\$ 405,939	\$ 549,580

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 23B-5019 (EHA16)
FOR THE PERIOD NOVEMBER 1, 2022 THROUGH JUNE 30, 2024**

	11/1/2022 Through 6/30/2023	7/1/2023 Through 6/30/2024	Total Audited Costs	Total Reported Expenses	Budget 11/1/2022 Through 6/30/2024
REVENUE					
Grants Income Federal	\$ 220,976	\$ -	\$ 220,976		\$ 408,930
Other Revenue	-	-	-		-
Total Revenue	220,976	-	220,976		408,930
EXPENDITURES					
Assurance 16 Costs					
Assurance 16 Costs	37,427	-	37,427	\$ 37,427	108,259
Administrative Costs					
Administrative Costs	42,877	-	42,877	42,877	108,259
Administrative Equipment (More Than \$5,000)	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total A16/Administrative Costs	80,304	-	80,304	80,304	216,518
Program Support Costs					
Intake	41,830	-	41,830	41,830	103,742
Outreach	38,880	-	38,880	38,880	64,193
Training and Technical Assistance	4,267	-	4,267	4,267	24,477
Out of State Travel	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-
General Operating Expenditures	31,529	-	31,529	31,529	-
Automation Supplemental	-	-	-	-	-
Total Program Support Costs	116,506	-	116,506	116,506	192,412
Program Services Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	9,951	-	9,951	9,951	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	6,428	-	6,428	6,428	-
Wood, Propane and Oil (ECIP & HEAP WPO)	7,787	-	7,787	7,787	-
Total Program Services Costs	24,166	-	24,166	24,166	-
Total Expenses	\$ 220,976	\$ -	\$ 220,976	\$ 220,976	\$ 408,930

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 21V-5568 (EHA16)
FOR THE PERIOD AUGUST 1, 2021 THROUGH SEPTEMBER 30, 2023**

	8/1/2021 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 9/30/2023	Total Audited Costs	Total Reported Expenses	Budget 8/1/2021 Through 9/30/2023
REVENUE						
Grants Income Federal	\$ 332,355	\$ 157,979	\$ -	\$ 490,334		\$ 491,014
Other Revenue	-	-	-	-		-
Total Revenue	332,355	157,979	-	490,334		491,014
EXPENDITURES						
Assurance 16 Costs						
Assurance 16 Costs	39,370	31,217	-	70,587	\$ 70,587	70,587
Administrative Costs						
Administrative Costs	40,349	11,623	-	51,972	51,972	52,062
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total A16/Administrative Costs	79,719	42,840	-	122,559	122,559	122,649
Program Support Costs						
Intake	87,054	4,899	-	91,953	91,952	92,941
Outreach	55,777	3,049	-	58,826	58,826	58,826
Training and Technical Assistance	422	-	-	422	422	22,543
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	32,268	-	-	32,268	32,268	-
Minor Vehicle and Equipment (Less than \$5,000)	-	42	-	42	42	-
General Operating Expenditures	35,502	8,318	-	43,820	43,820	54,006
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs	211,023	16,308	-	227,331	227,330	228,316
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	10,934	84,314	-	95,248	95,249	95,249
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	30,679	14,517	-	45,196	45,196	44,800
Total Program Services Costs	41,613	98,831	-	140,444	140,445	140,049
Total Expenses	\$ 332,355	\$ 157,979	\$ -	\$ 490,334	\$ 490,334	\$ 491,014

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 21W-9010 (ADMIN)
FOR THE PERIOD APRIL 1, 2022 THROUGH DECEMBER 31, 2023**

	4/1/2022 Through 6/30/2022	7/1/2022 Through 6/30/2023	7/1/2023 Through 12/31/2023	Total Audited Costs	Total Reported Expenses	Budget 4/1/2022 Through 12/31/2023
REVENUE						
Grants Income Federal	\$ -	\$ 76,428	\$ -	\$ 76,428		\$ 85,848
Other Revenue	-	-	-	-		-
Total Revenue	-	76,428	-	76,428		85,848
EXPENDITURES						
Assurance 16 Costs						
Assurance 16 Costs	-	-	-	-	\$ -	-
Administrative Costs						
Administrative Costs	-	14,075	-	14,075	14,075	19,649
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total A16/Administrative Costs	-	14,075	-	14,075	14,075	19,649
Program Support Costs						
Intake	-	15,778	-	15,778	15,778	-
Outreach	-	45,933	-	45,933	45,933	-
Training and Technical Assistance	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
General Operating Expenditures	-	642	-	642	642	66,199
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs	-	62,353	-	62,353	62,353	66,199
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-	-	-
Total Program Services Costs	-	-	-	-	-	-
Total Expenses	\$ -	\$ 76,428	\$ -	\$ 76,428	\$ 76,428	\$ 85,848

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 22Q-4568 (EHA16)
FOR THE PERIOD SEPTEMBER 1, 2022 THROUGH JUNE 30, 2023**

	9/1/2022 Through 6/30/2023	Total Audited Costs	Total Reported Expenses	Budget 9/1/2022 Through 6/30/2023
<u>REVENUE</u>				
Grants Income Federal	\$ 7,174	\$ 7,174		\$ 7,177
Other Revenue	-	-		-
Total Revenue	7,174	7,174		7,177
<u>EXPENDITURES</u>				
Assurance 16 Costs				
Assurance 16 Costs	1,527	1,527	\$ 1,527	1,527
Administrative Costs				
Administrative Costs	1,527	1,527	1,527	1,527
Administrative Equipment (More Than \$5,000)	-	-	-	-
Out of State Travel	-	-	-	-
Total A16/Administrative Costs	3,054	3,054	3,054	3,054
Program Support Costs				
Intake	2,199	2,199	2,199	2,199
Outreach	1,374	1,374	1,374	1,374
Training and Technical Assistance	547	547	547	550
Out of State Travel	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-
General Operating Expenditures	-	-	-	-
Automation Supplemental	-	-	-	-
Total Program Support Costs	4,120	4,120	4,120	4,123
Program Services Costs				
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-
Total Program Services Costs	-	-	-	-
Total Expenses	\$ 7,174	\$ 7,174	\$ 7,174	\$ 7,177

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 23Q-5568 (EHA16)
FOR THE PERIOD MAY 1, 2023 THROUGH MAY 31, 2024**

	5/1/2023 Through 6/30/2023	7/1/2023 Through 5/31/2024	Total Audited Costs	Total Reported Expenses	Budget 5/1/2023 Through 5/31/2024
REVENUE					
Grants Income Federal	\$ 4,640	\$ -	\$ 4,640		\$ 12,089
Other Revenue	-	-	-		-
Total Revenue	4,640	-	4,640		12,089
EXPENDITURES					
Assurance 16 Costs					
Assurance 16 Costs	1,056	-	1,056	\$ 37,427	2,572
Administrative Costs					
Administrative Costs	633	-	633	42,877	2,572
Administrative Equipment (More Than \$5,000)	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total A16/Administrative Costs	1,689	-	1,689	80,304	5,144
Program Support Costs					
Intake	1,523	-	1,523	41,830	3,704
Outreach	951	-	951	38,880	2,315
Training and Technical Assistance	477	-	477	4,267	926
Out of State Travel	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-
General Operating Expenditures	-	-	-	31,529	-
Automation Supplemental	-	-	-	-	-
Total Program Support Costs	2,951	-	2,951	116,506	6,945
Program Services Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	9,951	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	6,428	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	7,787	-
Total Program Services Costs	-	-	-	24,166	-
Total Expenses	\$ 4,640	\$ -	\$ 4,640	\$ 220,976	\$ 12,089

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 23J-5723 (WX)
FOR THE PERIOD APRIL 15, 2023 THROUGH MAY 31, 2025**

	4/15/2023 Through 6/30/2023	7/1/2023 Through 6/30/2024	7/1/2024 Through 5/31/2025	Total Audited Costs	Total Reported Expenses	Budget 4/15/2023 Through 5/31/2025
REVENUE						
Grant Revenue	\$ -	\$ -	\$ -	\$ -		\$ 209,783
Interest Income	-	-	-	-		-
Program Income	-	-	-	-		-
Total Revenue	-	-	-	-		209,783
EXPENDITURES						
Weatherization Support Costs						
Intake	-	-	-	-	\$ -	16,783
Outreach	-	-	-	-	-	10,489
Training and Technical Assistance	-	-	-	-	-	10,489
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-	-
Minor Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
General Operating Costs	-	-	-	-	-	-
Training and Technical Assistance - Solar H2O Heating	-	-	-	-	-	-
Total Support Costs	-	-	-	-	-	37,761
Weatherization Direct Program Costs						
Direct Program Activities	-	-	-	-	-	172,022
Other Program Costs	-	-	-	-	-	-
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 209,783

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SUPPLEMENTAL STATEMENT OF REVENUE AND EXPENSE (SSRE)
CSD CONTRACT 23J-5723 (EHA16)
FOR THE PERIOD APRIL 15, 2023 THROUGH MAY 31, 2025**

	4/15/2023 Through 6/30/2023	7/1/2023 Through 6/30/2024	7/1/2024 Through 5/31/2025	Total Audited Costs	Total Reported Expenses	Budget 4/15/2023 Through 5/31/2025
REVENUE						
Grants Income Federal	\$ 8,881	\$ -	\$ -	\$ 8,881		\$ 149,644
Other Revenue	-	-	-	-		-
Total Revenue	8,881	-	-	8,881		149,644
EXPENDITURES						
Assurance 16 Costs						
Assurance 16 Costs	1,581	-	-	1,581	\$ 1,581	32,112
Administrative Costs						
Administrative Costs	866	-	-	866	866	41,957
Administrative Equipment (More Than \$5,000)	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total A16/Administrative Costs	2,447	-	-	2,447	2,447	74,069
Program Support Costs						
Intake	3,095	-	-	3,095	3,095	40,278
Outreach	1,910	-	-	1,910	1,910	25,174
Training and Technical Assistance	-	-	-	-	-	10,070
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Equipment (More than \$5,000)	-	-	-	-	-	-
Minor Vehicle and Equipment (Less than \$5,000)	-	-	-	-	-	-
General Operating Expenditures	375	-	-	375	375	53
Automation Supplemental	-	-	-	-	-	-
Total Program Support Costs	5,380	-	-	5,380	5,380	75,575
Program Services Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-	-
Severe Weather Energy Assistance and Transportation Services (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	1,054	-	-	1,054	1,054	-
Total Program Services Costs	1,054	-	-	1,054	1,054	-
Total Expenses	\$ 8,881	\$ -	\$ -	\$ 8,881	\$ 8,881	\$ 149,644

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG
FOR THE PERIOD JANUARY 1, 2022 THROUGH MAY 31, 2023**

	22F-5023 CAA				
	Actual		Total Audited Costs	Reported Costs	Budget
	1/1/2022 Through 6/30/2022	7/1/2022 Through 5/31/2023			1/1/2022 Through 5/31/2023
REVENUE					
Grants Income Federal	\$ 93,312	\$ 200,167	\$ 293,479		\$ 293,479
Other Revenue	-	-	-		-
TOTAL REVENUE	93,312	200,167	293,479		293,479
EXPENSES					
Administrative Costs					
Salaries and Wages	7,404	26,857	34,261	\$ 34,261	35,032
Employee Benefits	3,548	13,623	17,171	17,175	16,920
Operating Expenses	71	14	85	85	1,000
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	11,023	40,494	51,517	51,521	52,952
Program Costs					
Salaries and Wages	37,005	88,928	125,933	125,933	124,621
Employee Benefits	12,657	23,093	35,750	35,746	35,037
Operating Expenses	30,171	42,713	72,884	73,387	73,869
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	2,456	4,939	7,395	6,892	7,000
Other Costs	-	-	-	-	-
Subtotal Program Costs	82,289	159,673	241,962	241,958	240,527
TOTAL EXPENSES	\$ 93,312	\$ 200,167	\$ 293,479	\$ 293,479	\$ 293,479

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG - DISCRETIONARY
FOR THE PERIOD JUNE 15, 2022 THROUGH MAY 31, 2023**

	22F-5023 Discretionary				
	Actual		Total Audited Costs	Reported Costs	Budget
	6/15/2022 Through 6/30/2022	7/1/2022 Through 5/31/2023			6/15/2022 Through 5/31/2023
REVENUE					
Grants Income Federal	\$ -	\$ 31,000	\$ 31,000		\$ 31,000
Other Revenue	-	-	-		-
TOTAL REVENUE	-	31,000	31,000		31,000
EXPENSES					
Administrative Costs					
Salaries and Wages	-	-	-	\$ -	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-
Program Costs					
Salaries and Wages	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	31,000	31,000	31,000	31,000
Subtotal Program Costs	-	31,000	31,000	31,000	31,000
TOTAL EXPENSES	\$ -	\$ 31,000	\$ 31,000	\$ 31,000	\$ 31,000

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG
FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023**

	23F-4023 CAA				
	Actual		Total Audited Costs	Reported Costs	Budget
	1/1/2023 Through 6/30/2023	7/1/2023 Through 12/31/2023			1/1/2023 Through 12/31/2023
REVENUE					
Grants Income Federal	\$ 210,386	\$ -	\$ 210,386		\$ 318,202
Other Revenue	-	-	-		-
TOTAL REVENUE	210,386	-	210,386		318,202
EXPENSES					
Administrative Costs					
Salaries and Wages	53,113	-	53,113	\$ 18,209	51,439
Employee Benefits	17,115	-	17,115	8,823	14,130
Operating Expenses	1,571	-	1,571	1,571	2,115
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	71,799	-	71,799	28,603	67,684
Program Costs					
Salaries and Wages	84,848	-	84,848	87,751	163,015
Employee Benefits	17,324	-	17,324	18,986	40,863
Operating Expenses	33,023	-	33,023	33,020	35,460
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	3,392	-	3,392	3,392	7,000
Other Costs	-	-	-	-	4,180
Subtotal Program Costs	138,587	-	138,587	143,149	250,518
TOTAL EXPENSES	\$ 210,386	\$ -	\$ 210,386	\$ 171,752	\$ 318,202

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG - CARES DISCRETIONARY
FOR THE PERIOD JUNE 15, 2023 THROUGH DECEMBER 31, 2023**

	23F-4023 Discretionary				Budget 6/15/2023 Through 12/31/2023
	Actual		Total Audited Costs	Reported Costs	
	6/15/2023 Through 6/30/2023	7/1/2023 Through 12/31/2023			
REVENUE					
Grants Income Federal	\$ 59	\$ -	\$ 59		\$ 7,251
Other Revenue	-	-	-		-
TOTAL REVENUE	59	-	59		7,251
EXPENSES					
Administrative Costs					
Salaries and Wages	-	-	-	\$ -	-
Employee Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Administrative Costs	-	-	-	-	-
Program Costs					
Salaries and Wages	48	-	48	48	5,856
Employee Benefits	6	-	6	6	1,395
Operating Expenses	5	-	5	-	-
Equipment	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Subtotal Program Costs	59	-	59	54	7,251
TOTAL EXPENSES	\$ 59	\$ -	\$ 59	\$ 54	\$ 7,251

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA OFFICE OF EMERGENCY SERVICES**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
RAPE CRISIS PROGRAM
FOR THE PERIODS OCTOBER 1, 2021 THROUGH JUNE 30, 2023**

	<u>Rape/Sexual Assault</u> RC21 35 1245					
	Audited Costs 10/1/2021 Through 6/30/2022	Audited Costs 7/1/2022 Through 6/30/2023	Audited Costs 7/1/2023 Through 9/30/2023	Total Audited Costs	Reported Expenses 10/1/2021 Through 9/30/2023	Total Budget 10/1/2021 Through 9/30/2023
<u>REVENUE</u>						
Grants Income Federal	\$ 73,263	\$ 144,372	\$ -	\$ 217,635	\$ 217,635	\$ 284,948
Grants Income State	150,345	-	-	150,345	150,345	150,345
In-Kind Contributions	5,774	-	-	5,774	5,774	-
TOTAL REVENUE	229,382	144,372	-	373,754	373,754	435,293
<u>EXPENSE</u>						
<u>Personnel Services</u>						
Personnel Services	171,721	65,763	-	237,484	237,484	237,019
Salaries In-Kind	5,415	-	-	5,415	5,415	-
Total Personnel Services	177,136	65,763	-	242,899	242,899	237,019
<u>Operating Expenses</u>						
Operating Expenses	51,887	78,609	-	130,496	130,496	198,274
In-Kind Expenses	359	-	-	359	359	-
Total Operating Expenses	52,246	78,609	-	130,855	130,855	198,274
<u>Equipment</u>						
Capital Purchases	-	-	-	-	-	-
Total Equipment	-	-	-	-	-	-
Total Expenses	229,382	144,372	-	373,754	373,754	435,293
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
RAPE CRISIS PROGRAM
FOR THE PERIODS OCTOBER 1, 2021 THROUGH JUNE 30, 2023**

	<u>Rape/Sexual Assault</u> RC22 36 1245				
	Audited Costs 10/1/2022 Through 6/30/2023	Audited Costs 7/1/2023 Through 9/30/2023	Total Audited Costs	Reported Expenses 10/1/2022 Through 9/30/2023	Total Budget 10/1/2022 Through 9/30/2023
<u>REVENUE</u>					
Grants Income Federal	\$ 194,440	\$ -	\$ 194,440	\$ 194,440	\$ 319,414
Grants Income State	15,620	-	15,620	15,620	15,620
In-Kind Contributions	8,943	-	8,943	8,943	
TOTAL REVENUE	219,003	-	219,003	219,003	335,034
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	154,450	-	154,450	154,450	209,926
Salaries In-Kind	8,525	-	8,525	8,525	-
Total Personnel Services	162,975	-	162,975	162,975	209,926
<u>Operating Expenses</u>					
Operating Expenses	55,610	-	55,610	55,610	125,108
In-Kind Expenses	418	-	418	418	-
Total Operating Expenses	56,028	-	56,028	56,028	125,108
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	219,003	-	219,003	219,003	335,034
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
VICTIM WITNESS PROGRAM
FOR THE PERIOD OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022**

	<u>Victim Witness Program</u> VW21 35 0200				
	Audited Costs 10/1/2021 Through 6/30/2022	Audited Costs 7/1/2022 Through 9/30/2022	Total Audited Costs	Reported Expenses 10/1/2021 Through 9/30/2022	Total Budget 10/1/2021 Through 9/30/2022
<u>REVENUE</u>					
Grants Income Federal	\$ 131,424	\$ -	\$ 131,424	\$ 131,424	\$ 131,424
Grants Income State	126,724	96,688	223,412	223,412	223,412
In-Kind Contributions	5,812	3,481	9,293	9,293	-
TOTAL REVENUE	263,960	100,169	364,129	364,129	354,836
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	189,350	69,286	258,636	258,636	258,637
Salaries In-Kind	5,415	3,331	8,746	8,746	-
Total Personnel Services	194,765	72,617	267,382	267,382	258,637
<u>Operating Expenses</u>					
Operating Expenses	68,798	27,402	96,200	96,200	96,199
In-Kind Expenses	397	150	547	547	-
Total Operating Expenses	69,195	27,552	96,747	96,747	96,199
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	263,960	100,169	364,129	364,129	354,836
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
VICTIM WITNESS PROGRAM
FOR THE PERIOD OCTOBER 1, 2022 THROUGH JUNE 30, 2023**

	<u>Victim Witness Program</u> VW22 36 0200				
	Audited Costs 10/1/2022 Through 6/30/2023	Audited Costs 7/1/2023 Through 9/30/2023	Total Audited Costs	Reported Expenses 10/1/2022 Through 9/30/2023	Total Budget 10/1/2022 Through 9/30/2023
<u>REVENUE</u>					
Grants Income Federal	\$ 211,997	\$ -	\$ 211,997	\$ 211,997	\$ 284,265
Grants Income State	32,616	-	32,616	32,616	32,616
In-Kind Contributions	5,524	-	5,524	5,524	-
TOTAL REVENUE	250,137	-	250,137	250,137	316,881
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	165,662	-	165,662	165,662	215,841
Salaries In-Kind	5,194	-	5,194	5,194	-
Total Personnel Services	170,856	-	170,856	170,856	215,841
<u>Operating Expenses</u>					
Operating Expenses	78,951	-	78,951	78,951	101,040
In-Kind Expenses	330	-	330	330	-
Total Operating Expenses	79,281	-	79,281	79,281	101,040
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	250,137	-	250,137	250,137	316,881
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
ADVOCACY AND OUTREACH
FOR THE PERIOD JANUARY 1, 2022 THROUGH DECEMBER 31, 2022**

Unserviced/Underserved Victim Advocacy Program

UV21 06 1245

	Audited Costs 1/1/2022 Through 6/30/2022	Audited Costs 7/1/2022 Through 12/31/2022	Total Audited Costs	Reported Expenses 1/1/2022 Through 12/31/2022	Total Budget 1/1/2022 Through 12/31/2022
<u>REVENUE</u>					
Grants Income Federal	67,676	\$ 37,478	\$ 105,154	\$ 105,154	\$ 105,154
Grants Income State	6,094	51,930	58,024	58,024	58,024
In-Kind Contributions	1,602	3,267	4,869	4,869	-
TOTAL REVENUE	75,372	92,675	168,047	168,047	163,178
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	57,117	58,418	115,535	115,535	115,535
Salaries In-Kind	1,602	3,267	4,869	4,869	-
Total Personnel Services	58,719	61,685	120,404	120,404	115,535
<u>Operating Expenses</u>					
Operating Expenses	16,653	30,990	47,643	47,643	47,643
In-Kind Expenses	-	-	-	-	-
Total Operating Expenses	16,653	30,990	47,643	47,643	47,643
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	75,372	92,675	168,047	168,047	163,178
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
ADVOCACY AND OUTREACH
FOR THE PERIOD JANUARY 1, 2023 THROUGH JUNE 30, 2023**

Unserviced/Underserved Victim Advocacy Program

UV22 01 1245

	Audited Costs 1/1/2023 Through 6/30/2023	Audited Costs 7/1/2023 Through 12/31/2023	Total Audited Costs	Reported Expenses 1/1/2023 Through 12/31/2023	Total Budget 1/1/2023 Through 12/31/2023
<u>REVENUE</u>					
Grants Income Federal	86,486	\$ -	\$ 86,486	\$ 86,486	\$ 196,906
Grants Income State	-	-	-	-	-
In-Kind Contributions	387	-	387	387	-
TOTAL REVENUE	86,873	-	86,873	86,873	196,906
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	65,190	-	65,190	65,190	139,587
Salaries In-Kind	387	-	387	387	-
Total Personnel Services	65,577	-	65,577	65,577	139,587
<u>Operating Expenses</u>					
Operating Expenses	21,296	-	21,296	21,296	57,319
In-Kind Expenses	-	-	-	-	-
Total Operating Expenses	21,296	-	21,296	21,296	57,319
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	86,873	-	86,873	86,873	196,906
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
COMPREHENSIVE SHELTER PROGRAM
FOR THE PERIODS OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2022**

	<u>Comprehensive Shelter</u> DV20 12 1245					
	Audited Costs 10/1/2020 Through 6/30/2021	Audited Costs 7/1/2021 Through 6/30/2022	Audited Costs 7/1/2022 Through 9/30/2022	Total Audited Costs	Reported Expenses 10/1/2020 Through 6/30/2022	Total Budget 10/1/2020 Through 9/30/2022
<u>REVENUE</u>						
Grants Income Federal	\$ 294,829	\$ 180,199	\$ 172,829	\$ 647,857	\$ 647,857	\$ 647,857
Grants Income State	155,823	336,494	-	492,317	492,317	492,317
In-Kind Contributions	21,284	32,429	8,131	61,844	61,844	-
TOTAL REVENUE	471,936	549,122	180,960	1,202,018	1,202,018	1,140,174
<u>EXPENSE</u>						
<u>Personnel Services</u>						
Personnel Services	339,770	386,509	80,521	806,800	806,800	806,800
Salaries In-Kind	-	27,624	-	27,624	27,624	-
Total Personnel Services	339,770	414,133	80,521	834,424	834,424	806,800
<u>Operating Expenses</u>						
Operating Expenses	110,882	130,184	40,877	281,943	281,943	281,943
In-Kind Expenses	21,284	4,805	8,131	34,220	34,220	-
Total Operating Expenses	132,166	134,989	49,008	316,163	316,163	281,943
<u>Equipment</u>						
Capital Purchases	-	-	51,431	51,431	51,431	51,431
Total Equipment	-	-	51,431	51,431	51,431	51,431
Total Expenses	471,936	549,122	180,960	1,202,018	1,202,018	1,140,174
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
COMPREHENSIVE SHELTER PROGRAM
FOR THE PERIODS OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023**

	<u>Comprehensive Shelter</u> DV22 14 1245				
	Audited Costs 10/1/2022 Through 6/30/2023	Audited Costs 7/1/2023 Through 9/30/2023	Total Audited Costs	Reported Expenses 10/1/2022 Through 9/30/2023	Total Budget 10/1/2022 Through 9/30/2023
<u>REVENUE</u>					
Grants Income Federal	\$ 181,487	\$ -	\$ 181,487	\$ 181,487	\$ 335,607
Grants Income State	201,980	-	201,980	201,980	201,980
In-Kind Contributions	22,498	-	22,498	22,498	-
TOTAL REVENUE	405,965	-	405,965	405,965	537,587
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	282,942	-	282,942	282,942	387,406
Salaries In-Kind	-	-	-	-	-
Total Personnel Services	282,942	-	282,942	282,942	387,406
<u>Operating Expenses</u>					
Operating Expenses	100,525	-	100,525	100,525	150,181
In-Kind Expenses	22,498	-	22,498	22,498	-
Total Operating Expenses	123,023	-	123,023	123,023	150,181
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	405,965	-	405,965	405,965	537,587
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
TRANSITIONAL HOUSING PROGRAM
FOR THE PERIODS JANUARY 1, 2022 THROUGH DECEMBER 31, 2022**

	<u>Transitional Housing Program</u> XH21 04 1245				
	Audited Costs 1/1/2022 Through 6/30/2022	Audited Costs 7/1/2022 Through 12/31/2022	Total Audited Costs	Reported Expenses 1/1/2022 Through 12/31/2022	Total Budget 1/1/2022 Through 12/31/2022
<u>REVENUE</u>					
Grants Income Federal	\$ 65,354	\$ 38,102	\$ 103,456	\$ 103,456	\$ 103,456
Grants Income State	5,813	17,538	23,351	23,351	23,351
In-Kind Contributions	1,602	3,267	4,869	4,869	-
TOTAL REVENUE	72,769	58,907	131,676	131,676	126,807
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	46,077	33,380	79,457	79,457	80,782
Salaries In-Kind	1,602	3,267	4,869	4,869	-
Total Personnel Services	47,679	36,647	84,326	84,326	80,782
<u>Operating Expenses</u>					
Operating Expenses	25,090	22,260	47,350	47,350	46,025
In-Kind Expenses	-	-	-	-	-
Total Operating Expenses	25,090	22,260	47,350	47,350	46,025
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	72,769	58,907	131,676	131,676	126,807
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
TRANSITIONAL HOUSING PROGRAM
FOR THE PERIODS JANUARY 1, 2023 THROUGH DECEMBER 31, 2023**

	<u>Transitional Housing Program</u> XH22 01 1245				
	Audited Costs 1/1/2023 Through 6/30/2023	Audited Costs 7/1/2023 Through 12/31/2023	Total Audited Costs	Reported Expenses 1/1/2023 Through 12/31/2023	Total Budget 1/1/2023 Through 12/31/2023
<u>REVENUE</u>					
Grants Income Federal	\$ 80,572	\$ -	\$ 80,572	\$ 80,572	\$ 135,000
Grants Income State	-	-	-	-	-
In-Kind Contributions	387	-	387	387	-
TOTAL REVENUE	80,959	-	80,959	80,959	135,000
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	45,103	-	45,103	45,103	80,730
Salaries In-Kind	387	-	387	387	-
Total Personnel Services	45,490	-	45,490	45,490	80,730
<u>Operating Expenses</u>					
Operating Expenses	35,469	-	35,469	35,469	54,270
In-Kind Expenses	-	-	-	-	-
Total Operating Expenses	35,469	-	35,469	35,469	54,270
<u>Equipment</u>					
Capital Purchases	-	-	-	-	-
Total Equipment	-	-	-	-	-
Total Expenses	80,959	-	80,959	80,959	135,000
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
STATEMENT OF REVENUE AND EXPENSE
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
CHILD ADVOCACY CENTER PROGRAM
FOR THE PERIODS APRIL 1, 2023 THROUGH MARCH 31, 2024**

<u>Child Advocacy Center Program</u>					
KC22 01 1245					
	Audited Costs 4/1/2023 Through 6/30/2023	Audited Costs 7/1/2023 Through 3/31/2024	Total Audited Costs	Reported Expenses 4/1/2023 Through 3/31/2024	Total Budget 4/1/2023 Through 3/31/2024
<u>REVENUE</u>					
Grants Income Federal	\$ 104,849	\$ -	\$ 104,849	\$ 104,849	\$ 200,000
Grants Income State	-	-	-	-	-
In-Kind Contributions	-	-	-	-	-
TOTAL REVENUE	104,849	-	104,849	104,849	200,000
<u>EXPENSE</u>					
<u>Personnel Services</u>					
Personnel Services	34,241	-	34,241	34,241	85,497
Salaries In-Kind	-	-	-	-	-
Total Personnel Services	34,241	-	34,241	34,241	85,497
<u>Operating Expenses</u>					
Operating Expenses	33,307	-	33,307	33,307	77,189
In-Kind Expenses	-	-	-	-	-
Total Operating Expenses	33,307	-	33,307	33,307	77,189
<u>Equipment</u>					
Capital Purchases	37,301	-	37,301	37,301	37,314
Total Equipment	37,301	-	37,301	37,301	37,314
Total Expenses	104,849	-	104,849	104,849	200,000
<u>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSE</u>	\$ -	\$ -	\$ -	\$ -	\$ -

**SUPPLEMENTAL REPORTING REQUIREMENTS OF THE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
GENERAL INFORMATION
FOR THE YEAR ENDED JUNE 30, 2023**

Agency Name:	Community Action Partnership of Madera County, Inc.																
Address of Agency:	1225 Gill Avenue Madera, CA 93637																
Type of Agency:	California Nonprofit Public Benefit Corporation																
California Department of Social Services, Contract Numbers:	<table border="0"> <tr> <td>C2AP-2031</td> <td>Alternative Payment-Stage 2</td> </tr> <tr> <td>C3AP-2030</td> <td>Alternative Payment-Stage 3</td> </tr> <tr> <td>CAPP-1033</td> <td>Alternative Payment</td> </tr> <tr> <td>CAPP-2032</td> <td>Alternative Payment</td> </tr> <tr> <td>CCIP-2032</td> <td>Child Care Initiative Project</td> </tr> <tr> <td>CHST-2032</td> <td>CCDF Health and Safety</td> </tr> <tr> <td>CRRP-2031</td> <td>Resource and Referral</td> </tr> <tr> <td>0440-CACFP-20-NP-CS 1361-0J</td> <td>Child Care Food Program</td> </tr> </table>	C2AP-2031	Alternative Payment-Stage 2	C3AP-2030	Alternative Payment-Stage 3	CAPP-1033	Alternative Payment	CAPP-2032	Alternative Payment	CCIP-2032	Child Care Initiative Project	CHST-2032	CCDF Health and Safety	CRRP-2031	Resource and Referral	0440-CACFP-20-NP-CS 1361-0J	Child Care Food Program
C2AP-2031	Alternative Payment-Stage 2																
C3AP-2030	Alternative Payment-Stage 3																
CAPP-1033	Alternative Payment																
CAPP-2032	Alternative Payment																
CCIP-2032	Child Care Initiative Project																
CHST-2032	CCDF Health and Safety																
CRRP-2031	Resource and Referral																
0440-CACFP-20-NP-CS 1361-0J	Child Care Food Program																
Executive Director:	Mattie Mendez																
Chief Financial Officer:	Daniel Seeto																
Report Period:	Fiscal Year Ended June 30, 2023																
Schedule Daily Hours	Varies																
Number of Days of Operation:	Varies																

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2023**

	CDE Resource and Referral Programs	CDE Alternative Payment and CACFP Programs	Total Child Care Programs
Direct Payments to Providers	\$ -	\$ 5,550,243	\$ 5,550,243
1000 Certified Salaries	-	-	-
2000 Classified Salaries	170,928	343,892	514,820
3000 Employee Benefits	35,577	74,083	109,660
4000 Books and Supplies	22,492	442,510	465,002
5000 Services/Other Operating Expenses	55,931	150,320	206,251
6000 Capital Outlay	-	-	-
Depreciation	-	-	-
Start-Up	-	-	-
Indirect	25,929	597,205	623,134
Total Expense Claimed for Reimbursement	310,857	7,158,253	7,469,110
Supplemental Expenses	-	-	-
Total Expenditures	\$ 310,857	\$ 7,158,253	\$ 7,469,110

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2023**

	Resource and Referral CRRP-2031	Child Care Initiative Project CCIP-2032	Health and Safety CHST-2032	Total Resource and Referral Programs
1000 Certified Salaries	\$ -	\$ -	\$ -	\$ -
2000 Classified Salaries	152,740	18,188	-	170,928
3000 Employee Benefits	31,531	4,046	-	35,577
4000 Books and Supplies	21,417	282	793	22,492
5000 Services/Other Operating Expenses	51,099	1,315	3,517	55,931
6000 Capital Outlay	-	-	-	-
Depreciation	-	-	-	-
Indirect	23,368	2,169	392	25,929
Total Expense Claimed for Reimbursement	280,155	26,000	4,702	310,857
Supplemental Expenses	-	-	-	-
Total Expenditures	\$ 280,155	\$ 26,000	\$ 4,702	\$ 310,857

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2023**

	Alternative Payment CAPP-1033	Alternative Payment CAPP-2032	Alternative Payment Stage 2 C2AP-2031	Alternative Payment Stage 3 C3AP-2030	Child Care Food Programs	Total Alternative Payment Programs
Direct Payments to Providers	\$ 2,005,444	\$ 1,397,540	\$ 1,029,582	\$ 1,117,677	\$ -	\$ 5,550,243
1000 Certified Salaries	-	-	-	-	-	-
2000 Classified Salaries	136,016	77,490	54,237	64,038	12,111	343,892
3000 Employee Benefits	28,021	16,113	11,216	14,129	4,604	74,083
4000 Books and Supplies	15,635	4,585	10,145	4,555	407,590	442,510
5000 Services/Other Operating Expenses	32,520	23,042	37,650	17,122	39,986	150,320
6000 Capital Outlay	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Start-Up	-	-	-	-	-	-
Indirect	201,805	138,208	103,997	110,795	42,400	597,205
Total Expense Claimed for Reimbursement	2,419,441	1,656,978	1,246,827	1,328,316	506,691	7,158,253
Supplemental Expenses	-	-	-	-	-	-
Total Expenditures	\$ 2,419,441	\$ 1,656,978	\$ 1,246,827	\$ 1,328,316	\$ 506,691	\$ 7,158,253

The accompanying schedule of expenditures of federal and state awards includes the federal and state grant activity of Community Action Partnership of Madera County, Inc., Child Care Programs, and is presented on the accrual basis of accounting. The Federal information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES FOR EQUIPMENT
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Resource and Referral CRRP-2031</u>	<u>Child Care Initiative Project CCIP-2032</u>	<u>Health and Safety CHST-2032</u>	<u>Alternative Payment CAPP-1033</u>	<u>Alternative Payment CAPP-2032</u>	<u>Alternative Payment Stage 2 C2AP-2031</u>	<u>Alternative Payment Stage 3 C3AP-2030</u>	<u>Local Non-CDE Programs</u>	<u>Totals</u>
<u>Capitalized Equipment Expensed on the AUD With Prior Written Approval</u>									
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Capitalized Equipment Expensed on the AUD Without Prior Written Approval</u>									
None	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EQUIPMENT EXPENDITURES	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

NOTE: CAPMC's Capitalization Threshold is \$5,000.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF EXPENDITURES FOR RENOVATIONS AND REPAIR
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
FOR THE YEAR ENDED JUNE 30, 2023**

	Resource and Referral CRRP-2031	Child Care Initiative Project CCIP-2032	Health and Safety CHST-2032	Alternative Payment CAPP-1033	Alternative Payment CAPP-2032	Alternative Payment Stage 2 C2AP-2031	Alternative Payment Stage 3 C3AP-2030	Local Non-CDE Programs	Totals
<u>IMPROVEMENT EXPENDITURES</u>									
<u>UNIT COST UNDER \$10,000 PER ITEM -</u>									
None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	-	-	-	-	-	-	-	-	-
<u>UNIT COST OVER \$10,000 PER ITEM WITH PRIOR WRITTEN APPROVAL -</u>									
None	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
<u>UNIT COST OVER \$10,000 PER ITEM WITHOUT PRIOR WRITTEN APPROVAL -</u>									
None	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
TOTAL IMPROVEMENT EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTE: Agency's Capitalization Threshold is \$5,000.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 COMBINING SCHEDULE OF ADMINISTRATIVE COSTS RELATING TO
 CALIFORNIA DEPARTMENT OF SOCIAL SERVICES PROGRAMS
 FOR THE YEAR ENDED JUNE 30, 2023**

	Resource and Referral CRRP-2031	Child Care Initiative Project CCIP-2032	Health and Safety CHST-2032	Alternative Payment CAPP-1033	Alternative Payment CAPP-2032	Alternative Payment Stage 2 C2AP-2031	Alternative Payment Stage 3 C3AP-2030
Salaries and Wages	\$ 13,902	\$ 1,655	\$ -	\$ 129,358	\$ 88,342	\$ 49,807	\$ 71,060
Employee Benefits	2,869	368	-	26,649	18,370	10,300	15,679
Medical Expenses	16	-	-	-	-	-	-
Consultants and Contractual	60	-	-	-	1,497	338	321
Materials and Supplies	1,823	26	72	13,660	2,936	6,864	4,137
Travel and Training	77	-	-	1,463	143	596	374
Repairs and Maintenance	37	8	-	482	723	370	272
Vehicle Expense	180	-	-	326	169	290	61
Rent	2,233	70	-	18,113	17,407	24,174	12,885
Occupancy	510	15	-	4,090	3,446	5,230	2,791
Insurance	1	-	-	-	-	-	-
Postage and Printing	126	-	-	1,210	2,291	2,452	918
Telephone	198	15	-	614	588	805	402
Rentals	61	11	-	1,895	1,711	1,473	870
Other	1,275	1	320	3,945	585	1,298	1,025
Depreciation	-	-	-	-	-	-	-
<i>Total Administrative Costs</i>	<u>\$ 23,368</u>	<u>\$ 2,169</u>	<u>\$ 392</u>	<u>\$ 201,805</u>	<u>\$ 138,208</u>	<u>\$ 103,997</u>	<u>\$ 110,795</u>

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending	June 30, 2023
Contract Number	CAPP1033
Vendor Code	20-B509

Full Name of Contractor Community Action Partnership of Madera County

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children*	370,509	145,011		515,520
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)				

Contract Number **CAPP1033**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers	2,530,307	2,005,444		4,535,751
1000 Certificated Salaries				
2000 Classified Salaries	182,685	136,016		318,701
3000 Employee Benefits	42,695	28,021		70,716
4000 Books and Supplies	13,852	15,635		29,487
5000 Services and Other Operating Expenses	41,108	32,520		73,628
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)	255,769	201,805		457,574
Non-Reimbursable (State use only)				
Total Reimbursable Expenses	3,066,416	2,419,441		5,485,857
Total Administrative Cost (included in Section 2 above)	255,769	201,805		457,574
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number CAPP1033

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Direct Payments to Providers	2,530,307	2,005,444		4,535,751
Total Administrative Cost	255,769	201,805		457,574
Days of Operation		248		248
Total Reimbursable Expenses	3,066,416	2,419,441		5,485,857

Comments:

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending	June 30, 2023
Contract Number	CAPP2032
Vendor Code	20-B509

Full Name of Contractor Community Action Partnership of Madera County

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children*		133,218		133,218
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		829		829
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)		829		829

Contract Number **CAPP2032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		1,443,296	-45,756	1,397,540
1000 Certificated Salaries				
2000 Classified Salaries		83,284	-5,794	77,490
3000 Employee Benefits		16,594	-481	16,113
4000 Books and Supplies		7,190	-2,605	4,585
5000 Services and Other Operating Expenses		22,504	538	23,042
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		143,131	-4,923	138,208
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		1,715,999	-59,021	1,656,978
Total Administrative Cost (included in Section 2 above)		143,131	-4,923	138,208
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **CAPP2032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		829		829
Direct Payments to Providers		1,443,296	-45,756	1,397,540
Total Administrative Cost		143,131	-4,923	138,208
Days of Operation		248		248
Total Reimbursable Expenses		1,715,999	-59,021	1,656,978

Comments:

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending **June 30, 2023**
 Contract Number **C2AP2031**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children*		35,516		35,516
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		102		102
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)		102		102

Contract Number **C2AP2031**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		1,029,582		1,029,582
1000 Certificated Salaries				
2000 Classified Salaries		54,237		54,237
3000 Employee Benefits		11,216		11,216
4000 Books and Supplies		10,144	1	10,145
5000 Services and Other Operating Expenses		37,650		37,650
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		103,998	-1	103,997
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		1,246,827		1,246,827
Total Administrative Cost (included in Section 2 above)		103,998		103,998
Days of Operation		248		248

Approved Indirect Cost Rate: **9.1%**

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Contract Number C2AP2031

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		102		102
Direct Payments to Providers		1,029,582		1,029,582
Total Administrative Cost		103,998		103,998
Days of Operation		248		248
Total Reimbursable Expenses		1,246,827		1,246,827

Comments:

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending June 30, 2023
 Contract Number C3AP2030
 Vendor Code 20-B509

Full Name of Contractor Community Action Partnership of Madera County

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children*		74,144		74,144
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		66		66
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)		66		66

Contract Number **C3AP2030**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		1,117,677		1,117,677
1000 Certificated Salaries				
2000 Classified Salaries		64,038		64,038
3000 Employee Benefits		14,129		14,129
4000 Books and Supplies		4,557	-2	4,555
5000 Services and Other Operating Expenses		17,122		17,122
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		110,794	1	110,795
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		1,328,317	-1	1,328,316
Total Administrative Cost (included in Section 2 above)		110,794	1	110,795
Days of Operation		248		248

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number **C3AP2030**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments		66		66
Direct Payments to Providers		1,117,677		1,117,677
Total Administrative Cost		110,794	1	110,795
Days of Operation		248		248
Total Reimbursable Expenses		1,328,317	-1	1,328,316

Comments:

**AUDITED FISCAL REPORT FOR
CHILD DEVELOPMENT SUPPORT CONTRACTS**

Fiscal Year Ending
 Contract Number
 Vendor Code

Full Name of Contractor

Section 1 - Revenue

	Column A Cumulative FY CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement (CCIP and CLPC only)			
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Match Requirement (CCIP and CLPC only)			
Unrestricted Income - Other:			
Total Revenue			

Contract Number **CCIP2032**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 2 - Reimbursable Expenses

	Column A Cumulative FY CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries	18,188		18,188
3000 Employee Benefits	4,046		4,046
4000 Books and Supplies	281	1	282
5000 Services and Other Operating Expenses	1,316	-1	1,315
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs (include in Total Administrative Cost)	2,169		2,169
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	26,000		26,000
Total Administrative Cost (included in Section 2 above)	2,169		2,169

Approved Indirect Cost Rate:

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page

Contract Number CCIP2032

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A Cumulative FY CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Restricted Income - Match Requirement (CCIP and CLPC only)			
Unrestricted Income - Match Requirement			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	26,000		26,000
Total Administrative Cost	2,169		2,169

Comments:

**AUDITED FISCAL REPORT FOR
CHILD DEVELOPMENT SUPPORT CONTRACTS**

Fiscal Year Ending **June 30, 2023**
 Contract Number **CHST2032**
 Vendor Code **20-B509**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Revenue

	Column A Cumulative FY CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Match Requirement (CCIP and CLPC only)			
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Match Requirement (CCIP and CLPC only)			
Unrestricted Income - Other:			
Total Revenue			

Contract Number CHST2032

Full Name of Contractor Community Action Partnership of Madera County

Section 2 - Reimbursable Expenses

	Column A Cumulative FY CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies	793		793
5000 Services and Other Operating Expenses	3,517		3,517
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs (include in Total Administrative Cost)	392		392
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	4,702		4,702
Total Administrative Cost (included in Section 2 above)	392		392

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page 2

Contract Number CHST2032

Full Name of Contractor Community Action Partnership of Madera County

Section 5 - Summary

	Column A Cumulative FY CDNFS 9529	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Restricted Income - Match Requirement (CCIP and CLPC only)			
Unrestricted Income - Match Requirement			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	4,702		4,702
Total Administrative Cost	392		392

Comments:

**AUDITED FISCAL REPORT FOR
RESOURCE AND REFERRAL PROGRAMS**

Fiscal Year Ending June 30, 2023
Contract Number CRRP2031
Vendor Code 20-B509

Full Name of Contractor Community Action Partnership of Madera County

Section 1 - Revenue

	Column A Cumulative FY CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer from Reserve (resource & referral only)			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Other:			
Total Revenue			

Contract Number CRRP2031

Full Name of Contractor Community Action Partnership of Madera County

Section 2 - Reimbursable Expenses

	Column A Cumulative FY CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries	153,173	-433	152,740
3000 Employee Benefits	32,042	-511	31,531
4000 Books and Supplies	20,920	497	21,417
5000 Services and Other Operating Expenses	50,621	478	51,099
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Indirect Costs	23,365	3	23,368
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	280,121	34	280,155

Approved Indirect Cost Rate: 9.1%

NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page 2

Contract Number **CRRP2031**

Full Name of Contractor **Community Action Partnership of Madera County**

Section 5 - Summary

	Column A Cumulative FY CDNFS 2507	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Transfer from Reserve			
Interest Earned on Apportionment Payments			
Total Reimbursable Expenses	280,121	34	280,155

Comments:

**AUDITED RESERVE ACCOUNT
ACTIVITY REPORT**

Fiscal Year End	June 30, 2023
Reserve Account Type	Alternative Payment
Vendor Code	20-B509

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2021–22 AUD 9530A Ending Balance)	31,258
2. Plus Transfers to Reserve Account:	Per 2021–22 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2021–22 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2021-22 Post-Audit CDNFS 9530	31,258

Section 2 - Current Year (2022–23) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	19		19
6. Less Transfers to Contracts from Reserve:			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2023	31,277		31,277

COMMENTS - If necessary, attach additional sheets to explain adjustments.

**AUDITED RESERVE ACCOUNT
ACTIVITY REPORT**

Fiscal Year End	June 30, 2023
Reserve Account Type	Resource & Referral
Vendor Code	20-B509

Full Name of Contractor **Community Action Partnership of Madera County**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2021–22 AUD 9530A Ending Balance)	5,401
2. Plus Transfers to Reserve Account:	Per 2021–22 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2021–22 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2021-22 Post-Audit CDNFS 9530	5,401

Section 2 - Current Year (2022–23) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	2		2
6. Less Transfers to Contracts from Reserve:			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2023	5,403		5,403

COMMENTS - If necessary, attach additional sheets to explain adjustments.

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? ___ Yes X No
- Significant deficiencies identified that are not considered to be material weaknesses? ___ Yes X None Reported

Noncompliance material to financial statements noted? ___ Yes X No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? ___ Yes X No
- Significant deficiencies identified that are not considered to be material weaknesses? ___ Yes X None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ___ Yes X No

Identification of major programs:

Assistance Listing Number(s)	Name of Federal Program or Cluster
93.600	Head Start and Migrant Head Start
93.596/93.575	CCDF Cluster
21.027	Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and B programs: \$750,000

Auditee qualified as low-risk auditee? ___ Yes X No

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION II – FINANCIAL STATEMENT FINDINGS

None.

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

SECTION IV – STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

None.



Report to the Board of Directors

Agenda Item Number: E-2

Board of Directors Meeting for: January 11, 2024

Author: Irene Yang

DATE: January 4, 2024

TO: Board of Directors

FROM: Irene Yang, Human Resources Director

SUBJECT: Languages modifications for Background Verification and Holidays policies

I. RECOMMENDATION:

Review and consider approving the modifications to the Personnel Policies and Procedures Manual for policies regarding background verification and holidays.

II. SUMMARY:

The Fair Chance Act prohibits employers from inquiring about an applicant's criminal history before making a conditional job offer. It also requires employers to conduct individualized assessment before making adverse employment decisions based on criminal records. Therefore, necessary and appropriate languages are needed to modify the existing background verification policy to meet the latest law requirements. The Agency observed thirteen holidays. Currently employees receive paid holidays when they work the workday (or have hours claimed) before and after the holiday. Modified languages will remove the conditions to be eligible for paid holidays.

III. DISCUSSION:

A. The Fair Chance Act became effective on October 1, 2023, for employers to assess applicants' criminal records before issuing withdrawal of conditional offers or termination of employment. Furthermore, effective January 1, 2024, employers cannot discriminate against applicants or employees based on their off-duty, off-site cannabis use. Therefore, background verification policy will modify with necessary and appropriate languages to meet the law requirements and sound business practices.

B. Paid holiday is extended to employees who are eligible for holiday benefits. Conditional language on the day before and day after the holidays will be removed from the holiday policy allowing those who are eligible for the holiday benefits to exercise the paid holiday leave. Also, the Winter Holiday is no longer being recognized and will be removed from the policy.

C. Modifications and final policies to be presented the Board of Directors meeting.

IV. FINANCING:

Costs are allocated to the appropriate funding sources.

Date: November 14, 2022

To: Head Start Program Directors
From: Tony Jordan, SCOE CFS Executive Director
Re: 1302.90(b) Head Stat Performance Standards (Background Checks)

Head Start Performance Standards were revised in 2016 and additional requirements were added to ensure the safety of children. As of November 1st, Stanislaus County Office of Education has clarified that the 5-year background checks will not be required for staff due to the California Department of Social Services Guardian system's subsequent reporting (rap back) in place. 45 CFR §1302.90(b)(5), requires background checks for all employees every five years, unless it can demonstrate to the responsible HHS official that it has a system in place will provide more frequent checks than every five years, as required under HSPPS. An example of a more stringent system is a "rap back" program that automatically notifies a program when an employee is either arrested or convicted of an applicable offense; in this example, the program would be continually informed of criminal offenses which would be more stringent than a check every five years.

Please ensure you continue to follow the process below:

Agencies must complete four background checks prior to the date of hire for all employees, substitutes, consultants, or contractors which include each of the following records and fingerprint checks:

1. Sex Offender Registry Check (known as Megan's Law in California)
2. State Department of Justice (DOJ)
3. Federal Bureau of Investigation (FBI)
4. Child Abuse and Neglect State Registry (Child Abuse Central Index – CACI)

Agencies will **not** need to conduct the background checks every five years. Background checks are only required of consultants/contractors whose activities involve contact with and/or direct services to children and families and anyone who could have unsupervised access to children and families.

Please contact me at ajordan@stancoe.org or Veronica Garcia, at vgarcia@stancoe.org if you have any questions about this updated information.

Applies to: Employees (Madera/Mariposa Regional and Madera Migrant/Seasonal Head Start collective bargaining members: refer to Collective Bargaining Agreements or Memoranda of Understanding with Unions such as SEIU)

Effective: 01/01/24

Supersedes: 04/12/12

03/01/17

POLICY

The purpose of this policy is to provide time off from work for Agency designated holidays.

POLICY GUIDELINES

604.01.00 HOLIDAYS OBSERVED. Holiday leave is paid for all regular full-time, regular part-time, provisional, provisional with benefits, contract with benefits, probationary, and internal substitute employees, including those who are on paid leave status (paid leave status does not have to equal budgeted work hours) or paid absence (sick or vacation pay) for the following scheduled holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Spring Holiday (Good Friday)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Designated holidays occurring on a Saturday or Sunday normally are observed on Friday or Monday as designated by the Agency. In all other cases, holidays shall be observed on the actual day.

Employees will not be paid for holidays occurring during a leave without pay or during an employee's annual layoff. Holidays occurring during scheduled paid absences will not be charged against accrued vacation leave, sick leave, or military leave.

- 604.01.01 HEAD START/PRESCHOOL PROGRAM WINTER AND SPRING BREAK. During the winter break, an employee who is on paid leave shall be paid for Christmas Day and New Year's Day. The Spring Holiday follows the same standard.
- 604.01.02 HOLIDAY PAY.
- 604.01.03 EMPLOYEES' HOLIDAY PAY. Employees' holiday pay shall be based upon their budgeted hours.
- 604.01.04 HOLIDAY PAY RATE (if working). If an employee is authorized to work and does so on any holiday, he/she shall receive both holiday pay and time and one half (1 ½) for all time worked. External substitute employee shall receive straight time pay, not time and one half for time worked.
- 604.01.05 HOLIDAY FLOAT FOR EXEMPT EMPLOYEES ONLY. Exempt employees who work on a scheduled holiday will receive holiday float hours equal to and not to exceed budgeted hours. Employee must have prior approval of appropriate supervisor to work holiday. When an exempt employee is reclassified to non-exempt hourly status, any holiday float balance will be paid out.

Applies to: Employees, Volunteers, Consultants, Independent Contractors

Effective: 01/01/24

Supersedes: 04/12/12

03/01/17

POLICY

The Agency requires all employees, volunteers, consultants, and independent contractors being hired and/or considered to fill designated positions receive a background verification and obtain necessary clearances.

POLICY GUIDELINES

- 306.01.00 **BACKGROUND VERIFICATION:** A background verification will be performed after a job offer is made but before the employee commences employment. The conditional offer made to an employee who does not successfully complete the background verification will be withdrawn. Human Resources Office will complete background verifications in the following areas:
- Criminal conviction records in any jurisdiction for all applicants, licensees, employees, and non-parent volunteers of child care facilities and victim services centers who have contact with children and/or victims of crime consistent with federal and state laws and regulations applicable to CAPMC including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1);
 - Criminal conviction records for all other employees for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties or as otherwise required by rules and regulations pertaining to Agency employment and consistent with federal and state laws and regulations;
 - Child Abuse and neglect state registry (Head Start employees/candidates);
 - Sex offender registry;
 - Social Security verification;
 - Driving record in California or other states as reasonable required and necessary to fulfill the essential functions of the job for which a conditional officer is made;
 - Educational and Professional Certification records in any jurisdiction;
 - Work performance, attendance, and job related information (excluding prior or pending worker's compensation claims);
 - Declaration or statement of an arrest, pending criminal charge or conviction, which circumstances will be reviewed and considered for potentially disqualifying factors consistent with federal and state laws and regulations applicable to CAPMC including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).
- 306.02.00 **AUTHORIZATION TO OBTAIN INFORMATION.** All potential hires will be required to sign the Agency's Permission to Obtain Information. Internal access to personnel files is

generally limited to Human Resources personnel and supervisory personnel who are considering a current employee for promotion, transfer, accommodations, or other personnel action, and to other officials and personnel who have a legitimate need to know.

306.03.00 EMPLOYMENT ELIGIBILITY VERIFICATION. Individuals selected for hire must produce documentation establishing both identity and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date employment begins, as required by the *Immigration Reform and Control Act of 1986*. In the event an employee is unable to provide evidence of employment eligibility within the time limits required by law, the employee either will not be hired or will be terminated. The Human Resources Office will maintain the official documentation files to comply with the rules and regulations.

Employees who are unable to provide satisfactory documentation to establish eligibility for continued employment due to an expired work authorization after reasonable time and opportunity to do so will not be qualified for their position and disqualified from employment.

306.04.00 APPLICANTS –All applicants for positions within the Head Start programs will be required to disclose information regarding any arrest, pending criminal charge or conviction as required by federal and state laws and regulations applicable to CAPMC including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1). The Agency is required to assess the relevance of an arrest, a pending criminal charge or conviction. For example, Head Start Performance Standards (1302.90) require the Agency to use Child Care and Development Fund disqualification factors as described in 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1) in connection with the hiring of employees who work in the Head Start Program.

The Agency recognizes that under California law employers are generally prohibited from using arrest or detention records as a factor in any condition of employment, and will not do so unless required by applicable federal or state law or regulation such as those applicable to applicants within the Head Start Program consistent with Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

306.04.01 HEAD START EMPLOYEES. All Head Start employees will be required to disclose any arrests, pending criminal charges or convictions. The Agency will assess the relevance of an arrest, a pending criminal charge or conviction. The Human Resources Office will work with Community Care Licensing to obtain background clearances, if needed.

Per Head Start Performance Standards (1302.90(b)(5) the agency is normally required to conduct a full and complete background check every five years for all Head Start employees, consultants, or contractors. Notwithstanding the above, Head Start employees will not be subjected to repeat background checks so long as the Head Start employee or the program to which the employee is assigned is subject to the California Department of Social Services Guardian system's subsequent reporting (rap back) program. which automatically notifies a program when a Head Start employee is either arrested or convicted of an applicable offense as it is considered more stringent than a background check every five years.

- 306.04.02 DEBARMENT. Verification on debarment and all licensing and investigative authorities will be applied to managerial or directorial positions.
- 306.05.00 WITHDRAW OFFER OF EMPLOYMENT. If the applicant does not pass any part of the background verification process or the processing time exceeds 15 business days, the Agency reserves the right to withdraw any offer of employment.
- 306.06.00 NO UNSUPERVISED ACCESS TO CHILDREN. Newly hired Head Start employees, consultants or contractors will not have unsupervised access to children until the entire background check process described above is completed, all required clearances obtained, and the employee's background is considered clear and compliant with federal and state laws and regulations applicable to CAPMC including, without limitation, Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

Office of HUMAN
RESOURCESBackground Verification
Policy 306.00.00

Applies to: Employees, Volunteers, Consultants, Independent Contractors

Effective: 031/01/1724

Supersedes: 04/12/12

POLICY

The Agency requires all employees, volunteers, consultants, and independent contractors being hired and/or considered to fill designated positions receive a background verification and obtain necessary clearances.

POLICY GUIDELINES

- 306.01.00 BACKGROUND VERIFICATION: A background verification will be performed after a job offer is made but before the employee commences employment. The conditional offer made to an employee who does not successfully complete the background verification will be withdrawn. Human Resources Office will complete background verifications in the following areas:
- Criminal conviction records in any jurisdiction for all applicants, licensees, employees, and non-parent volunteers of child care facilities and victim services centers who have contact with children and/or victims of crime consistent with federal and state laws and regulations applicable to CAPMC including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1);
 - Criminal conviction records for all other employees for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties or as otherwise required by rules and regulations pertaining to Agency employment and consistent with federal and state laws and regulations;— excluding marijuana-related convictions more than two years old;
 - Child Abuse and neglect state registry (Head Start employees/candidates);
 - Sex offender registry;
 - Social Security verification;
 - Driving record in California or other states as reasonable required and necessary to fulfill the essential functions of the job for which a conditional officer is made;
 - Educational and Professional Certification records in any jurisdiction;
 - Work performance, attendance, and job related information (excluding prior or pending worker's compensation claims);
 - Declaration or statement of an arrest, pending criminal charge or conviction, which circumstances will be reviewed and considered for potentially disqualifying factors consistent with federal and state laws and regulations applicable to CAPMC including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1),
- 306.02.00 AUTHORIZATION TO OBTAIN INFORMATION. All potential hires will be required to sign

the Agency's Permission to Obtain Information. Internal access to personnel files is generally limited to Human Resources personnel and supervisory personnel who are considering a current employee for promotion, transfer, accommodations, or other personnel action, and to other officials and personnel ~~(e.g. Human Resources personnel)~~ who have a legitimate need to know.

306.03.00 EMPLOYMENT ELIGIBILITY VERIFICATION. Individuals selected for hire must produce documentation establishing both identity and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date employment begins, as required by the *Immigration Reform and Control Act of 1986*. In the event an employee is unable to provide evidence of employment eligibility within the time limits required by law, the employee either will not be hired or will be terminated. The Human Resources Office will maintain the official documentation files to comply with the rules and regulations.

Employees who are unable to provide satisfactory documentation to establish eligibility for continued employment due to an expired work authorization after reasonable time and opportunity to do so will not be qualified for their position and disqualified from employment.

306.04.00 APPLICANTS ~~–DECLARATION OF AN ARREST, PENDING CRIMINAL CHARGE OR CONVICTION.~~ All applicants for positions within the Head Start programs will be required to disclose information regarding any arrest, pending criminal charge or conviction as required by federal and state laws and regulations applicable to CAPMC including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1). The Agency is required to assess the relevance of an arrest, a pending criminal charge or conviction. For example, Head Start Performance Standards (1302.90) require the Agency to use Child Care and Development Fund disqualification factors as described in 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1) in connection with the hiring of employees who work in the Head Start Program.

The Agency recognizes that under California law employers are generally prohibited from using arrest or detention records as a factor in any condition of employment, and will not do so unless required by applicable federal or state law or regulation such as those applicable to applicants within the Head Start Program consistent with Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

306.04.01 HEAD START EMPLOYEES ~~–DECLARATION.~~ All Head Start employees will be required to ~~annually sign~~ disclose any arrests, pending criminal charges or convictions. ~~the Declaration of an Arrest, Pending Criminal Charge or Conviction. This process will occur during the recall process.~~ The Agency will assess the relevance of an arrest, a pending criminal charge or conviction. The Human Resources Office will work with Community Care Licensing to obtain background clearances, if needed.

Per Head Start Performance Standards (1302.90(b)(5) the agency will is normally required to conduct a full and complete background check as stated on this policy every five years for all Head Start employees, consultants, or contractors. Notwithstanding the above, Head Start employees will not be subjected to repeat

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background checks so long as the Head Start employee or the program to which the employee is assigned is subject to the California Department of Social Services Guardian system's subsequent reporting (rap back) program, which automatically notifies a program when a Head Start employee is either arrested or convicted of an applicable offense as it is considered more stringent than a background check every five years.

- 306.04.02 DEBARMENT. Verification on debarment and all licensing and investigative authorities will be applied to managerial or directorial positions.
- 306.05.00 WITHDRAW OFFER OF EMPLOYMENT. If the applicant does not pass any part of the background verification process or the processing time exceeds 15 business days, the Agency reserves ~~ains~~ the right to withdraw any offer of employment.
- 306.06.00 NO UNSUPERVISED ACCESS TO CHILDREN. Newly hired Head Start employees, consultants or contractors will not have unsupervised access to children until the entire background check process described above is completed, all required clearances obtained, and the employee's background is considered clear and compliant with federal and state laws and regulations applicable to CAPMC including, without limitation, Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

Applies to: Employees; Volunteers

Effective: 03/01/17

Supersedes: 04/12/12

03/01/17

POLICY

California and federal regulations require a criminal record check on all applicants, licensees, employees, and non-parent volunteers of child care facilities and victim services centers who have contact with children and/or victims of crime. If it is determined that an individual has been convicted of a crime other than a minor violations such as a traffic infraction, they cannot work or be present in any community care facility unless they receive a criminal record exemption from the California Department of Social Services Community Care Licensing Division and, if a Head Start employee, also meet the requirements and factors set forth in Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1). An exemption from Community Care Licensing is a written authorization that “exempts” the individual from the requirement of having a full and complete criminal record clearance but may not always satisfy the requirements of 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1), which determination is made by CAPMC.

POLICY GUIDELINES

307.01.00 EFFORTS TO PROMOTE HEALTH AND SAFETY. The Agency acknowledges that the results of a criminal record screen are not predicative of future behavior, and they cannot guarantee the good character of an employee or whether he or she might pose a future safety risk. Nevertheless, the Agency complies with this Criminal Record Clearance policy as part of its efforts to promote the safety and quality of the childcare environment and victims of crime.

The Agency is still permitted to require a background check on any individual, even though the applicable federal or state regulations may exempt them.

307.02.00 CRIMINAL RECORD CLEARANCE/EXEMPTIONS.

A. All employees and volunteers working directly with children or victims of crime are required to have a criminal record clearance prior to working with children or victims of crime. All Head Start employees must also meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

1. Exemption from Community Care Licensing. Any employee hired prior to 2006 possessing a criminal record exemption will be allowed to remain at the worksite, and the type of exemption will be posted at the worksite and

notification of the exemption will be provided to the parents. New exemptions will be reviewed for existing employees on a case-by-case basis.

- B. If the Agency receives notice from Community Care Licensing that an employee's clearance has been revoked, the employee will be immediately removed from the worksite (per section 101170.1 of Community Care Licensing) and placed on unpaid administrative leave up to 60 business days, or Community Care Licensing timeline, to provide the employee the opportunity to obtain a full criminal record clearance from Community Care Licensing. Head Start Employees: The above process will also apply if CAPMC learns that a Head Start employees does not meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

It is the employee's responsibility to obtain a full criminal record clearance and, if a Head Start employee, also meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1). If after the timeline set forth above the employee has not received a full clearance, acceptable exemption or fails to meet Head Start Performance Standard 1302.90, the employee will lose his/her right to retain the position and will be disqualified from employment.

- C. Current and prospective employees and volunteers who intend to work with children or victims of crime will be required to disclose information regarding any arrest, pending criminal charge or conviction prior to employment or volunteering. A conviction includes any plea of guilty or nolo contendere (no contest) or a verdict of guilty. Fingerprints will be used to obtain a copy of any criminal history the employee may have.
- D. The employee's/volunteer's criminal record clearance will be filed in the employee's/volunteer's personnel file and appropriate Head Start center file.
- E. If a criminal record clearance is not obtained, the employee/volunteer will not be allowed to be placed at any licensed facility or volunteer job site until clearance is obtained. Non-Head Start employees requesting an exemption will be handled on a case-by-case basis.
 - 1. It is the responsibility of the employee/volunteer to obtain an exemption form from Community Care Licensing and, if applicable, meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).
 - 2. The Agency retains the right to withdraw an offer of employment or disqualify an individual from employment at CAPMC based on the applicant or employee not receiving a criminal record clearance, having the clearance revoked or, if applicable, meeting Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

3. If an employee/volunteer receives an exemption, Head Start Center Directors must provide names of employees who have received a criminal record exemption and how they are associated with the Head Start center to parents who have requested such information. Parents may also obtain the names of employees with exemptions from the local licensing office by calling (559) 243-4588.

F. In the event the Agency is being informed of an arrest or pending criminal matter that may impact an employee or the employee's clearance, the Agency will notify the Community Care Licensing regional office for verification and the employee may be subject to administrative leave (paid or unpaid) pending verification.

G. Any personnel working as Program Managers or Directors must obtain clearances from debarment and all licensing and investigative authorities.

307.03.00 A VOLUNTEER WHO IS A RELATIVE, LEGAL GUARDIAN, OR FOSTER PARENT OF A CHILD WHO HAS PENDING OR PRIOR CRIMINAL ARREST/CHARGES OF CHILD SEXUAL ABUSE/NEGLECT. If the Agency receives information suggesting that a relative, legal guardian, or foster parent has been arrested, had a pending criminal proceeding, been convicted of a crime that would otherwise prevent the person from receiving appropriate clearances to work with children, or if applicable, would fail to meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1), the Agency reserves the right to prevent the person from working with children or victims of crime pending a clearance, or limit the person's involvement at the facility in a manner similar to the two exceptions referenced below.

307.04.00 EXCEPTIONS .

307.04.01 CONTRACTORS/VOLUNTEERS WHO MEET **ALL** OF THE FOLLOWING CONDITIONS:

1. The contractor/volunteer is providing time limited specialized services.
2. The contractor/volunteer is directly supervised **at all times** by one or more Agency employee with a criminal record clearance or exemption.
3. The contractor/volunteer spends no more than 16 hours per week at the facility.
4. The contractor/volunteer is never left alone with children in care or victims of crime.

307.04.02 STUDENTS ENROLLED OR PARTICIPATING AT AN ACCREDITED EDUCATIONAL INSTITUTION WHO MEET ALL OF THE FOLLOWING CONDITIONS:

1. The student is directly supervised **at all times** by the one or more Agency employees with a criminal record clearance or exemption.
2. The facility has, on file, a written agreement with the educational institution concerning the placement of students.
3. The student spends no more than 16 hours per week at the facility.
4. The student is never left alone with children in care.

- 307.04.03 A CONTRACTED REPAIR-PERSON/NON-AGENCY PERSONNEL RETAINED BY THE FACILITY, IS NEVER LEFT ALONE WITH CHILDREN IN CARE. It is the on-site supervisor's responsibility to ensure that a contracted repair person/non-Agency personnel is never left alone with the children at the facility.
- 307.04.04 CRIMINAL RECORD CHECKS FOR EMPLOYEES THAT DO NOT HAVE CONTACT WITH CHILDREN AND/OR VICTIMS OF CRIME. To the extent the Agency performs criminal records checks on applicants or employees who are not employed by the Agency in child care facilities and victim services centers who have contact with children and/or victims of crime, the criminal record check will screen for criminal convictions for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties consistent with state and federal laws and regulations.

Office of HUMAN
RESOURCES



Criminal Record Clearance
Policy 307.00.00

Applies to: Employees; Volunteers

Effective: 03/01/17
Supersedes: 04/12/12

POLICY

~~The California and federal regulations Health and Safety Code~~ requires a criminal record check on all applicants, licensees, employees, and non-parent volunteers of child care facilities and victim services centers who have contact with children and/or victims of crime. ~~If it is determined that the California Department of Social Services finds~~ that an individual has been convicted of a crime ~~other than a minor violations such as a other than a minor~~ traffic ~~infraction violation~~, they cannot work or be present in any community care facility unless they receive a criminal record exemption from the ~~California Department of Social Services Community Care Licensing Division and, if a Head Start employee, also meet the requirements and factors set forth in Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858f(h)(1).~~ An exemption ~~from Community Care Licensing is a Department is an written authorization ed written document~~ that "exempts" the individual from the requirement of having a ~~full and complete~~ criminal record clearance ~~but may not always satisfy the requirements of 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858f(h)(1), which determination is made by CAPMC.~~

POLICY GUIDELINES

307.01.00 EFFORTS TO PROMOTE HEALTH AND SAFETY. The Agency acknowledges that the results of a criminal record screen are not predicative of future behavior, and they cannot guarantee the good character of an employee or whether he or she might pose a future safety risk. Nevertheless, the Agency ~~complies with endorses this e~~ Criminal Record Clearance policy as part of its efforts to promote the safety and quality of the childcare environment ~~and victims of crime.~~

The Agency is still permitted to require a background check on any individual, even though the ~~applicable federal or state regulations may statute~~ exempts them.

307.02.00 CRIMINAL RECORD CLEARANCE/EXEMPTIONS.

A. All employees and volunteers working directly with children or victims of crime are required to have a criminal record clearance prior to working with children or victims of crime. ~~All Head Start employees must also meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858f(h)(1).~~

1. Exemption from Community Care Licensing. Any employee hired prior to 2006 possessing a criminal record exemption will be allowed to remain at the

worksite, and the type of exemption will be posted at the worksite and notification of the exemption will be provided to the parents. Effective 2006/2007 program year, new New exemptions will be reviewed for existing employees on a case-by-case basis.

1. B.

B. If the Agency receives notice from Community Care Licensing that an employee's clearance has been revoked, the employee will be immediately removed from the worksite (per section 101170.1 of Community Care Licensing) and placed on unpaid administrative leave up to 60 business days, or Community Care Licensing timeline,

to provide the employee the opportunity to obtain a full criminal record clearance from Community Care Licensing. Head Start Employees: The above process will also apply if CAPMC learns that a Head Start employee does not meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

It is the employee's responsibility to obtain a full criminal record clearance and, if a Head Start employee, also meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1). If after the Community Care timeline set forth above, the employee has not received a full clearance, or acceptable exemption or fails to meet Head Start Performance Standard 1302.90, the employee will lose his/her right to retain the position and will be disqualified from employment. not have re-hire or bumping rights.

C.

C. Current and prospective employees and volunteers who intend to work with children or victims of crime ~~will be required to disclose information regarding any arrest, pending criminal charge or conviction~~ are required to sign a Criminal Record Statement prior to employment or volunteering. ~~Employees/volunteers are required to disclose any criminal conviction.~~ A conviction includes is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. Fingerprints will be used to obtain a copy of any criminal history the employee may have.

D. The employee's/volunteer's criminal record clearance will be filed in the employee's/volunteer's personnel file and appropriate Head Start center file.

E. If a criminal record clearance is not obtained, the employee/volunteer will not be allowed to be placed at any licensed facility or volunteer job site until clearance is obtained. Non-Head Start employees requesting an exemption will be handled on a case-by-case basis.

1. It is the responsibility of the employee/volunteer to obtain an exemption form from Community Care Licensing and, if applicable, meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein

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including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

2. The Agency retains the right to withdraw an offer of employment or disqualify an individual from employment at CAPMC based on the applicant or employee not receiving a criminal record clearance, having the clearance revoked or, if applicable, meeting Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1).

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3. If an employee/volunteer receives an exemption, Head Start Center Directors must provide names of employees who have received a criminal record exemption and how they are associated with the Head Start center to parents who have requested such information. Parents may also obtain the names of employees with exemptions from the local licensing office by calling (559) 243-4588.

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F. In the event the Agency is being informed of an arrest or pending criminal matter of a questionable conduct that may impact an employee or the employee's clearance, the Agency will notify the Community Care Licensing regional office for verification and the employee may be subject to administrative leave (paid or unpaid) pending verification.

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G. Any personnel working as Program Managers or Directors must obtain clearances from debarment and all licensing and investigative authorities.

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307.03.00 A VOLUNTEER WHO IS A RELATIVE, LEGAL GUARDIAN, OR FOSTER PARENT OF A CHILD WHO HAS PENDING OR PRIOR CRIMINAL ARREST/CHARGES OF CHILD SEXUAL ABUSE/NEGLECT. If the Agency receives information suggesting that a relative, legal guardian, or foster parent has been arrested, had a pending criminal proceeding, been convicted of a crime that would otherwise prevent the person from receiving appropriate clearances to work with children, or if applicable, would fail to meet Head Start Performance Standard 1302.90 and the statutes and regulations cited therein including, without limitation, 42 U.S.C. §9858f(c)(1)(D) and 42 U.S.C. §9858(f)(h)(1), the Agency reserves the right to require clearance, prevent the person from working with children or victims of crime at the facility, pending a clearance, or limit the person's involvement at the facility in a manner similar to the two exceptions referenced below.

307.04.00 EXCEPTIONS EMPTION TO THIS POLICY.

307.04.01 CONTRACTORS/VOLUNTEERS WHO MEET ALL OF THE FOLLOWING CONDITIONS:

1. The contractor/volunteer is providing time limited specialized services.
2. The contractor/volunteer is directly supervised at all times by one or more Agency employee ~~the licensee or facility employee~~ with a criminal record clearance or exemption.
3. The contractor/volunteer spends no more than 16 hours per week at the facility.

4. The contractor/volunteer is never left alone with children in care or victims of crime.

307.04.02 STUDENTS ENROLLED OR PARTICIPATING AT AN ACCREDITED EDUCATIONAL INSTITUTION WHO MEET ALL OF THE FOLLOWING CONDITIONS:

1. The student is directly supervised at all times by the one or more Agency licensee or facility employees with a criminal record clearance or exemption.
2. The facility has, on file, a written agreement with the educational institution concerning the placement of students.
3. The student spends no more than 16 hours per week at the facility.
4. The student is never left alone with children in care.

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307.04.03 A CONTRACTED REPAIR-PERSON/NON-AGENCY PERSONNEL RETAINED BY THE FACILITY, IS NEVER LEFT ALONE WITH CHILDREN IN CARE. It is the on-site supervisor's responsibility to ensure that a contracted repair person/non-Agency personnel is never left alone with the children at the facility.

307.04.04 CRIMINAL RECORD CHECKS FOR EMPLOYEES THAT DO NOT HAVE CONTACT WITH CHILDREN AND/OR VICTIMS OF CRIME. To the extent the Agency performs criminal records checks on applicants or employees who are not employed by the Agency in child care facilities and victim services centers who have contact with children and/or victims of crime, the criminal record check will screen for criminal convictions for felonies and misdemeanors involving moral turpitude or directly related to employee's job duties consistent with state and federal laws and regulations. ~~excluding marijuana-related convictions more than two years old.~~

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Report to the Board of Directors

Agenda Item Number: E-3

Board of Directors Meeting for: January 11, 2024

Author: Leticia Murillo

DATE: January 11, 2024

TO: Board of Directors

FROM: Leticia Murillo, Child Care APP/R&R Program Manager

SUBJECT: Adopt a Resolution in order to certify the approval of the Governing Board to enter into transaction and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for Fiscal Year 2024-2025.

I. RECOMMENDATION:

Review and consider approving the resolution to authorize the Executive Director to sign California Department of Social Services (CDSS) contracts, subcontracts, and subsequent amendments, as applicable.

II. SUMMARY:

CAPMC is requesting the Board adopt and approve the Resolution.

III. DISCUSSION:

CDSS is currently sending contracts to all delegates via-email; CAPMC's contracts for the 2023-2024 program year are:

- A. C2AP – Alternate Payment Stage 2
- B. C3AP – Alternate Payment Stage 3
- C. CAPP – Alternate Payment General
- D. CRRP – Child Care Resource & Referral
- E. CCIP – Child Care Initiative Project
- F. CHST – Child Care Health & Safety Training
- G. CMIG/CMSS – Migrant Program/Migrant Special Services; CAPMC is a sub-contractor agency to Stanislaus County Office of Education rather than a direct recipient.

IV. FINANCING:

Compliance with CDSS and the continued funding of Child Care and Development Division contracts with an estimate amount of \$10,701,877.00



BEFORE

THE COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

In the Matter of)

Resolution No. 2024-01

State of California)
Department of Social Services)

Resolution to Authorize the
Executive Director to sign
CDSS Contracts for FY2024-25

As Chairperson of Community Action Partnership of Madera County, Inc., Board of Directors, and acting on behalf of the entire Board of Directors. I authorize for the Executive Director of Community Action Partnership of Madera County, Inc. to enter into transactions and subsequent amendments with the California Department of Social Services (CDSS) for the purpose of providing child care and development services and to authorize designated personnel to sign contract documents for **Fiscal Year 2024-25**.

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

The Board of Directors passed the foregoing Resolution for the Community Action Partnership of Madera County, Inc. at a regular meeting held on **January 11, 2024**, by the following vote:

Vote: _____ Ayes: _____

Absent: _____ Noes: _____

Eric LiCalsi, Board of Directors Chairperson

Date

ATTEST: Tyson Pogue, Secretary/Treasurer

Date



Report to the Board of Directors

Agenda Item Number: E-4

Board of Directors Meeting for: January 11, 2024

Author: Cristal Sanchez

DATE: January 5, 2024

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: Private Sector – Early Childhood Education Expertise and Chowchilla/Fairmead Target Area Representative

I. RECOMMENDATION:

Consider approving the reappointment of Chowchilla/Fairmead Board Representative, Molly Hernandez, to fill the vacancy of Early Childhood Education Expertise under the Private Sector on the CAPMC Board of Directors and appoint Diana Palmer as the new Board Representative for Chowchilla/Fairmead.

II. SUMMARY:

A vacancy in the Private Sector – Early Childhood Education Expertise occurred when CAPMC Board of Directors voted for the removal of Vicki Bandy for non-attendance. Molly Hernandez, current Chowchilla/Fairmead Representative, was considered to fill the vacancy of Private Sector – Early Childhood Education Expertise due to her extensive work experience in education. Diana Palmer was previously appointed to the CAPMC Board of Directors as the representative for the Chowchilla City Council. Jeff Troost was appointed after Diana departed from the Chowchilla City Council. Diana is a Chowchilla resident and has expressed interest in reengaging with the CAPMC Board of Directors as a representative for Chowchilla/Fairmead.

III. DISCUSSION:

- There is currently one vacancy on the CAPMC Board of Directors under the Private Sector – Early Childhood Education Expertise.
- Due to their extensive work experience in education, Molly Hernandez, current Chowchilla/Fairmead Representative, has been selected to fill the vacancy of Private Sector – Early Childhood Education Expertise.
- This reassignment will leave a vacancy for the seat of Chowchilla/Fairmead Representative.
- Diana Palmer, Chowchilla resident, was previously assigned to the CAPMC Board of Directors (representing the Chowchilla City Council) and has expressed interest in reengaging with the CAPMC Board of Directors as a representative for Chowchilla/Fairmead.

IV. FINANCING: Not applicable.



BOARD OF DIRECTORS ROSTER CURRENT - 2024

REPRESENTING	DIRECTOR
Public Officials	
<i>Department of Social Services</i>	Deborah Martinez
<i>Alternate</i>	TBA
<i>Madera Unified School District</i>	David Hernandez (<i>Vice-Chairperson</i>)
<i>Madera County Board of Supervisors</i>	Leticia (Lety) Gonzalez
<i>Alternate</i>	Robert Poythress
<i>Madera City Council</i>	Steve Montes
<i>Alternate</i>	Anita Evans
<i>Chowchilla City Council</i>	Jeff Troost
Private Sector	
<i>Madera Chamber of Commerce</i>	Debi Bray
<i>Regional Head Start Policy Council – Parent</i>	Otilia Vasquez
<i>Community Affairs</i>	Donald Holley
<i>Attorney at Law</i>	Eric LiCalsi (<i>Chairperson</i>)
Early Childhood Education and Development	TBA
Target Areas	
<i>Central Madera/Alpha</i>	Martha Garcia
<i>Alternate</i>	Joann Lorance
<i>Easter Madera County</i>	Tyson Pogue (<i>Secretary/Treasurer</i>)
<i>Eastside/Parksdale</i>	Richard Gutierrez
<i>Fairmead/Chowchilla</i>	Molly Hernandez (<i>Early Childhood Education and Development Expertise</i>)
<i>Monroe/Washington</i>	Aurora Flores
<i>Alternate</i>	Octavio Pineda



BOARD OF DIRECTORS ROSTER PROPOSED - 2024

REPRESENTING	DIRECTOR
Public Officials	
<i>Department of Social Services</i>	Deborah Martinez
<i>Alternate</i>	TBA
<i>Madera Unified School District</i>	David Hernandez (<i>Vice-Chairperson</i>)
<i>Madera County Board of Supervisors</i>	Leticia (Lety) Gonzalez
<i>Alternate</i>	Robert Poythress
<i>Madera City Council</i>	Steve Montes
<i>Alternate</i>	Anita Evans
<i>Chowchilla City Council</i>	Jeff Troost
Private Sector	
<i>Madera Chamber of Commerce</i>	Debi Bray
<i>Regional Head Start Policy Council – Parent</i>	Otilia Vasquez
<i>Community Affairs</i>	Donald Holley
<i>Attorney at Law</i>	Eric LiCalsi (<i>Chairperson</i>)
<i>Early Childhood Education and Development</i>	Molly Hernandez*
Target Areas	
<i>Central Madera/Alpha</i>	Martha Garcia
<i>Alternate</i>	Joann Lorance
<i>Easter Madera County</i>	Tyson Pogue (<i>Secretary/Treasurer</i>)
<i>Eastside/Parksdale</i>	Richard Gutierrez
<i>Fairmead/Chowchilla</i>	Diana Palmer*
<i>Monroe/Washington</i>	Aurora Flores
<i>Alternate</i>	Octavio Pineda



Application for Appointment
to the
**Community Action Partnership of Madera County
Board of Directors**

To indicate your interest in serving on the Community Action Partnership of Madera County (CAPMC) Board of Directors, please fill out the following form and return to:

Cristal Sanchez, Assistant to the Executive Director
1225 Gill Avenue, Madera
c.sanchez@maderacap.org
Phone: (559) 675-5748
Fax: (559) 673-2859

Name: Diana Palmer Phone #: _____ / _____ DOB: 08/29
Business Residence

Address: _____ Zip: 93610

How long have you lived in Madera County? 21 years

Describe Business/Organization/Minority Group/Area of Representation:

Occupation: Insurance Broker / CEO

Present Employer: Palmer Financial and Insurance Srevices, LLC

How long employed by above? 16 years

If less than one year, who was the previous employer?

How long? _____

Organizations or community activities: _____

Comments: Please include a statement indicating why you re interested in serving on the CAPMC Board of Directors: _____

I enjoyed serving as the City of Chowchilla representative during my time on the Council.

CAPMC has a great program that I would be honored to continue to be a part of. I appreciate the opportunity to serve the Madera County citizens in any way I am able. Thank you for the opportunity.

References: (3)

Name	Phone Number
Griselda Middleton	_____
Rod Pruett	—
Dee Grissom	_____
	—

If applying to serve in the Financial/Accounting or Child Development seats, please submit a current resume with this application for consideration.

Letters of Recommendation are welcome.

Would you object to a limited background investigation? No

(Any background investigation conducted will be discussed with you in advance.)

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
CSBG 01/01/2023 - 12/31/2023 218	312,051.00	312,051.00	100.00%	100.00%	Provide social service programs and administrative expenses
CSBG DISCRETIONARY 01/01/2023 - 12/31/2023 217	7,251.00	7,251.00	100.00%	100.00%	Provide social service programs and administrative expenses
HEAD START & CHILD DEVELOPMENT					
HEAD START REGIONAL 06/1/23 - 05/31/24 311/380	4,522,453.00	2,483,267.74	58.33%	54.91%	Provide HS services to low income preschool children and families
HEAD START T/TA 06/01/23 - 05/31/24 310	46,025.00	26,004.82	58.33%	56.50%	Provide training for staff and parents
EARLY HEAD START REGIONAL 06/01/23 - 05/31/24 312	678,411.00	360,220.77	58.33%	53.10%	Provide early HS services to 42 low income infant, toddlers and pregnant women
EARLY HEAD START T/TA 06/01/23 - 05/31/24 309	13,373.00	10,353.23	58.33%	77.42%	Provide training for staff and parents
MADERA STATE CSPP/RHS LAYERED 07/01/23 - 06/30/24 319	1,091,317.00	338,685.00	50.00%	31.03%	Provide child care services to HS preschool children and families
CHILD & ADULT CARE FOOD PROGRAM 10/01/23 - 09/30/24 390	589,855.00	118,107.50	25.00%	20.02%	Provide funds to serve hot meals to HS & state childcare children
MADERA MIGRANT HEAD START 03/01/23 - 02/29/24 321/362	5,632,943.00	4,380,715.19	83.33%	77.77%	Provide HS services to 579 migrant and seasonal children and families
MADERA MIGRANT HS TRAINING 03/01/23 - 02/28/24 320	31,845.00	24,768.22	83.33%	77.78%	Provide training for staff and parents
MADERA MIGRANT CHILD CARE - PART YEAR 07/01/23 - 06/30/24 322/324	970,788.00	455,961.52	50.00%	46.97%	Provide child care services to migrant eligible infant and toddlers
MADERA MIGRANT CHILD CARE SPECIALIZED SERVICES 07/01/23 - 06/30/24 325	137,096.00	71,211.34	50.00%	51.94%	Provide start up funding for supplies and staff to provide services to migrant eligible infant and toddlers
REGIONAL MADERA COE QUALITY COUNTS 06/01/2021 - 06/30/2024 356	93,112.00	0.00	83.78%	0.00%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
FRESNO MIGRANT HEAD START 09/01/23 - 08/31/24 331	5,789,431.00	2,111,382.00	33.33%	36.47%	Provide HS services to to 469 migrant children and families
FRESNO MIGRANT HS -TRAINING 09/01/23 - 08/31/24 330	82,690.00	6,944.53	33.33%	8.40%	Provide training for staff and parents
FRESNO MIGRANT FRESNO COE QUALITY COUNTS 09/01/2020 - 06/30/2024 351	425,811.00	27,192.07	86.96%	6.39%	Provide low-income children high quality preschool programs with focus on child development, teaching, and program/environment quality
DSS STRENGTHENING FAMILIES 07/01/2023 - 06/30/2024 371	277,136.00	128,263.88	50.00%	46.28%	Provides training and education to parentx to strengthen family relationships

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
RESOURCE & REFERRAL:					
CCDF-HEALTH & SAFETY 07/01/23 - 06/30/24 411	4,702.00	0.00	50.00%	0.00%	Training and supplies for child care providers
R & R GENERAL 07/01/23 - 06/30/24 401	215,057.00	119,409.62	50.00%	55.52%	Provide resources and referrals regarding child care and related issues
EMERGENCY CHILD CARE BRIDGE PROGRAM 07/01/23 - 06/30/24 407	177,138.00	107,773.17	50.00%	60.84%	Provide subsidized child care for eligible foster children
CHILD CARE INITIATIVE PROJECT 07/01/23 - 06/30/24 424	28,503.00	14,415.36	50.00%	50.57%	Recruiting and training child care providers for infants and toddlers
ALTERNATIVE PAYMENT 07/01/22 - 06/30/24 426/432	7,810,104.00	5,949,906.85	75.00%	76.18%	Provide subsidized child care for eligible families
**Note: This will start being used once the rollover is fully expended					
ALTERNATIVE PAYMENT 07/01/23 - 06/30/24 429	7,231,224.00	0.00	50.00%	0.00%	Provide subsidized child care for eligible families
**Note: Because of overlapping contract periods Fund 429 was predominantly used to account for this grant temporarily.					
ALTERNATIVE PAYMENT STAGE 2 07/01/23 - 06/30/24 427	1,103,944.00	591,395.04	50.00%	53.57%	Provide subsidized child care for eligible families
ALTERNATIVE PAYMENT STAGE 3 07/01/23 - 06/30/24 428	1,236,710.00	528,553.49	50.00%	42.74%	Provide subsidized child care for eligible families

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
VICTIM SERVICES:					
RSVP/CALOES (10/01/23 - 09/30/24) 500	358,165.00	73,978.99	25.00%	20.66%	Assist victims of sexual assault
VICTIM WITNESS/CALOES (10/01/23 - 09/30/24) 501	418,989.00	75,765.72	25.00%	18.08%	Assist victims of crime
SHELTER-BASED DOMESTIC VIOLENCE (10/01/23 - 09/30/24) 533	537,587.00	122,715.74	25.00%	22.83%	Provide shelter services for domestic violence victims
DOM. VIO. MARRIAGE LICENSE (07/01/23 - 06/30/24) 502	22,000.00	0.00	50.00%	0.00%	Provides shelter and services to domestic violence victims
DOMESTIC VIOLENCE RESTITUTION (07/01/23 - 06/30/24) 504	4,000.00	0.00	50.00%	0.00%	Provides shelter and services to domestic violence victims
VSC DOMESTIC VIOLENCE GENERAL FUND (07/01/23 - 06/30/24) DONATIONS ONLY 507/525	2,000.00	49.53	50.00%	2.48%	Assist victims of domestic violence
VICTIM SERVICES CENTER FUND (07/01/23 - 06/30/24) DONATIONS ONLY 510	5,000.00	6.68	50.00%	0.13%	Assist with program operations for all Victim Services clients
UNSERVED/UNDERSERVED VICTIM ADVOCACY & OUTREACH (01/01/23 - 12/31/23) 508	163,177.00	186,008.98	100.00%	113.99%	Assist unserved/underserved, primarily Hispanic, victims of crime
TRANSITIONAL HOUSING (01/01/23 - 12/31/23) 531	126,807.00	141,325.61	100.00%	111.45%	Provide long-term shelter services for domestic violence and human trafficking victims
YOUTH AND SPECIALIZED SERVICES:					
CHILD ADVOCACY CENTER (07/01/23 - 06/30/24) 516	2,500.00	1,020.00	50.00%	40.80%	Provide child sexual assault interviews
CHILD ADVOCACY CENTER (KC) PROGRAM CALOES 04/01/2023 -03/31/2024 535	200,000.00	166,884.38	75.00%	83.44%	Provide funding to operate child advocacy center and provide child sexual assault interviews
CHILD ADVOCACY CENTER PROGRAM IMPROVEMENT NATIONAL CHILDREN'S ALLIANCE (01/01/23 - 12/31/23) 536	50,000.00	26,022.42	100.00%	52.04%	Provide funding for program improvements to meet National Children's Alliance standards

**COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
FISCAL EXPENDITURE REPORT
FOR THE PERIOD ENDED DECEMBER 31, 2023**

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - EMERGENCY & OTHER SERVICES:					
E.C.I.P./LIHEAP (11/01/22 - 06/30/24) 203	1,045,256.00	989,848.08	70.00%	94.70%	Assistance for low income clients for energy bills and weatherization services
FEMA 11/01/21 - 12/31/23 205	1,589.00	1,589.00	100.00%	100.00%	Administration of the FEMA program
FEMA (11/01/21 - 12/31/23) 235	1,685.00	1,685.00	100.00%	100.00%	Administration of the FEMA program
FEMA ARPA-R 11/01/21 - 12/31/23 210	4,910.00	1,909.12	100.00%	38.88%	Administration of the FEMA program
MADERA MENTAL HEALTH PROPERTY MGMT (07/01/23 - 06/30/24) 216	50,000.00	21,676.55	50.00%	43.35%	Provides property management services for the County of Madera Behavioral Health
LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM (LIHWAP) (04/01/22 - 12/31/23) 277	141,299.50	83,376.53	123.53%	59.01%	Assistance for low income clients with a water crisis

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.
 FISCAL EXPENDITURE REPORT
 FOR THE PERIOD ENDED DECEMBER 31, 2023

DEPARTMENT/ PROGRAM TITLE	AMOUNT FUNDED	FUNDS SPENT YTD	BUDGET % YTD	ACTUAL% YTD	PROGRAM DESCRIPTION
COMMUNITY SERVICES - HOMELESS PROGRAMS:					
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 221	2,946.88	1,563.34	50.00%	53.05%	Provides funding for homeless support and emergency services
HEFFERNAN FOUNDATION (07/01/23 - 06/30/24) 223	560.00	516.61	50.00%	92.25%	Provides funding for homeless support and emergency services
SHUNAMMITE PLACE (11/01/23 - 10/31/24) 224	604,468.00	89,886.15	16.67%	14.87%	Provides permanent supportive housing for homeless people with disabilities
ONE-TIME FUNDING HOMELESSNESS (07/01/23 - 06/30/24) 226	10,423.00	0.00	50.00%	0.00%	Provides funding for homeless support and emergency services
CITY OF MADERA - CDBG (07/01/23 - 06/30/24) 231	20,000.00	4,297.58	50.00%	21.49%	Provides funding for Fresno-Madera Continuum of Care and homeless support
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP) BEHAVIORAL HEALTH (06/01/20 - 6/30/25) 246	411,434.00	411,434.26	70.49%	100.00%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOMELESS HOUSING, ASSISTANCE & PREVENTION (HHAP-3) BEHAVIORAL HEALTH (07/01/23 - 06/30/26) 278	421,308.69	138,779.09	16.67%	32.94%	Provides rental assistance and rapid rehousing, outreach and coordination, prevention and shelter diversion to permanent housing
HOUSING & HOMELESSNESS INCENTIVE PROGRAM (HHIP) (04/01/23 - 03/31/24) 281	250,000.00	114,916.09	75.00%	45.97%	Improves health outcomes and access to whole person care services by addressing housing insecurity and instability
HUD COORDINATED ENTRY SUPPORTIVE SERVICES HELP CENTER (11/01/23 - 10/31/24) 284	208,820.00	15,067.73	16.67%	7.22%	Provides coordinated entry supportive housing for homeless people within the FMCoC area

Community Action Partnership of Madera County, Inc.
Consolidated Statement of Financial Position by Object
November 30, 2023

F-4A

	<u>This Year</u>
Assets	
1113- CASH IN WESTAMERICA PAYROLL CK	4,444.09
1116- CASH IN WESTAMERICA HEAD START MONEY MARKET	2,516.25
1117- CASH IN WESTAMERICA ACCTS PAYABLE CHECKING	15,973.65
1122- SAVINGS - WESTAMERICA	7,830,584.91
1130- PETTY CASH	550.00
1190- DUE TO/FROM	(8,156.01)
1310- GRANTS RECEIVABLE	3,401,813.23
1320- ACCOUNTS RECEIVABLE	250.00
1322- A/R INTERSTATE ASSOC. - CHURCH OF GOD	0.00
1323- A/R IGNITE MY CITY CHURCH	737.27
1328- EMPLOYEE & TRAVEL ADVANCES	1,826.87
1329- ADVANCE CLEARING	8,215.13
1410- PREPAID EXPENSES	157,497.56
1420- SECURITY DEPOSITS	51,286.04
1421- WORKERS' COMP DEPOSIT	71,461.25
1450- INVENTORY	20,895.31
1512- EQUIPMENT	1,789,438.11
1513- VEHICLES	1,456,116.88
1514- BUILDINGS	4,021,500.45
1515- LAND IMPROVEMENTS	190,835.13
1516- BUILDING IMPROVEMENTS	427,857.12
1519- LAND	59,005.00
1522- ACC DEPR - EQUIPMENT	(1,261,781.01)
1523- ACC DEPR - VEHICLES	(979,676.53)
1524- ACC DEPR - BUILDINGS	(3,453,889.91)
1525- ACC DEPR - LAND IMPROVE.	(171,194.44)
1526- ACC DEPR - BUILDING IMPROVE.	(158,846.74)
1590- ROU ASSETS - OPERATING LEASES	4,265,259.00
	<hr/>
Total Assets	<u><u>17,744,518.61</u></u>
Liabilities and Net Assets	
2101- ACCOUNTS PAYABLE	987,479.81
2111- ACCOUNTS PAYABLE - MANUAL	192,912.93
2112- ACCOUNTS PAY-FUNDING SOURCE	851,411.91
2115- A/P OTHERS	820.23
2121- ACCRUED PAYROLL	724,858.18
2122- ACCRUED VACATION	1,183,441.89
2123- ACCRUED PAYROLL - MANUAL	849.40
2211- FICA PAYABLE	283.54

2212- FICA-MED PAYABLE	66.32
2213- FIT PAYABLE	205.00
2215- SIT PAYABLE	111.25
2216- SDI PAYABLE	20.58
2217- SUI PAYABLE	141.77
2220- WORKER'S COMP PAYABLE	12,546.22
2231- RETIREMENT PAYABLE-ER CONTRIB	525,602.18
2232- W/H RETIREMENT	(1,556.04)
2244- KAISER MID20	1,346.06
2245- KAISER HIGH15	(7,405.96)
2248- KAISER LOW30	(7,792.46)
2249- KAISER DHMO40	1,273.23
2252- SELF INSURANCE - LIFE & ADD	7,724.98
2253- VISION INSURANCE PAYABLE	(15.43)
2254- SELF INSURANCE - DENTAL	70,220.47
2255- UNION DUES & FEE PAYMENTS	0.00
2258- TELEMEDICINE	(36.00)
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	5,965.69
2410- DEFERRED GRANT REVENUE	6,304,241.90
2415- RESERVE ACCOUNT	51,863.00
2420- OTHER DEFERRED REVENUE	(11,868.49)
2600- INVESTMENT IN FIXED ASSETS	0.00
2690- OPERATING LEASE LIABILITY	4,265,259.00
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Total Liabilities	15,164,571.98
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3000- NET ASSETS W/O DONOR RESTRICTIONS	549,574.59
3050- NET ASSETS - BOARD DESIGNATED	560,000.00
3100- NET ASSETS - RESTRICTED FIXED ASSETS	1,806,675.82
Change in Net Assets	(336,303.78)
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Total Net Assets	2,579,946.63
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Total Liabilities and Net Assets	17,744,518.61
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Community Action Partnership of Madera County, Inc.
Consolidated Revenue and Expense
November 30, 2023

F-4B

	<u>Year-To-Date</u>
<u>Revenues</u>	
4110- GRANT INCOME-FEDERAL	12,377,715.68
4120- GRANT INCOME-STATE	3,063,330.16
4130- GRANT INCOME-AREA	131,845.07
4210- DONATIONS	3,350.22
4220- IN KIND CONTRIBUTIONS	1,377,368.61
4315- CHILD CRE REVENUE-STATE	811.00
4320- INTEREST INCOME	1,383.99
4330- SALE OF ASSETS	8,000.00
4350- RENTAL INCOME	22,160.67
4360- MEMBERSHIP	23.60
4390- MISCELLANEOUS INCOME	2,183.71
4900- INDIRECT COST REIMBURSEMENT	1,209,430.31
Total Revenues	18,197,603.02

<u>Expenses</u>	
5010- SALARIES & WAGES	6,530,496.09
5012- DIRECTOR'S SALARY	50,829.18
5020- ACCRUED VACATION PAY	403,035.75
5112- HEALTH INSURANCE	553,558.20
5114- WORKER'S COMPENSATION	192,608.46
5116- PENSION	343,227.56
5122- FICA	513,626.09
5124- SUI	15,809.72
5125- DIRECTOR'S FRINGE	27,356.45
5130- ACCRUED VACATION FRINGE	26,120.77
6110- OFFICE SUPPLIES	42,384.30
6112- DATA PROCESSING SUPPLIES	154,076.99
6121- FOOD	252,789.52
6122- KITCHEN SUPPLIES	44,235.78
6130- PROGRAM SUPPLIES	1,818,776.81
6132- MEDICAL & DENTAL SUPPLIES	18,948.91
6134- INSTRUCTIONAL SUPPLIES	20,193.13
6140- CUSTODIAL SUPPLIES	51,058.40
6143- FURNISHINGS	18,969.36
6150- UNIFORM RENTAL/PURCHASE	150.00
6170- POSTAGE & SHIPPING	10,938.04
6180- EQUIPMENT RENTAL	70,810.74
6181- EQUIPMENT MAINTENANCE	26,761.75
6216- CAPITAL EXPENDITURES > \$1000	(500.00)

6221- EQUIPMENT OVER > \$5000	137,595.99
6310- PRINTING & PUBLICATIONS	15,638.15
6312- ADVERTISING & PROMOTION	2,052.06
6320- TELEPHONE	214,557.00
6410- RENT	603,973.05
6420- UTILITIES/ DISPOSAL	227,206.97
6432- BUILDING REPAIRS/ MAINTENANCE	85,719.58
6433- GROUNDS MAINTENANCE	45,953.72
6436- PEST CONTROL	11,073.45
6437- BURGLAR & FIRE ALARM	10,521.73
6440- PROPERTY INSURANCE	18,662.59
6510- AUDIT	39,000.00
6520- CONSULTANTS	88,020.20
6522- CONSULTANT EXPENSES	3,614.32
6524- CONTRACTS	147,159.59
6530- LEGAL	42,119.00
6540- CUSTODIAL SERVICES	69,377.00
6555- MEDICAL SCREENING/DEAT/STAFF	9,550.00
6610- GAS & OIL	26,790.71
6620- VEHICLE INSURANCE	26,444.45
6640- VEHICLE REPAIR & MAINTENANCE	27,432.86
6712- STAFF TRAVEL-LOCAL	10,889.78
6714- STAFF TRAVEL-OUT OF AREA	27,204.43
6722- PER DIEM - STAFF	2,157.00
6730- VOLUNTEER TRAVEL	6,101.11
6742- TRAINING - STAFF	40,072.48
6744- TRAINING - VOLUNTEER	7,227.00
6750- FIELD TRIPS	260.00
6810- BANK CHARGES	2,397.46
6832- LIABILITY INSURANCE	4,760.07
6834- STUDENT ACTIVITY INSURANCE	3,398.42
6840- PROPERTY TAXES	9,517.91
6850- FEES & LICENSES	56,634.24
6852- FINGERPRINT	2,520.25
6875- EMPLOYEE HEALTH & WELFARE	12,662.54
7110- PARENT ACTIVITIES	265.83
7111- PARENT MILEAGE	187.55
7112- PARENT INVOLVEMENT	1,737.63
7114- PC ALLOWANCE	2,340.00
7116- POLICY COUNCIL FOOD ALLOWANCE	486.88
7210- TRANSPORTATION VOUCHERS	156.03
7224- CLIENT RENT	69,202.21
7226- CLIENT LODGING/SHELTER	61,591.00
7230- CLIENT FOOD	426.92
7240- DIRECT BENEFITS	2,585,373.30

7245- DIRECT BENEFITS - STATE	811.00
8110- IN KIND SALARIES	1,173,588.80
8120- IN KIND RENT	201,079.81
8130- IN KIND - OTHER	2,700.00
9010- INDIRECT COST ALLOCATION	1,209,432.73
Total Expenses	<u>18,533,906.80</u>
Excess Revenue Over (Under) Expenditures	<u><u>(336,303.78)</u></u>

**Madera Migrant Head Start
Budget to Actual**

		For the Period Ending 11/30/2023						Start Date	3/1/2023	
								Current Mnth	9.00	
										76%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	432,627.84	3,906,657.90	3,474,030.06	42,124,123	63%	34,396.89	3,941,054.79	2,217,442.21
4220	IN KIND CONTRIBUTIONS	409,729	106,291.12	586,756.82	480,465.70	2,802,546	143%	-	586,756.82	(177,027.82)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,568,226	538,918.96	4,493,414.72	3,954,495.76	44,926,669	68%	34,396.89	4,527,811.61	2,040,414.39
EXPENDITURES										
5010	Salaries & Wages	3,326,783	241,079.36	2,151,308.47	1,910,229.11	22,755,196	65%	-	2,151,308.47	1,175,474.53
5020	Accrued Vacation Pay	209,553	14,249.77	125,654.34	111,404.57	1,433,343	60%	-	125,654.34	83,898.66
5112	Health Insurance	370,958	29,941.49	216,649.09	186,707.60	2,537,353	58%	-	216,649.09	154,308.91
5114	Worker's Compensation	98,177	8,441.88	56,449.60	48,007.72	671,531	58%	-	56,449.60	41,727.40
5116	Pension	172,369	12,685.34	109,936.96	97,251.62	1,179,004	64%	-	109,936.96	62,432.04
5122	FICA	264,028	18,887.07	164,882.26	145,995.19	1,805,952	62%	-	164,882.26	99,145.74
5124	SUI	34,745	254.70	5,496.72	5,242.02	237,656	16%	-	5,496.72	29,248.28
5130	Accrued Vacation Fringe	15,350	1,090.25	9,586.42	8,496.17	104,994	62%	-	9,586.42	5,763.58
6110	Office supplies	17,800	1,018.03	6,912.69	5,894.66	121,752	39%	455.67	7,368.36	10,431.64
6112	Data Processing Supplies	44,319	8,041.68	81,586.23	73,544.55	303,142	184%	-	81,586.23	(37,267.23)
6121	Food	7,500	1,875.30	9,185.66	7,310.36	51,300	122%	-	9,185.66	(1,685.66)
6122	Kitchen Supplies	2,251	23.70	1,704.48	1,680.78	15,397	76%	-	1,704.48	546.52
6130	Program Supplies	116,240	3,527.25	18,126.68	14,599.43	795,082	16%	356.83	18,483.51	97,756.49
6132	Medical & Dental Supplies	24,000	771.12	14,139.87	13,368.75	164,160	59%	808.41	14,948.28	9,051.72
6134	Instructional Supplies	23,375	138.22	4,149.75	4,011.53	159,885	18%	-	4,149.75	19,225.25
6140	Custodial Supplies	24,188	1,312.25	22,114.53	20,802.28	165,446	91%	-	22,114.53	2,073.47
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	2,250	-	382.51	382.51	15,390	17%	5,903.03	6,285.54	(4,035.54)
6150	Uniform Rental / Purchases	156	-	150.00	150.00	1,067	96%	-	150.00	6.00
6170	Postage & Shipping	600	22.95	567.67	544.72	4,104	95%	-	567.67	32.33
6221	Equipment Over > \$5,000	36,000	-	34,407.81	34,407.81	246,240	-	-	34,407.81	1,592.19
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,875	1,050.40	16,312.54	15,262.14	156,465	71%	-	16,312.54	6,562.46
6181	Equipment Maintenance	16,025	66.69	10,227.77	10,161.08	109,611	64%	900.00	11,127.77	4,897.23
6310	Printing & Publications	6,100	-	5,023.69	5,023.69	41,724	82%	-	5,023.69	1,076.31
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	86,400	10,186.53	40,547.70	30,361.17	590,976	47%	-	40,547.70	45,852.30
6410	Rent	212,810	17,273.34	157,125.46	139,852.12	1,455,620	74%	-	157,125.46	55,684.54
6420	Utilities / Disposal	144,300	2,533.71	95,580.56	93,046.85	987,012	66%	-	95,580.56	48,719.44
6432	Building Repairs / Maintenan	105,494	7,751.39	40,930.27	33,178.88	721,579	39%	4,944.98	45,875.25	59,618.75
6433	Grounds Maintenance	22,970	1,567.33	16,986.04	15,418.71	157,115	74%	-	16,986.04	5,983.96
6436	Pest Control	7,348	422.06	3,487.25	3,065.19	50,260	47%	2,600.00	6,087.25	1,260.75
6437	Burglar & Fire Alarm	4,940	73.62	3,440.13	3,366.51	33,790	70%	-	3,440.13	1,499.87
6440	Property Insurance	23,480	-	13,266.88	13,266.88	160,603	57%	-	13,266.88	10,213.12
6520	Consultants	25,500	568.10	5,780.46	5,212.36	174,420	23%	15,528.94	21,309.40	4,190.60
6522	Consultants Expense	226	-	137.16	137.16	1,546	61%	-	137.16	88.84
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,300	93.75	9,048.13	8,954.38	36,252	171%	-	9,048.13	(3,748.13)
6540	Custodial Services	53,655	6,629.90	69,833.65	63,203.75	367,000	130%	-	69,833.65	(16,178.65)
6555	Medical Screening / DEAT / Staff	7,415	-	4,710.00	4,710.00	50,719	64%	-	4,710.00	2,705.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,068	997.88	9,389.09	8,391.21	82,545	78%	-	9,389.09	2,678.91
6620	Vehicle Insurance	23,400	-	13,323.01	13,323.01	160,056	57%	-	13,323.01	10,076.99
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	9,221	1,338.08	7,366.43	6,028.35	63,072	80%	-	7,366.43	1,854.57
6712	Staff Travel-Local	550	18.34	316.36	298.02	3,762	58%	-	316.36	233.64
6714	Staff Travel-Out of Area	-	610.51	610.51	-	-	-	-	610.51	(610.51)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	7,500	15.00	120.00	105.00	51,300	2%	30.00	150.00	7,350.00
6746	Training - Parent	1,500	-	1,687.50	1,687.50	10,260	-	-	1,687.50	(187.50)
6748	Education Reimbursement	15,000	-	-	-	102,600	-	-	-	15,000.00
6750	Field Trips	100	-	260.00	260.00	684	-	-	260.00	(160.00)
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	536	40.69	358.82	318.13	3,666	67%	-	358.82	177.18
6834	Student Activity Insurance	2,620	223.57	1,632.23	1,408.66	17,921	62%	-	1,632.23	987.77
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	12,190	8.00	11,507.06	11,499.06	83,380	94%	-	11,507.06	682.94
6852	Finger Printing	4,000	370.00	2,603.25	2,233.25	27,360	65%	-	2,603.25	1,396.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	16,336	485.81	3,792.51	3,306.70	111,738	23%	-	3,792.51	12,543.49
7110	Parent Activities	1,100	-	-	-	7,524	0%	-	-	1,100.00
7111	Parent Mileage	520	26.99	322.88	295.89	3,557	62%	-	322.88	197.12
7112	Parent Involvement	1,100	551.15	1,403.38	852.23	7,524	128%	-	1,403.38	(303.38)
7114	PPC Allowance	2,900	180.00	1,950.00	1,770.00	19,836	67%	-	1,950.00	950.00
7116	PPC Food Allowance	1,700	99.27	1,202.16	1,102.89	11,628	71%	-	1,202.16	497.84
8110	In-Kind Salaries	297,519	97,040.12	503,197.82	406,157.70	2,035,030	169%	-	503,197.82	(205,678.82)
8120	In-Kind Rent	112,210	9,251.00	83,259.00	74,008.00	767,516	74%	-	83,259.00	28,951.00
8130	In-Kind Other	-	-	300.00	300.00	-	-	-	300.00	(300.00)
9010	In-Direct Cost Allocation	510,676	36,085.37	322,983.28	286,897.91	3,493,024	63%	2,869.03	325,852.31	184,823.69
Total Expenses		6,568,226	538,918.96	4,493,414.72	3,954,495.76	44,926,669	68%	34,396.89	4,527,811.61	2,040,414.39
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,568,226	538,918.96	4,493,414.72						
In-Kind		(409,729)	(106,291.12)	(586,756.82)						
Total Expenses w/o In Kind		6,158,497	432,627.84	3,906,657.90	3,474,030.06				3,941,054.79	2,217,442.21
									63.99%	

ADMINISTRATION BUDGET LIMIT	\$722,621
YEAR-TO DATE ADMIN EXP.	\$470,874
PERCENT OF TOTAL EXPENSES	6.19%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	322,983.28
	322,983.28

Madera Migrant Head Start
Budget to Actual

For the Period Ending 10/31/2023

Start Date 3/1/2023
Current Mnth 8.00
68%

Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	645,564.83	3,474,030.06	2,828,465.23	33,502,222	56%	34,489.46	3,508,519.52	2,649,977.48
4220	IN KIND CONTRIBUTIONS	409,729	66,191.41	480,465.70	414,274.29	2,228,926	117%	-	480,465.70	(70,736.70)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,568,226	711,756.24	3,954,495.76	3,242,739.52	35,731,148	60%	34,489.46	3,988,985.22	2,579,240.78
EXPENDITURES										
5010	Salaries & Wages	3,326,783	387,387.52	1,910,229.11	1,522,841.59	18,097,700	57%	-	1,910,229.11	1,416,553.89
5020	Accrued Vacation Pay	209,553	16,160.85	111,404.57	95,243.72	1,139,968	53%	-	111,404.57	98,148.43
5112	Health Insurance	370,958	31,967.26	186,707.60	154,740.34	2,018,012	50%	-	186,707.60	184,250.40
5114	Worker's Compensation	98,177	13,021.30	48,007.72	34,986.42	534,083	49%	-	48,007.72	50,169.28
5116	Pension	172,369	18,724.94	97,251.62	78,526.68	937,687	56%	-	97,251.62	75,117.38
5122	FICA	264,028	29,449.58	145,995.19	116,545.61	1,436,312	55%	-	145,995.19	118,032.81
5124	SUI	34,745	616.69	5,242.02	4,625.33	189,013	15%	-	5,242.02	29,502.98
5130	Accrued Vacation Fringe	15,350	1,234.81	8,496.17	7,261.36	83,504	55%	-	8,496.17	6,853.83
6110	Office supplies	17,800	128.21	5,894.66	5,766.45	96,832	33%	969.64	6,864.30	10,935.70
6112	Data Processing Supplies	44,319	3,375.26	73,544.55	70,169.29	241,095	166%	5,010.85	78,555.40	(34,236.40)
6121	Food	7,500	796.77	7,310.36	6,513.59	40,800	97%	-	7,310.36	189.64
6122	Kitchen Supplies	2,251	-	1,680.78	1,680.78	12,245	75%	-	1,680.78	570.22
6130	Program Supplies	116,240	4,206.38	14,599.43	10,393.05	632,346	13%	2,169.86	16,769.29	99,470.71
6132	Medical & Dental Supplies	24,000	3,765.15	13,368.75	9,603.60	130,560	56%	886.37	14,255.12	9,744.88
6134	Instructional Supplies	23,375	1,460.38	4,011.53	2,551.15	127,160	17%	-	4,011.53	19,363.47
6140	Custodial Supplies	24,188	3,659.71	20,802.28	17,142.57	131,583	86%	-	20,802.28	3,385.72
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	2,250	-	382.51	382.51	12,240	17%	4,966.89	5,349.40	(3,099.40)
6150	Uniform Rental / Purchases	156	-	150.00	150.00	849	96%	-	150.00	6.00
6170	Postage & Shipping	600	156.07	544.72	388.65	3,264	91%	-	544.72	55.28
6221	Equipment Over > \$5,000	36,000	6,967.48	34,407.81	27,440.33	195,840	-	-	34,407.81	1,592.19
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	24,000	1,879.77	15,262.14	13,382.37	130,560	64%	-	15,262.14	8,737.86
6181	Equipment Maintenance	15,400	1,135.38	10,161.08	9,025.70	83,776	66%	900.00	11,061.08	4,338.92
6310	Printing & Publications	6,100	-	5,023.69	5,023.69	33,184	82%	-	5,023.69	1,076.31
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	86,400	6,095.08	30,361.17	24,266.09	470,016	35%	-	30,361.17	56,038.83
6410	Rent	212,810	17,275.34	139,852.12	122,576.78	1,157,686	66%	-	139,852.12	72,957.88
6420	Utilities / Disposal	144,300	8,040.72	93,046.85	85,006.13	784,992	64%	-	93,046.85	51,253.15
6432	Building Repairs / Maintenan	105,494	5,699.99	33,178.88	27,478.89	573,887	31%	2,094.18	35,273.06	70,220.94
6433	Grounds Maintenance	22,300	1,515.66	15,418.71	13,903.05	121,312	69%	-	15,418.71	6,881.29
6436	Pest Control	5,048	375.07	3,065.19	2,690.12	27,461	61%	-	3,065.19	1,982.81
6437	Burglar & Fire Alarm	5,100	73.62	3,366.51	3,292.89	27,744	66%	-	3,366.51	1,733.49
6440	Property Insurance	23,480	1,897.30	13,266.88	11,369.58	127,731	57%	-	13,266.88	10,213.12
6520	Consultants	25,500	561.34	5,212.36	4,651.02	138,720	20%	14,584.92	19,797.28	5,702.72
6522	Consultants Expense	301	-	137.16	137.16	1,637	46%	-	137.16	163.84
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,300	7,173.13	8,954.38	1,781.25	28,832	169%	-	8,954.38	(3,654.38)
6540	Custodial Services	53,655	9,432.78	63,203.75	53,770.97	291,883	118%	-	63,203.75	(9,548.75)
6555	Medical Screening / DEAT / Staff	6,475	1,465.00	4,710.00	3,245.00	35,224	73%	-	4,710.00	1,765.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	11,600	1,370.55	8,391.21	7,020.66	63,104	72%	-	8,391.21	3,208.79
6620	Vehicle Insurance	23,400	-	13,323.01	13,323.01	127,296	57%	-	13,323.01	10,076.99
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	8,400	1,124.73	6,028.35	4,903.62	45,696	72%	-	6,028.35	2,371.65
6712	Staff Travel-Local	750	-	298.02	298.02	4,080	40%	-	298.02	451.98
6714	Staff Travel-Out of Area	-	-	-	-	-	-	-	-	-
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	13,500	-	105.00	105.00	73,440	1%	30.00	135.00	13,365.00
6746	Training - Parent	1,500	-	1,687.50	1,687.50	8,160	-	-	1,687.50	(187.50)
6748	Education Reimbursement	15,000	-	-	-	81,600	-	-	-	15,000.00
6750	Field Trips	-	-	260.00	260.00	-	-	-	260.00	(260.00)
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	480	40.69	318.13	277.44	2,611	66%	-	318.13	161.87
6834	Student Activity Insurance	2,840	223.57	1,408.66	1,185.09	15,450	50%	-	1,408.66	1,431.34
6840	Property Taxes	-	-	-	-	-	#DIV/0!	-	-	-
6850	Fees & Licenses	10,390	2,808.43	11,499.06	8,690.63	56,522	111%	-	11,499.06	(1,109.06)
6852	Finger Printing	4,000	3.75	2,233.25	2,229.50	21,760	56%	-	2,233.25	1,766.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	16,336	63.28	3,306.70	3,243.42	88,868	20%	-	3,306.70	13,029.30
7110	Parent Activities	1,100	-	-	-	5,984	0%	-	-	1,100.00
7111	Parent Mileage	520	29.61	295.89	266.28	2,829	57%	-	295.89	224.11
7112	Parent Involvement	1,100	637.06	852.23	215.17	5,984	77%	-	852.23	247.77
7114	PPC Allowance	2,900	180.00	1,770.00	1,590.00	15,776	61%	-	1,770.00	1,130.00
7116	PPC Food Allowance	1,700	119.40	1,102.89	983.49	9,248	65%	-	1,102.89	597.11
8110	In-Kind Salaries	297,519	56,940.41	406,157.70	349,217.29	1,618,503	137%	-	406,157.70	(108,638.70)
8120	In-Kind Rent	112,210	9,251.00	74,008.00	64,757.00	610,422	66%	-	74,008.00	38,202.00
8130	In-Kind Other	-	-	300.00	300.00	-	-	-	300.00	(300.00)
9010	In-Direct Cost Allocation	510,676	53,265.22	286,897.91	233,632.69	2,778,077	56%	2,876.75	289,774.66	220,901.34
Total Expenses		6,568,226	711,756.24	3,954,495.76	3,242,739.52	35,731,148	60%	34,489.46	3,988,985.22	2,579,240.78
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,568,226	711,756.24	3,954,495.76						
In-Kind		(409,729)	(66,191.41)	(480,465.70)						
Total Expenses w/o In Kind		6,158,497	645,564.83	3,474,030.06	2,828,465.23				3,508,519.52	2,649,977.48
									56.97%	

ADMINISTRATION BUDGET LIMIT	\$722,621
YEAR-TO DATE ADMIN EXP.	\$422,580
PERCENT OF TOTAL EXPENSES	5.56%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%
286,897.91
286,897.91

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2023**

<u>224 0 HUD SHUNAMMITE PLACE</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	604,468.00	49,275.96	49,275.96	0.00	(0.08)	0.00	49,275.96	555,192.04
Total Revenues	604,468.00	49,275.96	49,275.96	0.00	(0.08)	0.00	49,275.96	555,192.04
<u>Expenses</u>								
5010- SALARIES & WAGES	174,802.00	14,149.96	14,149.96	0.00	0.08	0.00	14,149.96	160,652.04
5020- ACCRUED VACATION PAY	0.00	733.70	733.70	0.00	0.00	0.00	733.70	(733.70)
5112- HEALTH INSURANCE	23,870.00	1,992.74	1,992.74	0.00	0.08	0.00	1,992.74	21,877.26
5114- WORKER'S COMPENSATION	6,343.00	552.72	552.72	0.00	0.09	0.00	552.72	5,790.28
5116- PENSION	6,992.00	430.21	430.21	0.00	0.06	0.00	430.21	6,561.79
5122- FICA	13,372.00	1,116.10	1,116.10	0.00	0.08	0.00	1,116.10	12,255.90
5124- SUI	1,550.00	0.00	0.00	0.00	0.00	0.00	0.00	1,550.00
5130- ACCRUED VACATION FICA	0.00	(1.20)	(1.20)	0.00	0.00	0.00	(1.20)	1.20
6110- OFFICE SUPPLIES	897.00	14.81	14.81	0.00	0.02	0.00	14.81	882.19
6112- DATA PROCESSING SUPPLIES	6,250.00	11.04	11.04	0.00	0.00	0.00	11.04	6,238.96
6130- PROGRAM SUPPLIES	7,500.00	553.10	553.10	0.00	0.07	287.61	840.71	6,659.29
6132- MEDICAL & DENTAL SUPPLIES	450.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
6140- CUSTODIAL SUPPLIES	1,500.00	0.00	0.00	0.00	0.00	682.48	682.48	817.52
6143- FURNISHINGS	20,000.00	2,386.75	2,386.75	0.00	0.12	0.00	2,386.75	17,613.25
6170- POSTAGE & SHIPPING	115.00	0.00	0.00	0.00	0.00	0.00	0.00	115.00
6180- EQUIPMENT RENTAL	770.00	59.59	59.59	0.00	0.08	0.00	59.59	710.41
6181- EQUIPMENT MAINTENANCE	2,310.00	153.25	153.25	0.00	0.07	0.00	153.25	2,156.75
6310- PRINTING & PUBLICATIONS	165.00	0.00	0.00	0.00	0.00	0.00	0.00	165.00
6320- TELEPHONE	6,450.00	718.25	718.25	0.00	0.11	0.00	718.25	5,731.75
6410- RENT	235,481.00	21,290.00	21,290.00	0.00	0.09	0.00	21,290.00	214,191.00
6420- UTILITIES/ DISPOSAL	29,370.00	1,803.34	1,803.34	0.00	0.06	0.00	1,803.34	27,566.66
6432- BUILDING REPAIRS/ MAINTENANCE	7,440.00	2,781.86	2,781.86	0.00	0.37	0.00	2,781.86	4,658.14
6433- GROUNDS MAINTENANCE	2,400.00	140.00	140.00	0.00	0.06	0.00	140.00	2,260.00
6440- PROPERTY INSURANCE	2,520.00	0.00	0.00	0.00	0.00	0.00	0.00	2,520.00
6530- LEGAL	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	7,000.00
6540- CUSTODIAL SERVICES	5,580.00	0.00	0.00	0.00	0.00	0.00	0.00	5,580.00
6562- MEDICAL EXAM	750.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
6564- MEDICAL FOLLOW-UP	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2023**

	<u>Grant</u>	<u>Current</u>	<u>YTD Actual</u>	<u>YTD</u>		<u>YTD</u>	<u>Actual Plus</u>	<u>Budget</u>
	<u>Budget</u>	<u>Month</u>	<u>November</u>	<u>Budget</u>	<u>% Spent</u>	<u>Encumbran</u>	<u>Encumbran</u>	<u>Balance</u>
<u>224 0 HUD SHUNAMMITE PLACE</u>		<u>Actual</u>	<u>30, 2023</u>	<u>November</u>		<u>ce</u>	<u>ce</u>	
6566- DENTAL EXAM	750.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00
6568- DENTAL FOLLOW-UP	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
6610- GAS & OIL	1,365.00	295.70	295.70	0.00	0.22	0.00	295.70	1,069.30
6620- VEHICLE INSURANCE	1,800.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00
6630- VEHICLE LICENSE & FEES	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
6640- VEHICLE REPAIR & MAINTENANCE	320.00	51.00	51.00	0.00	0.16	0.00	51.00	269.00
6712- STAFF TRAVEL-LOCAL	735.00	41.92	41.92	0.00	0.06	0.00	41.92	693.08
6742- TRAINING - STAFF	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6745- TRAINING - PARTICIPANT/CLIENTS	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
6832- LIABILITY INSURANCE	25.00	1.12	1.12	0.00	0.04	0.00	1.12	23.88
6850- FEES & LICENSES	704.00	0.00	0.00	0.00	0.00	0.00	0.00	704.00
6875- EMPLOYEE HEALTH & WELFARE	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
7210- TRANSPORTATION VOUCHERS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
7230- CLIENT FOOD	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
9010- INDIRECT COST ALLOCATION	28,342.00	0.00	0.00	0.00	0.00	0.00	0.00	28,342.00
Total Expenses	604,468.00	49,275.96	49,275.96	0.00	0.08	970.09	50,246.05	554,221.95
Excess Revenue Over (Under)	0.00	0.00	0.00	0.00	0.00	(970.09)	(970.09)	970.09
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	0.00	0.00	0.00	0.00	(970.09)	(970.09)	970.09

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbran ce</u>	<u>Actual Plus Encumbran ce</u>	<u>Budget Balance</u>
<u>Revenues</u>								
4110- GRANT INCOME-FEDERAL	912,000.00	28.97	911,990.98	0.00	(1.00)	0.00	911,990.98	9.02
Total Revenues	912,000.00	28.97	911,990.98	0.00	(1.00)	0.00	911,990.98	9.02
<u>Expenses</u>								
5010- SALARIES & WAGES	54,880.00	0.00	72,693.28	0.00	1.32	0.00	72,693.28	(17,813.28)
5020- ACCRUED VACATION PAY	0.00	0.00	4,359.12	0.00	0.00	0.00	4,359.12	(4,359.12)
5112- HEALTH INSURANCE	8,697.00	0.00	5,271.47	0.00	0.61	0.00	5,271.47	3,425.53
5114- WORKER'S COMPENSATION	201.00	0.00	314.82	0.00	1.57	0.00	314.82	(113.82)
5116- PENSION	2,195.00	0.00	2,594.60	0.00	1.18	0.00	2,594.60	(399.60)
5122- FICA	4,198.00	0.00	5,867.61	0.00	1.40	0.00	5,867.61	(1,669.61)
5124- SUI	402.00	0.00	687.25	0.00	1.71	0.00	687.25	(285.25)
5130- ACCRUED VACATION FICA	0.00	0.00	13.25	0.00	0.00	0.00	13.25	(13.25)
6110- OFFICE SUPPLIES	973.00	0.00	243.45	0.00	0.25	0.00	243.45	729.55
6112- DATA PROCESSING SUPPLIES	500.00	0.00	1,555.95	0.00	3.11	0.00	1,555.95	(1,055.95)
6130- PROGRAM SUPPLIES	800.00	0.00	33.43	0.00	0.04	0.00	33.43	766.57
6170- POSTAGE & SHIPPING	1,584.00	0.00	403.30	0.00	0.25	0.00	403.30	1,180.70
6180- EQUIPMENT RENTAL	2,300.00	26.55	2,286.65	0.00	0.99	0.00	2,286.65	13.35
6181- EQUIPMENT MAINTENANCE	1,900.00	0.00	247.85	0.00	0.13	0.00	247.85	1,652.15
6310- PRINTING & PUBLICATIONS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6312- ADVERTISING & PROMOTION	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
6320- TELEPHONE	800.00	0.00	920.63	0.00	1.15	0.00	920.63	(120.63)
6410- RENT	2,800.00	0.00	6,514.20	0.00	2.33	0.00	6,514.20	(3,714.20)
6420- UTILITIES/ DISPOSAL	500.00	0.00	1,211.50	0.00	2.42	0.00	1,211.50	(711.50)
6520- CONSULTANTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6555- MEDICAL SCREENING/DEAT/STAFF	250.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
6610- GAS & OIL	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
6640- VEHICLE REPAIR & MAINTENANCE	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6712- STAFF TRAVEL-LOCAL	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
6742- TRAINING - STAFF	0.00	0.00	43.00	0.00	0.00	0.00	43.00	(43.00)
6850- FEES & LICENSES	2,500.00	0.00	41.01	0.00	0.02	0.00	41.01	2,458.99
6852- FINGERPRINT	75.00	0.00	245.00	0.00	3.27	0.00	245.00	(170.00)
6875- EMPLOYEE HEALTH & WELFARE	0.00	0.00	101.48	0.00	0.00	0.00	101.48	(101.48)
7224- CLIENT RENT	187,500.00	0.00	580,857.32	0.00	3.10	0.00	580,857.32	(393,357.32)

**Cross-Year Rev/ Exp by Fund/ Obj w Encumbrances/w Net Assets
November 30, 2023**

<u>274 0 COUNTY OF MADERA CARES ACT - CORONA VIRUS RELIEF FUND</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbran ce</u>	<u>Actual Plus Encumbran ce</u>	<u>Budget Balance</u>
7240- DIRECT BENEFITS	560,000.00	0.00	149,415.90	0.00	0.27	0.00	149,415.90	410,584.10
9010- INDIRECT COST ALLOCATION	76,070.00	2.42	76,068.91	0.00	1.00	0.00	76,068.91	1.09
Total Expenses	912,000.00	28.97	911,990.98	0.00	1.00	0.00	911,990.98	9.02
Excess Revenue Over (Under) Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 11/30/2023

330 0 HEAD START-FRESNO MIGRANT T&TA	Grant Budget	Current Month Actual	YTD Actual November 30, 2023	YTD Budget November 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	82,690.00	3,171.64	6,235.27	0.00	(0.08)	0.00	6,235.27	76,454.73
Total Revenues	<u>82,690.00</u>	<u>3,171.64</u>	<u>6,235.27</u>	<u>0.00</u>	<u>(0.08)</u>	<u>0.00</u>	<u>6,235.27</u>	<u>76,454.73</u>
Expenses								
6110- OFFICE SUPPLIES	4,806.00	0.00	0.00	0.00	0.00	0.00	0.00	4,806.00
6121- FOOD	0.00	0.00	354.23	0.00	0.00	0.00	354.23	(354.23)
6712- STAFF TRAVEL-LOCAL	0.00	0.00	98.00	0.00	0.00	0.00	98.00	(98.00)
6714- STAFF TRAVEL-OUT OF AREA	9,540.00	0.00	393.12	0.00	0.04	0.00	393.12	9,146.88
6722- PER DIEM - STAFF	3,492.00	0.00	0.00	0.00	0.00	0.00	0.00	3,492.00
6742- TRAINING - STAFF	57,955.00	2,421.29	4,090.79	0.00	0.07	0.00	4,090.79	53,864.21
6875- EMPLOYEE HEALTH & WELFARE	0.00	485.81	779.05	0.00	0.00	0.00	779.05	(779.05)
9010- INDIRECT COST ALLOCATION	<u>6,897.00</u>	<u>264.54</u>	<u>520.08</u>	<u>0.00</u>	<u>0.08</u>	<u>0.00</u>	<u>520.08</u>	<u>6,376.92</u>
Total Expenses	<u>82,690.00</u>	<u>3,171.64</u>	<u>6,235.27</u>	<u>0.00</u>	<u>0.08</u>	<u>0.00</u>	<u>6,235.27</u>	<u>76,454.73</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Unrestricted	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Beginning Net Assets - Board Designated	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 11/30/2023

	Grant Budget	Current Month Actual	YTD Actual November 30, 2023	YTD Budget November 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
331 0 HEAD START-FRESNO MIGRANT								
6712- STAFF TRAVEL-LOCAL	15,000.00	942.01	2,977.99	7,494.00	0.20	0.00	2,977.99	12,022.01
6742- TRAINING - STAFF	0.00	0.00	427.50	0.00	0.00	0.00	427.50	(427.50)
6748- EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6832- LIABILITY INSURANCE	504.00	39.28	117.84	126.00	0.23	0.00	117.84	386.16
6834- STUDENT ACTIVITY INSURANCE	1,074.00	179.25	537.75	537.00	0.50	0.00	537.75	536.25
6840- PROPERTY TAXES	5,800.00	2,034.46	2,034.46	5,800.00	0.35	0.00	2,034.46	3,765.54
6850- FEES & LICENSES	22,000.00	504.00	3,303.28	5,349.00	0.15	0.00	3,303.28	18,696.72
6852- FINGERPRINT	3,800.00	74.75	149.50	0.00	0.04	0.00	149.50	3,650.50
6875- EMPLOYEE HEALTH & WELFARE	6,375.00	5,079.24	5,079.24	6,375.00	0.80	0.00	5,079.24	1,295.76
7110- PARENT ACTIVITIES	1,450.00	0.00	103.88	580.00	0.07	0.00	103.88	1,346.12
7112- PARENT INVOLVEMENT	0.00	0.00	155.47	0.00	0.00	0.00	155.47	(155.47)
7114- PC ALLOWANCE	1,680.00	30.00	300.00	560.00	0.18	0.00	300.00	1,380.00
8110- IN KIND SALARIES	630,885.00	87,936.51	273,465.31	230,427.00	0.43	0.00	273,465.31	357,419.69
8120- IN KIND RENT	167,503.00	13,958.58	41,875.74	61,180.00	0.25	0.00	41,875.74	125,627.26
8130- IN KIND - OTHER	2,356.00	0.00	0.00	861.00	0.00	0.00	0.00	2,356.00
9010- INDIRECT COST ALLOCATION	478,891.00	49,297.98	150,783.26	175,373.00	0.31	0.00	150,783.26	328,107.74
Total Expenses	6,590,175.00	683,111.32	2,157,490.99	2,407,029.00	0.33	19,046.01	2,176,537.00	4,413,638.00
Excess Revenue Over (Under) Expenditures	0.00	9,817.64	0.00	0.00	0.00	(19,046.01)	(19,046.01)	19,046.01
Beginning Net Assets - Unrestricted	0.00	(157.20)	(157.20)	0.00	0.00	0.00	(157.20)	157.20
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	9,660.44	(157.20)	0.00	0.00	(19,046.01)	(19,203.21)	19,203.21

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 11/30/2023

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2023	YTD Budget November 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
Revenues								
4110- GRANT INCOME-FEDERAL	5,872,121.00	594,205.51	1,848,385.21	2,114,561.00	(0.31)	0.00	1,848,385.21	4,023,735.79
4220- IN KIND CONTRIBUTIONS	800,744.00	101,895.09	315,341.05	292,468.00	(0.39)	0.00	315,341.05	485,402.95
Total Revenues	<u>6,672,865.00</u>	<u>696,100.60</u>	<u>2,163,726.26</u>	<u>2,407,029.00</u>	<u>(0.32)</u>	<u>0.00</u>	<u>2,163,726.26</u>	<u>4,509,138.74</u>
Expenses								
5010- SALARIES & WAGES	3,254,598.00	338,862.71	1,107,073.28	1,251,606.00	0.34	0.00	1,107,073.28	2,147,524.72
5020- ACCRUED VACATION PAY	205,049.00	21,455.87	65,730.02	79,061.00	0.32	0.00	65,730.02	139,318.98
5112- HEALTH INSURANCE	241,714.00	21,308.11	66,322.23	98,761.00	0.27	0.00	66,322.23	175,391.77
5114- WORKER'S COMPENSATION	86,472.00	15,061.17	42,079.62	33,277.00	0.49	0.00	42,079.62	44,392.38
5116- PENSION	203,235.00	26,424.01	74,196.08	79,255.00	0.37	0.00	74,196.08	129,038.92
5122- FICA	205,841.00	33,093.84	92,571.72	79,160.00	0.45	0.00	92,571.72	113,269.28
5124- SUI	41,590.00	839.52	1,398.58	16,791.00	0.03	0.00	1,398.58	40,191.42
5130- ACCRUED VACATION FICA	13,139.00	1,641.37	5,027.58	5,065.00	0.38	0.00	5,027.58	8,111.42
6110- OFFICE SUPPLIES	19,306.00	67.85	3,548.90	5,004.00	0.18	408.68	3,957.58	15,348.42
6112- DATA PROCESSING SUPPLIES	70,000.00	3,461.92	10,933.92	19,005.00	0.16	29.55	10,963.47	59,036.53
6121- FOOD	10,500.00	2,831.16	5,909.48	5,247.00	0.56	0.00	5,909.48	4,590.52
6122- KITCHEN SUPPLIES	1,000.00	1,288.19	2,965.14	0.00	2.97	0.00	2,965.14	(1,965.14)
6130- PROGRAM SUPPLIES	73,696.00	11,362.97	31,952.30	25,917.00	0.43	949.52	32,901.82	40,794.18
6132- MEDICAL & DENTAL SUPPLIES	12,500.00	1,472.95	3,609.28	0.00	0.29	576.96	4,186.24	8,313.76
6134- INSTRUCTIONAL SUPPLIES	5,000.00	0.00	0.00	2,498.00	0.00	0.00	0.00	5,000.00
6140- CUSTODIAL SUPPLIES	15,000.00	2,375.12	6,694.12	7,125.00	0.45	0.00	6,694.12	8,305.88
6150- UNIFORM RENTAL/PURCHASE	0.00	150.00	150.00	0.00	0.00	0.00	150.00	(150.00)
6170- POSTAGE & SHIPPING	750.00	22.57	148.21	186.00	0.20	0.00	148.21	601.79
6180- EQUIPMENT RENTAL	36,000.00	2,148.28	9,589.76	8,988.00	0.27	0.00	9,589.76	26,410.24
6181- EQUIPMENT MAINTENANCE	25,000.00	388.87	3,388.75	6,253.00	0.14	0.00	3,388.75	21,611.25
6221- EQUIPMENT OVER > \$5000	48,000.00	0.00	34,407.80	12,000.00	0.72	0.00	34,407.80	13,592.20
6310- PRINTING & PUBLICATIONS	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
6320- TELEPHONE	150,000.00	9,579.64	29,877.37	37,503.00	0.20	0.00	29,877.37	120,122.63
6410- RENT	83,202.00	8,214.28	24,647.84	20,804.00	0.30	0.00	24,647.84	58,554.16
6420- UTILITIES/ DISPOSAL	75,000.00	2,072.27	15,996.56	18,750.00	0.21	0.00	15,996.56	59,003.44
6432- BUILDING REPAIRS/ MAINTENANCE	200,000.00	413.37	4,525.71	50,004.00	0.02	1,093.76	5,619.47	194,380.53
6433- GROUNDS MAINTENANCE	42,000.00	3,237.72	7,511.87	10,500.00	0.18	1,100.00	8,611.87	33,388.13
6436- PEST CONTROL	7,500.00	658.59	1,975.77	1,875.00	0.26	0.00	1,975.77	5,524.23
6437- BURGLAR & FIRE ALARM	6,500.00	389.54	767.46	1,625.00	0.12	0.00	767.46	5,732.54
6440- PROPERTY INSURANCE	13,795.00	0.00	1,154.20	3,447.00	0.08	0.00	1,154.20	12,640.80
6520- CONSULTANTS	10,000.00	6,483.80	6,718.58	4,998.00	0.67	14,887.54	21,606.12	(11,606.12)
6522- CONSULTANT EXPENSES	1,500.00	0.00	0.00	743.00	0.00	0.00	0.00	1,500.00
6524- CONTRACTS	15,000.00	0.00	0.00	7,500.00	0.00	0.00	0.00	15,000.00
6530- LEGAL	1,500.00	2,437.50	3,031.25	300.00	2.02	0.00	3,031.25	(1,531.25)
6540- CUSTODIAL SERVICES	4,776.00	398.00	1,194.00	1,194.00	0.25	0.00	1,194.00	3,582.00
6555- MEDICAL SCREENING/DEAT/STAFF	1,000.00	0.00	740.00	0.00	0.74	0.00	740.00	260.00
6610- GAS & OIL	15,000.00	948.66	3,291.55	4,800.00	0.22	0.00	3,291.55	11,708.45
6620- VEHICLE INSURANCE	22,500.00	0.00	2,175.93	5,625.00	0.10	0.00	2,175.93	20,324.07
6640- VEHICLE REPAIR & MAINTENANCE	25,000.00	3,945.41	5,229.14	7,500.00	0.21	0.00	5,229.14	19,770.86

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 9/01/2023 to 11/30/2023

Report Recap	Grant Budget	Current Month Actual	YTD Actual November 30, 2023	YTD Budget November 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
6712- STAFF TRAVEL-LOCAL	15,000.00	942.01	3,075.99	7,494.00	0.21	0.00	3,075.99	11,924.01
6714- STAFF TRAVEL-OUT OF AREA	9,540.00	0.00	393.12	0.00	0.04	0.00	393.12	9,146.88
6722- PER DIEM - STAFF	3,492.00	0.00	0.00	0.00	0.00	0.00	0.00	3,492.00
6742- TRAINING - STAFF	57,955.00	2,421.29	4,518.29	0.00	0.08	0.00	4,518.29	53,436.71
6748- EDUCATION REIMBURSEMENT	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
6832- LIABILITY INSURANCE	504.00	39.28	117.84	126.00	0.23	0.00	117.84	386.16
6834- STUDENT ACTIVITY INSURANCE	1,074.00	179.25	537.75	537.00	0.50	0.00	537.75	536.25
6840- PROPERTY TAXES	5,800.00	2,034.46	2,034.46	5,800.00	0.35	0.00	2,034.46	3,765.54
6850- FEES & LICENSES	22,000.00	504.00	3,303.28	5,349.00	0.15	0.00	3,303.28	18,696.72
6852- FINGERPRINT	3,800.00	74.75	149.50	0.00	0.04	0.00	149.50	3,650.50
6875- EMPLOYEE HEALTH & WELFARE	6,375.00	5,565.05	5,858.29	6,375.00	0.92	0.00	5,858.29	516.71
7110- PARENT ACTIVITIES	1,450.00	0.00	103.88	580.00	0.07	0.00	103.88	1,346.12
7112- PARENT INVOLVEMENT	0.00	0.00	155.47	0.00	0.00	0.00	155.47	(155.47)
7114- PC ALLOWANCE	1,680.00	30.00	300.00	560.00	0.18	0.00	300.00	1,380.00
8110- IN KIND SALARIES	630,885.00	87,936.51	273,465.31	230,427.00	0.43	0.00	273,465.31	357,419.69
8120- IN KIND RENT	167,503.00	13,958.58	41,875.74	61,180.00	0.25	0.00	41,875.74	125,627.26
8130- IN KIND - OTHER	2,356.00	0.00	0.00	861.00	0.00	0.00	0.00	2,356.00
9010- INDIRECT COST ALLOCATION	485,788.00	49,562.52	151,303.34	175,373.00	0.31	0.00	151,303.34	334,484.66
Total Expenses	6,672,865.00	686,282.96	2,163,726.26	2,407,029.00	0.32	19,046.01	2,182,772.27	4,490,092.73
Excess Revenue Over (Under) Expenditures	0.00	9,817.64	0.00	0.00	0.00	(19,046.01)	(19,046.01)	19,046.01
Beginning Net Assets - Unrestricted	0.00	(157.20)	(157.20)	0.00	0.00	0.00	(157.20)	157.20
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	9,660.44	(157.20)	0.00	0.00	(19,046.01)	(19,203.21)	19,203.21

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2023 to 11/30/2023

	Grant Budget	Current Month Actual	YTD Actual November 30, 2023	YTD Budget November 30, 2023	% Spent	YTD Encumbrance	Actual Plus Encumbrance	Budget Balance
371 0 DSS STRENGTHENING FAMILIES								
Revenues								
4130- GRANT INCOME-AREA	277,136.00	20,520.70	109,012.31	0.00	(0.39)	0.00	109,012.31	168,123.69
Total Revenues	<u>277,136.00</u>	<u>20,520.70</u>	<u>109,012.31</u>	<u>0.00</u>	<u>(0.39)</u>	<u>0.00</u>	<u>109,012.31</u>	<u>168,123.69</u>
Expenses								
5010- SALARIES & WAGES	144,773.00	9,884.05	51,916.79	0.00	0.36	0.00	51,916.79	92,856.21
5020- ACCRUED VACATION PAY	6,113.00	538.98	3,046.27	0.00	0.50	0.00	3,046.27	3,066.73
5112- HEALTH INSURANCE	15,479.00	1,321.40	6,643.94	0.00	0.43	0.00	6,643.94	8,835.06
5114- WORKER'S COMPENSATION	4,124.00	443.88	2,051.02	0.00	0.50	0.00	2,051.02	2,072.98
5116- PENSION	8,103.00	300.67	1,324.40	0.00	0.16	0.00	1,324.40	6,778.60
5122- FICA	9,459.00	863.40	3,987.49	0.00	0.42	0.00	3,987.49	5,471.51
5124- SUI	1,919.00	128.47	526.13	0.00	0.27	0.00	526.13	1,392.87
5130- ACCRUED VACATION FICA	0.00	41.24	233.04	0.00	0.00	0.00	233.04	(233.04)
6110- OFFICE SUPPLIES	600.00	36.87	45.82	0.00	0.08	83.14	128.96	471.04
6112- DATA PROCESSING SUPPLIES	5,000.00	208.66	3,666.70	0.00	0.73	0.00	3,666.70	1,333.30
6121- FOOD	3,500.00	110.79	547.40	0.00	0.16	0.00	547.40	2,952.60
6122- KITCHEN SUPPLIES	3,000.00	0.00	62.91	0.00	0.02	0.00	62.91	2,937.09
6130- PROGRAM SUPPLIES	0.00	415.70	715.50	0.00	0.00	0.00	715.50	(715.50)
6140- CUSTODIAL SUPPLIES	180.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00
6170- POSTAGE & SHIPPING	150.00	0.00	86.89	0.00	0.58	0.00	86.89	63.11
6180- EQUIPMENT RENTAL	1,500.00	92.34	639.99	0.00	0.43	0.00	639.99	860.01
6181- EQUIPMENT MAINTENANCE	1,000.00	0.00	292.97	0.00	0.29	0.00	292.97	707.03
6320- TELEPHONE	7,080.00	654.92	3,270.12	0.00	0.46	0.00	3,270.12	3,809.88
6410- RENT	32,520.00	3,335.50	16,052.50	0.00	0.49	0.00	16,052.50	16,467.50
6420- UTILITIES/ DISPOSAL	420.00	0.05	1,497.28	0.00	3.56	0.00	1,497.28	(1,077.28)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	0.61	0.00	0.00	0.00	0.61	(0.61)
6436- PEST CONTROL	540.00	53.13	265.65	0.00	0.49	0.00	265.65	274.35
6437- BURGLAR & FIRE ALARM	552.00	48.60	375.99	0.00	0.68	0.00	375.99	176.01
6440- PROPERTY INSURANCE	1,000.00	0.00	236.07	0.00	0.24	0.00	236.07	763.93
6540- CUSTODIAL SERVICES	3,600.00	295.00	1,475.00	0.00	0.41	0.00	1,475.00	2,125.00
6555- MEDICAL SCREENING/DEAT/STAFF	500.00	0.00	750.00	0.00	1.50	0.00	750.00	(250.00)
6742- TRAINING - STAFF	2,362.00	0.00	0.00	0.00	0.00	0.00	0.00	2,362.00
6850- FEES & LICENSES	96.00	0.00	69.00	0.00	0.72	0.00	69.00	27.00
6852- FINGERPRINT	200.00	0.00	75.50	0.00	0.38	0.00	75.50	124.50
6875- EMPLOYEE HEALTH & WELFARE	250.00	15.17	64.65	0.00	0.26	0.00	64.65	185.35
9010- INDIRECT COST ALLOCATION	23,116.00	1,711.63	9,092.68	0.00	0.39	0.00	9,092.68	14,023.32
Total Expenses	<u>277,136.00</u>	<u>20,500.45</u>	<u>109,012.31</u>	<u>0.00</u>	<u>0.39</u>	<u>83.14</u>	<u>109,095.45</u>	<u>168,040.55</u>
Excess Revenue Over (Under) Expenditures	<u>0.00</u>	<u>20.25</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(83.14)</u>	<u>(83.14)</u>	<u>83.14</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>

COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

Revenue & Expense with Encumbrances

From 7/01/2023 to 11/30/2023

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
371 0 DSS STRENGTHENING FAMILIES								
Ending Net Assets	0.00	20.25	0.00	0.00	0.00	(83.14)	(83.14)	83.14

**Victims Services-Domestic Violence Program
October 1, 2023 to November 30, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
<u>Revenues</u>								
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>Expenses</u>								
5010- SALARIES & WAGES	0.00	23,316.04	49,814.38	0.00	0.00	0.00	49,814.38	(49,814.38)
5020- ACCRUED VACATION PAY	0.00	1,305.34	2,411.00	0.00	0.00	0.00	2,411.00	(2,411.00)
5112- HEALTH INSURANCE	0.00	1,934.71	3,782.01	0.00	0.00	0.00	3,782.01	(3,782.01)
5114- WORKER'S COMPENSATION	0.00	434.21	921.68	0.00	0.00	0.00	921.68	(921.68)
5116- PENSION	0.00	1,015.45	2,163.48	0.00	0.00	0.00	2,163.48	(2,163.48)
5122- FICA	0.00	1,954.28	4,054.25	0.00	0.00	0.00	4,054.25	(4,054.25)
5124- SUI	0.00	318.37	516.40	0.00	0.00	0.00	516.40	(516.40)
5130- ACCRUED VACATION FICA	0.00	61.65	30.71	0.00	0.00	0.00	30.71	(30.71)
6110- OFFICE SUPPLIES	0.00	144.80	144.81	0.00	0.00	29.22	174.03	(174.03)
6112- DATA PROCESSING SUPPLIES	0.00	1,599.15	1,851.61	0.00	0.00	193.35	2,044.96	(2,044.96)
6121- FOOD	0.00	0.00	317.61	0.00	0.00	0.00	317.61	(317.61)
6130- PROGRAM SUPPLIES	0.00	0.00	20.96	0.00	0.00	0.00	20.96	(20.96)
6140- CUSTODIAL SUPPLIES	0.00	0.00	131.25	0.00	0.00	0.00	131.25	(131.25)
6180- EQUIPMENT RENTAL	0.00	109.86	226.05	0.00	0.00	0.00	226.05	(226.05)
6312- ADVERTISING & PROMOTION	0.00	57.60	115.20	0.00	0.00	0.00	115.20	(115.20)
6320- TELEPHONE	0.00	1,139.76	3,321.00	0.00	0.00	0.00	3,321.00	(3,321.00)
6410- RENT	0.00	1,301.01	2,602.01	0.00	0.00	0.00	2,602.01	(2,602.01)
6420- UTILITIES/ DISPOSAL	0.00	1,271.37	2,716.75	0.00	0.00	0.00	2,716.75	(2,716.75)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	300.64	0.00	0.00	0.00	300.64	(300.64)
6433- GROUNDS MAINTENANCE	0.00	350.00	700.00	0.00	0.00	0.00	700.00	(700.00)
6436- PEST CONTROL	0.00	161.98	323.96	0.00	0.00	0.00	323.96	(323.96)
6437- BURGLAR & FIRE ALARM	0.00	28.00	284.78	0.00	0.00	0.00	284.78	(284.78)
6440- PROPERTY INSURANCE	0.00	0.00	274.57	0.00	0.00	0.00	274.57	(274.57)
6520- CONSULTANTS	0.00	0.00	5,500.00	0.00	0.00	0.00	5,500.00	(5,500.00)
6540- CUSTODIAL SERVICES	0.00	261.14	522.28	0.00	0.00	0.00	522.28	(522.28)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	240.00	0.00	0.00	0.00	240.00	(240.00)
6610- GAS & OIL	0.00	228.23	531.51	0.00	0.00	0.00	531.51	(531.51)
6620- VEHICLE INSURANCE	0.00	0.00	1,974.76	0.00	0.00	0.00	1,974.76	(1,974.76)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	12.31	57.31	0.00	0.00	0.00	57.31	(57.31)
6832- LIABILITY INSURANCE	0.00	86.64	173.28	0.00	0.00	0.00	173.28	(173.28)
6840- PROPERTY TAXES	0.00	0.00	1,787.52	0.00	0.00	0.00	1,787.52	(1,787.52)
6850- FEES & LICENSES	0.00	13.00	237.23	0.00	0.00	0.00	237.23	(237.23)
6852- FINGERPRINT	0.00	1.50	1.50	0.00	0.00	0.00	1.50	(1.50)

**Victims Services-Domestic Violence Program
October 1, 2023 to November 30, 2023**

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
533 0 SHELTER BASED DV SERVICES								
6875- EMPLOYEE HEALTH & WELFARE	0.00	38.46	38.46	0.00	0.00	(0.59)	37.87	(37.87)
7230- CLIENT FOOD	0.00	28.78	136.69	0.00	0.00	0.00	136.69	(136.69)
Total Expenses	0.00	37,173.64	88,225.65	0.00	0.00	221.98	88,447.63	(88,447.63)
Excess Revenue Over (Under) Expenditures	0.00	(37,173.64)	(88,225.65)	0.00	0.00	(221.98)	(88,447.63)	88,447.63
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(37,173.64)	(88,225.65)	0.00	0.00	(221.98)	(88,447.63)	88,447.63

ESLIPHEAP 23J-5723 - Fund 282
April 15, 2023 to November 30, 2023

<u>282 0 EMERGENCY SUPPLEMENTAL LOW INCOME HOME ENERGY ASSISTANCE PROGRAM</u>	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual May 31, 2025</u>	<u>YTD Budget May 31, 2025</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	0.00	53,324.68	0.00	0.00	0.00	53,324.68	(53,324.68)
Total Revenues	0.00	0.00	53,324.68	0.00	0.00	0.00	53,324.68	(53,324.68)
Expenses								
5010- SALARIES & WAGES	0.00	0.00	37,983.19	0.00	0.00	0.00	37,983.19	(37,983.19)
5020- ACCRUED VACATION PAY	0.00	0.00	2,121.66	0.00	0.00	0.00	2,121.66	(2,121.66)
5112- HEALTH INSURANCE	0.00	0.00	1,960.95	0.00	0.00	0.00	1,960.95	(1,960.95)
5114- WORKER'S COMPENSATION	0.00	0.00	210.21	0.00	0.00	0.00	210.21	(210.21)
5116- PENSION	0.00	0.00	2,675.37	0.00	0.00	0.00	2,675.37	(2,675.37)
5122- FICA	0.00	0.00	3,189.25	0.00	0.00	0.00	3,189.25	(3,189.25)
5124- SUI	0.00	0.00	142.93	0.00	0.00	0.00	142.93	(142.93)
5130- ACCRUED VACATION FICA	0.00	0.00	(6.17)	0.00	0.00	0.00	(6.17)	6.17
6110- OFFICE SUPPLIES	0.00	0.00	0.53	0.00	0.00	0.00	0.53	(0.53)
6180- EQUIPMENT RENTAL	0.00	0.00	4.21	0.00	0.00	0.00	4.21	(4.21)
6320- TELEPHONE	0.00	0.00	365.90	0.00	0.00	0.00	365.90	(365.90)
6410- RENT	0.00	0.00	2,008.31	0.00	0.00	0.00	2,008.31	(2,008.31)
6420- UTILITIES/ DISPOSAL	0.00	0.00	452.32	0.00	0.00	0.00	452.32	(452.32)
7240- DIRECT BENEFITS	0.00	0.00	10,241.82	0.00	0.00	0.00	10,241.82	(10,241.82)
9010- INDIRECT COST ALLOCATION	0.00	0.00	3,593.53	0.00	0.00	0.00	3,593.53	(3,593.53)
Total Expenses	0.00	0.00	64,944.01	0.00	0.00	0.00	64,944.01	(64,944.01)
Excess Revenue Over (Under) Expenditures	0.00	0.00	(11,619.33)	0.00	0.00	0.00	(11,619.33)	11,619.33
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	0.00	(11,619.33)	0.00	0.00	0.00	(11,619.33)	11,619.33

LIHEAP 23B-5019 - Fund 203
November 1, 2022 to November 30, 2023

203 0 HOME ENERGY ASSISTANCE PROGRAM	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
Revenues								
4110- GRANT INCOME-FEDERAL	0.00	0.00	944,448.33	0.00	0.00	0.00	944,448.33	(944,448.33)
Total Revenues	0.00	0.00	944,448.33	0.00	0.00	0.00	944,448.33	(944,448.33)
Expenses								
5010- SALARIES & WAGES	0.00	19,579.61	216,607.71	0.00	0.00	0.00	216,607.71	(216,607.71)
5020- ACCRUED VACATION PAY	0.00	1,052.66	15,501.00	0.00	0.00	0.00	15,501.00	(15,501.00)
5112- HEALTH INSURANCE	0.00	1,950.63	20,601.45	0.00	0.00	0.00	20,601.45	(20,601.45)
5114- WORKER'S COMPENSATION	0.00	98.12	893.52	0.00	0.00	0.00	893.52	(893.52)
5116- PENSION	0.00	1,114.45	13,266.36	0.00	0.00	0.00	13,266.36	(13,266.36)
5122- FICA	0.00	1,483.93	17,242.69	0.00	0.00	0.00	17,242.69	(17,242.69)
5124- SUI	0.00	0.00	2,271.91	0.00	0.00	0.00	2,271.91	(2,271.91)
5130- ACCRUED VACATION FICA	0.00	78.22	300.64	0.00	0.00	0.00	300.64	(300.64)
6110- OFFICE SUPPLIES	0.00	425.20	10,841.79	0.00	0.00	0.00	10,841.79	(10,841.79)
6112- DATA PROCESSING SUPPLIES	0.00	1,152.12	17,135.31	0.00	0.00	0.00	17,135.31	(17,135.31)
6121- FOOD	0.00	0.00	17.16	0.00	0.00	0.00	17.16	(17.16)
6130- PROGRAM SUPPLIES	0.00	0.00	1,016.51	0.00	0.00	0.00	1,016.51	(1,016.51)
6143- FURNISHINGS	0.00	0.00	182.94	0.00	0.00	0.00	182.94	(182.94)
6170- POSTAGE & SHIPPING	0.00	0.00	5,440.22	0.00	0.00	0.00	5,440.22	(5,440.22)
6180- EQUIPMENT RENTAL	0.00	916.25	14,109.75	0.00	0.00	0.00	14,109.75	(14,109.75)
6181- EQUIPMENT MAINTENANCE	0.00	104.76	706.81	0.00	0.00	0.00	706.81	(706.81)
6310- PRINTING & PUBLICATIONS	0.00	0.00	181.80	0.00	0.00	0.00	181.80	(181.80)
6320- TELEPHONE	0.00	40.01	1,524.03	0.00	0.00	0.00	1,524.03	(1,524.03)
6410- RENT	0.00	0.00	24,475.67	0.00	0.00	0.00	24,475.67	(24,475.67)
6420- UTILITIES/ DISPOSAL	0.00	127.40	3,283.54	0.00	0.00	0.00	3,283.54	(3,283.54)
6432- BUILDING REPAIRS/ MAINTENANCE	0.00	0.00	1,125.03	0.00	0.00	0.00	1,125.03	(1,125.03)
6436- PEST CONTROL	0.00	0.00	1.42	0.00	0.00	0.00	1.42	(1.42)
6437- BURGLAR & FIRE ALARM	0.00	0.00	0.97	0.00	0.00	0.00	0.97	(0.97)
6440- PROPERTY INSURANCE	0.00	0.00	495.84	0.00	0.00	0.00	495.84	(495.84)
6524- CONTRACTS	0.00	0.00	540,486.08	0.00	0.00	0.00	540,486.08	(540,486.08)
6555- MEDICAL SCREENING/DEAT/STAFF	0.00	0.00	180.00	0.00	0.00	0.00	180.00	(180.00)
6610- GAS & OIL	0.00	0.00	107.40	0.00	0.00	0.00	107.40	(107.40)
6620- VEHICLE INSURANCE	0.00	0.00	2,135.54	0.00	0.00	0.00	2,135.54	(2,135.54)
6640- VEHICLE REPAIR & MAINTENANCE	0.00	85.00	3,704.82	0.00	0.00	0.00	3,704.82	(3,704.82)
6714- STAFF TRAVEL-OUT OF AREA	0.00	227.94	1,906.49	0.00	0.00	0.00	1,906.49	(1,906.49)
6722- PER DIEM - STAFF	0.00	177.00	446.00	0.00	0.00	0.00	446.00	(446.00)
6742- TRAINING - STAFF	0.00	0.00	5,578.17	0.00	0.00	0.00	5,578.17	(5,578.17)
6840- PROPERTY TAXES	0.00	0.00	29.15	0.00	0.00	0.00	29.15	(29.15)
6850- FEES & LICENSES	0.00	3.00	485.88	0.00	0.00	0.00	485.88	(485.88)

LIHEAP 23B-5019 - Fund 203
November 1, 2022 to November 30, 2023

	<u>Grant Budget</u>	<u>Current Month Actual</u>	<u>YTD Actual November 30, 2023</u>	<u>YTD Budget November 30, 2023</u>	<u>% Spent</u>	<u>YTD Encumbrance</u>	<u>Actual Plus Encumbrance</u>	<u>Budget Balance</u>
203 0 HOME ENERGY ASSISTANCE PROGRAM								
6852- FINGERPRINT	0.00	0.00	17.75	0.00	0.00	0.00	17.75	(17.75)
6875- EMPLOYEE HEALTH & WELFARE	0.00	35.43	212.83	0.00	0.00	0.00	212.83	(212.83)
7240- DIRECT BENEFITS	0.00	0.00	16,687.29	0.00	0.00	0.00	16,687.29	(16,687.29)
9010- INDIRECT COST ALLOCATION	0.00	0.00	34,387.74	0.00	0.00	0.00	34,387.74	(34,387.74)
Total Expenses	0.00	28,651.73	973,589.21	0.00	0.00	0.00	973,589.21	(973,589.21)
Excess Revenue Over (Under) Expenditures	0.00	(28,651.73)	(29,140.88)	0.00	0.00	0.00	(29,140.88)	29,140.88
Beginning Net Assets - Unrestricted	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Net Assets - Board Designated	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Net Assets	0.00	(28,651.73)	(29,140.88)	0.00	0.00	0.00	(29,140.88)	29,140.88

State Migrant Full-Day Program - Basic Program

For the Period Ending

11/30/2023

Start Date 7/1/2023

Current Mnth 5

50.00%

Account	Description	Budget	MTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4120	GRANT INCOME-STATE	838,279	59,020.20	413,989.32	354,969.12	349,284	49.39%	-	413,989.32	424,289.68
4220	IN KIND CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
4315	CHILD CRE REVENUE-STATE	-	-	-	-	-	-	-	-	-
4350	RENTAL INCOME	-	-	-	-	-	-	-	-	-
TOTAL REVENUES		838,279	59,020.20	413,989.32	354,969.12	349,284	49.39%	-	413,989.32	424,289.68
EXPENDITURES										
5010	SALARIES & WAGES	540,977	37,541.09	273,757.95	236,216.86	225,407	50.60%	-	273,757.95	267,219.05
5020	ACCRUED VACATION PAY	34,000	2,149.96	15,897.97	13,748.01	14,167	46.76%	-	15,897.97	18,102.03
5112	HEALTH INSURANCE	65,455	4,862.18	31,439.52	26,577.34	27,273	48.03%	-	31,439.52	34,015.48
5114	WORKER'S COMPENSATION	21,705	1,445.33	10,117.60	8,672.27	9,044	46.61%	-	10,117.60	11,587.40
5116	PENSION	30,949	1,665.06	13,092.81	11,427.75	12,895	42.30%	-	13,092.81	17,856.19
5122	FICA	40,986	2,883.39	20,676.90	17,793.51	17,078	50.45%	-	20,676.90	20,309.10
5124	SUI	5,751	58.41	860.93	802.52	2,396	14.97%	-	860.93	4,890.07
5130	ACCRUED VACATION FRINGE	3,000	164.48	1,216.19	1,051.71	1,250	40.54%	-	1,216.19	1,783.81
6110	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
6112	DATA PROCESSING SUPPLIES	-	-	-	-	-	-	-	-	-
6121	FOOD	-	-	-	-	-	-	-	-	-
6122	KITCHEN SUPPLIES	-	-	-	-	-	-	-	-	-
6130	PROGRAM SUPPLIES	3,737	-	-	-	1,557	0.00%	-	-	3,737.00
6132	MEDICAL & DENTAL SUPPLIES	-	-	-	-	-	-	-	-	-
6134	INSTRUCTIONAL SUPPLIES	4,125	-	-	-	1,719	-	-	-	4,125.00
6140	CUSTODIAL SUPPLIES	9,688	835.34	5,763.37	4,928.03	4,037	59.49%	-	5,763.37	3,924.63
6142	LINEN/LAUNDRY	-	-	-	-	-	-	-	-	-
6143	FURNISHINGS	-	-	-	-	-	-	-	-	-
6150	UNIFORM RENTAL/PURCHASE	-	-	-	-	-	-	-	-	-
6170	POSTAGE & SHIPPING	-	-	-	-	-	-	-	-	-
6320	TELEPHONE	-	-	-	-	-	-	-	-	-
6410	RENT	-	-	-	-	-	-	-	-	-
6420	UTILITIES/ DISPOSAL	-	-	-	-	-	-	-	-	-
6432	BUILDING REPAIRS/ MAINTENANCE	-	-	-	-	-	-	-	-	-
6433	GROUPS MAINTENANCE	-	-	-	-	-	-	-	-	-
6540	CUSTODIAL SERVICES	7,985	2,492.10	6,635.35	4,143.25	3,327	83.10%	-	6,635.35	1,349.65
6610	GAS & OIL	-	-	-	-	-	-	-	-	-
6620	VEHICLE INSURANCE	-	-	-	-	-	-	-	-	-
6630	VEHICLE LICENSE & FEES	-	-	-	-	-	-	-	-	-
6640	VEHICLE REPAIR & MAINTENANCE	-	-	-	-	-	-	-	-	-
9010	INDIRECT COST ALLOCATION	69,921	4,922.86	34,530.73	29,607.87	29,134	49.39%	-	34,530.73	35,390.27
Total Expenses		838,279	59,020.20	413,989.32	354,969.12	349,284	49.39%	-	413,989.32	424,289.68
									49.39%	

In Direct Calc. @ 9.1%
34,530.73
34,530.73 Total

**Madera Migrant Head Start
Budget to Actual**

		For the Period Ending 11/30/2023						Start Date	3/1/2023	
								Current Mnth	9.00	
										76%
Account	Description	Budget	Current PTD	Current Actual YTD	Previous Actual YTD	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
REVENUES										
4110	GRANT INCOME-	6,158,497	432,627.84	3,906,657.90	3,474,030.06	42,124,123	63%	34,396.89	3,941,054.79	2,217,442.21
4220	IN KIND CONTRIBUTIONS	409,729	106,291.12	586,756.82	480,465.70	2,802,546	143%	-	586,756.82	(177,027.82)
4390	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TOTAL REVENUES	6,568,226	538,918.96	4,493,414.72	3,954,495.76	44,926,669	68%	34,396.89	4,527,811.61	2,040,414.39
EXPENDITURES										
5010	Salaries & Wages	3,326,783	241,079.36	2,151,308.47	1,910,229.11	22,755,196	65%	-	2,151,308.47	1,175,474.53
5020	Accrued Vacation Pay	209,553	14,249.77	125,654.34	111,404.57	1,433,343	60%	-	125,654.34	83,898.66
5112	Health Insurance	370,958	29,941.49	216,649.09	186,707.60	2,537,353	58%	-	216,649.09	154,308.91
5114	Worker's Compensation	98,177	8,441.88	56,449.60	48,007.72	671,531	58%	-	56,449.60	41,727.40
5116	Pension	172,369	12,685.34	109,936.96	97,251.62	1,179,004	64%	-	109,936.96	62,432.04
5122	FICA	264,028	18,887.07	164,882.26	145,995.19	1,805,952	62%	-	164,882.26	99,145.74
5124	SUI	34,745	254.70	5,496.72	5,242.02	237,656	16%	-	5,496.72	29,248.28
5130	Accrued Vacation Fringe	15,350	1,090.25	9,586.42	8,496.17	104,994	62%	-	9,586.42	5,763.58
6110	Office supplies	17,800	1,018.03	6,912.69	5,894.66	121,752	39%	455.67	7,368.36	10,431.64
6112	Data Processing Supplies	44,319	8,041.68	81,586.23	73,544.55	303,142	184%	-	81,586.23	(37,267.23)
6121	Food	7,500	1,875.30	9,185.66	7,310.36	51,300	122%	-	9,185.66	(1,685.66)
6122	Kitchen Supplies	2,251	23.70	1,704.48	1,680.78	15,397	76%	-	1,704.48	546.52
6130	Program Supplies	116,240	3,527.25	18,126.68	14,599.43	795,082	16%	356.83	18,483.51	97,756.49
6132	Medical & Dental Supplies	24,000	771.12	14,139.87	13,368.75	164,160	59%	808.41	14,948.28	9,051.72
6134	Instructional Supplies	23,375	138.22	4,149.75	4,011.53	159,885	18%	-	4,149.75	19,225.25
6140	Custodial Supplies	24,188	1,312.25	22,114.53	20,802.28	165,446	91%	-	22,114.53	2,073.47
6142	Linen / Laundry	-	-	-	-	-	-	-	-	-
6143	Furnishing	2,250	-	382.51	382.51	15,390	17%	5,903.03	6,285.54	(4,035.54)
6150	Uniform Rental / Purchases	156	-	150.00	150.00	1,067	96%	-	150.00	6.00
6170	Postage & Shipping	600	22.95	567.67	544.72	4,104	95%	-	567.67	32.33
6221	Equipment Over > \$5,000	36,000	-	34,407.81	34,407.81	246,240	-	-	34,407.81	1,592.19
6233	Land Improvements	-	-	-	-	-	-	-	-	-
6180	Equipment Rental	22,875	1,050.40	16,312.54	15,262.14	156,465	71%	-	16,312.54	6,562.46
6181	Equipment Maintenance	16,025	66.69	10,227.77	10,161.08	109,611	64%	900.00	11,127.77	4,897.23
6310	Printing & Publications	6,100	-	5,023.69	5,023.69	41,724	82%	-	5,023.69	1,076.31
6312	Advertising & Promotion	-	-	-	-	-	-	-	-	-
6320	Telephone	86,400	10,186.53	40,547.70	30,361.17	590,976	47%	-	40,547.70	45,852.30
6410	Rent	212,810	17,273.34	157,125.46	139,852.12	1,455,620	74%	-	157,125.46	55,684.54
6420	Utilities / Disposal	144,300	2,533.71	95,580.56	93,046.85	987,012	66%	-	95,580.56	48,719.44
6432	Building Repairs / Maintenan	105,494	7,751.39	40,930.27	33,178.88	721,579	39%	4,944.98	45,875.25	59,618.75
6433	Grounds Maintenance	22,970	1,567.33	16,986.04	15,418.71	157,115	74%	-	16,986.04	5,983.96
6436	Pest Control	7,348	422.06	3,487.25	3,065.19	50,260	47%	2,600.00	6,087.25	1,260.75
6437	Burglar & Fire Alarm	4,940	73.62	3,440.13	3,366.51	33,790	70%	-	3,440.13	1,499.87
6440	Property Insurance	23,480	-	13,266.88	13,266.88	160,603	57%	-	13,266.88	10,213.12
6520	Consultants	25,500	568.10	5,780.46	5,212.36	174,420	23%	15,528.94	21,309.40	4,190.60
6522	Consultants Expense	226	-	137.16	137.16	1,546	61%	-	137.16	88.84
6524	Contracts	-	-	-	-	-	-	-	-	-
6530	Legal	5,300	93.75	9,048.13	8,954.38	36,252	171%	-	9,048.13	(3,748.13)
6540	Custodial Services	53,655	6,629.90	69,833.65	63,203.75	367,000	130%	-	69,833.65	(16,178.65)
6555	Medical Screening / DEAT / Staff	7,415	-	4,710.00	4,710.00	50,719	64%	-	4,710.00	2,705.00
6562	Medical Exam	-	-	-	-	-	-	-	-	-
6564	Medical Follow-up	-	-	-	-	-	-	-	-	-
6566	Dental Exam	-	-	-	-	-	-	-	-	-
6568	Dental Follow-up	-	-	-	-	-	-	-	-	-

Account	Description	Budget	Current	Current	Previous	YTD Budget	% Spent	Encumbered	Actual + Encumb	Budget Balance
			PTD	Actual YTD	Actual YTD					
6610	Gas & Oil	12,068	997.88	9,389.09	8,391.21	82,545	78%	-	9,389.09	2,678.91
6620	Vehicle Insurance	23,400	-	13,323.01	13,323.01	160,056	57%	-	13,323.01	10,076.99
6630	Vehicle License & Fees	-	-	-	-	-	-	-	-	-
6640	Vehicle Repair & Maintenanc	9,221	1,338.08	7,366.43	6,028.35	63,072	80%	-	7,366.43	1,854.57
6712	Staff Travel-Local	550	18.34	316.36	298.02	3,762	58%	-	316.36	233.64
6714	Staff Travel-Out of Area	-	610.51	610.51	-	-	-	-	610.51	(610.51)
6722	Per Diem-Staff	-	-	-	-	-	-	-	-	-
6724	Per Diem-Parent	-	-	-	-	-	-	-	-	-
6730	Volunteer Travel	-	-	-	-	-	-	-	-	-
6742	Training - Staff	7,500	15.00	120.00	105.00	51,300	2%	30.00	150.00	7,350.00
6746	Training - Parent	1,500	-	1,687.50	1,687.50	10,260	-	-	1,687.50	(187.50)
6748	Education Reimbursement	15,000	-	-	-	102,600	-	-	-	15,000.00
6750	Field Trips	100	-	260.00	260.00	684	-	-	260.00	(160.00)
6810	Bank Charges	-	-	-	-	-	-	-	-	-
6820	Interest Expense	-	-	-	-	-	-	-	-	-
6832	Liability Insurance	536	40.69	358.82	318.13	3,666	67%	-	358.82	177.18
6834	Student Activity Insurance	2,620	223.57	1,632.23	1,408.66	17,921	62%	-	1,632.23	987.77
6840	Property Taxes	-	-	-	-	-	-	-	-	-
6850	Fees & Licenses	12,190	8.00	11,507.06	11,499.06	83,380	94%	-	11,507.06	682.94
6852	Finger Printing	4,000	370.00	2,603.25	2,233.25	27,360	65%	-	2,603.25	1,396.75
6860	Depreciation Expense	-	-	-	-	-	-	-	-	-
6875	Employee Health & Welfare	16,336	485.81	3,792.51	3,306.70	111,738	23%	-	3,792.51	12,543.49
7110	Parent Activities	1,100	-	-	-	7,524	0%	-	-	1,100.00
7111	Parent Mileage	520	26.99	322.88	295.89	3,557	62%	-	322.88	197.12
7112	Parent Involvement	1,100	551.15	1,403.38	852.23	7,524	128%	-	1,403.38	(303.38)
7114	PPC Allowance	2,900	180.00	1,950.00	1,770.00	19,836	67%	-	1,950.00	950.00
7116	PPC Food Allowance	1,700	99.27	1,202.16	1,102.89	11,628	71%	-	1,202.16	497.84
8110	In-Kind Salaries	297,519	97,040.12	503,197.82	406,157.70	2,035,030	169%	-	503,197.82	(205,678.82)
8120	In-Kind Rent	112,210	9,251.00	83,259.00	74,008.00	767,516	74%	-	83,259.00	28,951.00
8130	In-Kind Other	-	-	300.00	300.00	-	-	-	300.00	(300.00)
9010	In-Direct Cost Allocation	510,676	36,085.37	322,983.28	286,897.91	3,493,024	63%	2,869.03	325,852.31	184,823.69
Total Expenses		6,568,226	538,918.96	4,493,414.72	3,954,495.76	44,926,669	68%	34,396.89	4,527,811.61	2,040,414.39
Excess Revenue Over		-	-	-	-	-	-	-	-	-
Total Expenses		6,568,226	538,918.96	4,493,414.72						
In-Kind		(409,729)	(106,291.12)	(586,756.82)						
Total Expenses w/o In Kind		6,158,497	432,627.84	3,906,657.90	3,474,030.06				3,941,054.79	2,217,442.21
									63.99%	

ADMINISTRATION BUDGET LIMIT	\$722,621
YEAR-TO DATE ADMIN EXP.	\$470,874
PERCENT OF TOTAL EXPENSES	6.19%
ADMINISTRATION LIMIT IS 9.5%	

ID Cost Calc. @ 9.1%	322,983.28
	322,983.28

Madera Regional Head Start
Budget to Actual
As of November 30, 2023

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD					
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
Revenues											
4110- GRANT INCOME-FEDERAL	\$ 4,522,453	483,075.33	2,054,816.86	1,571,741.53	(62,485.61)	2,117,302.47	48%	127,394.25	2,182,211.11	2,340,241.89	
4210- DONATIONS	-	-	-	-	-	-	0%	-	-	-	
4220- IN KIND CONTRIBUTIONS	\$ 1,065,680	-	236,364.76	236,364.76	(262,558.24)	498,923.00	22%	-	236,364.76	829,315.24	
4330- SALE OF ASSETS	-	-	-	-	-	-	0%	-	-	-	
4350- RENTAL INCOME	-	-	-	-	-	-	0%	-	-	-	
4390- MISC INCOME	-	-	-	-	-	-	0%	-	-	-	
Total Revenues	\$ 5,588,133	483,075.33	2,291,181.62	1,808,106.29	(325,043.85)	2,616,225.47	41%	127,394.25	2,418,575.87	3,169,557.13	
5010 SALARIES & WAGES	\$ 1,881,822	245,842.05	1,026,397.63	780,555.58	198,388.87	828,008.76	55%	-	1,026,397.63	855,424.37	
5019- SALARIES & WAGES C19	-	-	-	-	-	-	0%	-	-	-	
5020 ACCRUED VACATION PAY	\$ 165,044	14,276.92	54,639.14	40,362.22	(15,778.96)	70,418.10	33%	-	54,639.14	110,404.86	
5112 HEALTH INSURANCE	\$ 243,590	24,881.28	79,362.85	54,481.57	(23,105.15)	102,468.00	33%	-	79,362.85	164,227.15	
5114 WORKER'S COMPENSATION	\$ 60,743	7,393.36	22,882.71	15,489.35	(3,779.05)	26,661.76	38%	-	22,882.71	37,860.29	
5115- Worker's Compensation C19	-	-	-	-	-	-	0%	-	-	-	
5116 PENSION	\$ 116,609	10,934.99	44,857.22	33,922.23	(6,226.12)	51,083.34	38%	-	44,857.22	71,751.78	
5117- Pension C19	-	-	-	-	-	-	0%	-	-	-	
5121- FICA C19	-	-	-	-	-	-	0%	-	-	-	
5122 FICA	\$ 145,245	19,401.15	79,149.28	59,748.13	15,240.94	63,908.34	54%	-	79,149.28	66,095.72	
5123- SUI C19	-	-	-	-	-	-	0%	-	-	-	
5124 SUI	\$ 30,608	250.85	2,142.10	1,891.25	(10,945.23)	13,087.33	7%	-	2,142.10	28,465.90	
5130 ACCRUED VACATION FRINGE	\$ 12,802	1,092.25	4,165.09	3,072.84	(1,293.59)	5,458.68	33%	-	4,165.09	8,636.91	
6110 OFFICE SUPPLIES	\$ 32,172	2,852.10	7,572.50	4,720.40	(7,187.50)	14,760.00	26%	928.20	8,500.70	23,671.30	
6112 DATA PROCESSING	\$ 85,000	7,302.88	21,953.30	14,650.42	(16,930.70)	38,884.00	26%	170.01	22,123.31	62,876.69	
6121 FOOD	\$ 20,000	5,304.69	6,023.36	718.67	23.36	6,000.00	30%	-	6,023.36	13,976.64	
6122 KITCHEN SUPPLIES	-	363.45	363.45	-	(1,636.55)	2,000.00	0%	-	363.45	(363.45)	
6130 PROGRAM SUPPLIES	\$ 100,000	2,818.19	24,870.67	22,052.48	(17,451.33)	42,322.00	27%	1,867.50	26,738.17	73,261.83	
6132 MEDICAL & DENTAL SUPPLIES	\$ 11,349	815.38	1,458.45	643.07	(3,080.55)	4,539.00	15%	204.59	1,663.04	9,685.96	
6134 INSTRUCTIONAL SUPPLIES	\$ 22,000	5,580.88	14,460.92	8,880.04	4,916.92	9,544.00	73%	1,502.05	15,962.97	6,037.03	
6140 CUSTODIAL SUPPLIES	\$ 30,000	3,115.31	14,919.28	11,803.97	2,183.28	12,736.00	50%	-	14,919.28	15,080.72	
6142 LINEN/LAUNDRY	-	-	-	-	-	-	0%	-	-	-	
6150 UNIFORM RENTAL/PURCHASE	\$ 300	-	-	-	(300.00)	300.00	0%	-	-	300.00	
6170 POSTAGE & SHIPPING	\$ 900	7.02	382.24	375.22	(67.76)	450.00	42%	-	382.24	517.76	
6180 EQUIPMENT RENTAL	\$ 25,000	2,447.06	13,202.75	10,755.69	2,572.75	10,630.00	53%	-	13,202.75	11,797.25	
6181 EQUIPMENT MAINTENANCE	\$ 18,000	884.41	7,332.16	6,447.75	(11.84)	7,344.00	41%	-	7,332.16	10,667.84	
6221 EQUIPMENT OVER >\$5000	\$ 164,000	-	66,785.38	66,785.38	(97,214.62)	164,000.00	85%	72,028.83	138,814.21	25,185.79	
6231- BUILDING RENOVATION	-	-	-	-	-	-	0%	-	-	-	
6310 PRINTING & PUBLICATIONS	\$ 5,000	576.89	11,090.00	10,513.11	8,590.00	2,500.00	222%	-	11,090.00	(6,090.00)	
6312 ADVERTISING & PROMOTION	\$ 3,000	-	-	-	(1,200.00)	1,200.00	0%	-	-	3,000.00	
6320 TELEPHONE	\$ 150,000	20,717.70	80,199.62	59,481.92	5,217.62	74,982.00	53%	-	80,199.62	69,800.38	
6410 RENT	\$ 250,000	24,398.03	109,582.90	85,184.87	(15,417.10)	125,000.00	44%	-	109,582.90	140,417.10	
6420 UTILITIES/ DISPOSAL	\$ 120,000	13,052.57	58,208.68	45,156.11	(1,791.32)	60,000.00	49%	-	58,208.68	61,791.32	
6432 BUILDING REPAIRS/ MAINTEN	\$ 156,000	8,486.76	22,163.32	13,676.56	(55,836.68)	78,000.00	28%	21,425.77	43,589.09	112,410.91	
6433 GROUNDS MAINTENANCE	\$ 30,000	6,344.48	23,702.67	17,358.19	8,702.67	15,000.00	79%	-	23,702.67	6,297.33	
6435 BUILDING IMPROVEMENTS	-	-	-	-	-	-	0%	-	-	-	
6436 PEST CONTROL	\$ 7,700	973.55	3,952.34	2,978.79	102.56	3,849.78	51%	-	3,952.34	3,747.66	
6437 BURGLAR & FIRE ALARM	\$ 4,000	514.83	2,844.20	2,329.37	719.20	2,125.00	71%	-	2,844.20	1,155.80	
6440 PROPERTY INSURANCE	\$ 10,020	916.17	4,687.88	3,771.71	(322.12)	5,010.00	47%	-	4,687.88	5,332.12	
6520 CONSULTANTS	-	3,887.98	5,911.04	2,023.06	5,911.04	-	0%	18,611.38	24,522.42	(24,522.42)	
6522 CONSULTANT EXPENSES	-	500.53	500.53	-	500.53	-	0%	-	500.53	(500.53)	
6524 CONTRACTS	\$ 63,400	-	2,075.04	2,075.04	2,075.04	-	3%	-	2,075.04	61,324.96	
6530 LEGAL	\$ 10,000	375.00	3,785.00	3,410.00	(2,215.00)	6,000.00	38%	-	3,785.00	6,215.00	
6540 CUSTODIAL SERVICES	\$ 22,000	777.00	5,083.00	4,306.00	(5,916.98)	10,999.98	23%	-	5,083.00	16,917.00	
6555 MEDICAL SCREENING/DEAT/ST	\$ 4,000	-	2,645.00	2,645.00	545.00	2,100.00	66%	-	2,645.00	1,355.00	
6562 MEDICAL EXAM	-	-	-	-	-	-	0%	-	-	-	
6564 MEDICAL FOLLOW-UP	-	-	-	-	-	-	0%	-	-	-	

**Madera Regional Head Start
Budget to Actual
As of November 30, 2023**

Account	Grant	Current	Current Mth	Prior Mth	Current vs Budget	YTD					
Description	Budget	Period	YTD	YTD	YTD	Budget	% Spent	YTD Encumbered	Actual + Encumbered	Balance	
6566 DENTAL EXAM		-			-		0%		-	-	
6568 DENTAL FOLLOW-UP		-			-		0%		-	-	
6610 GAS & OIL	\$ 10,000	943.98	6,952.56	6,008.58	1,954.56	4,998.00	70%	-	6,952.56	3,047.44	
6620 VEHICLE INSURANCE	\$ 17,000	-	6,638.04	6,638.04	(1,863.96)	8,502.00	39%	-	6,638.04	10,361.96	
6640 VEHICLE REPAIR & MAINTENA	\$ 18,000	966.47	5,698.34	4,731.87	(3,301.66)	9,000.00	32%	-	5,698.34	12,301.66	
6712 STAFF TRAVEL-LOCAL	\$ 7,500	378.30	1,187.93	809.63	(1,910.07)	3,098.00	16%	-	1,187.93	6,312.07	
6714 STAFF TRAVEL-OUT OF AREA	\$ 16,580	577.53	577.53	-	(7,712.47)	8,290.00	3%	-	577.53	16,002.47	
6722 PER DIEM - STAFF	\$ 1,680	-	-	-	(840.00)	840.00	0%	-	-	1,680.00	
6724 PER DIEM - PARENT		-	-	-	-	-	0%	-	-	-	
6730 VOLUNTEER TRAVEL		-	-	-	-	-	0%	-	-	-	
6742 TRAINING - STAFF	\$ 22,000	45.00	4,170.00	4,125.00	(3,830.00)	8,000.00	19%	30.00	4,200.00	17,800.00	
6744 TRAINING VOLUNTEERS		-	-	-	-	-	0%	-	-	-	
6746 TRAINING PARENTS		-	-	-	-	-	0%	-	-	-	
6748 EDUCATION REIMBURSEMENT	\$ 20,000	-	-	-	(20,000.00)	20,000.00	0%	-	-	20,000.00	
6750 FIELD TRIPS	\$ 2,800	-	-	-	(2,800.00)	2,800.00	0%	-	-	2,800.00	
6810 BANK CHARGES		-	-	-	-	-	0%	-	-	-	
6820 INTEREST CHARGES		-	-	-	-	-	0%	-	-	-	
6832 LIABILITY INSURANCE	\$ 360	28.06	167.10	139.04	(12.90)	180.00	46%	-	167.10	192.90	
6834 STUDENT ACTIVITY INSURANC	\$ 2,230	380.78	1,393.50	1,012.72	501.50	892.00	62%	-	1,393.50	836.50	
6840 PROPERTY TAXES	\$ 42	-	-	-	(42.00)	42.00	0%	-	-	42.00	
6850 FEES & LICENSES	\$ 10,000	1,446.73	29,692.14	28,245.41	24,694.14	4,998.00	297%	-	29,692.14	(19,692.14)	
6851 CPR FEES		-	-	-	-	-	0%	-	-	-	
6852 FINGER PRINTING	\$ 2,000	222.00	764.50	542.50	(235.50)	1,000.00	38%	-	764.50	1,235.50	
6860 DEPRECIATION EXPENSE		-	-	-	-	-	0%	-	-	-	
6870 EMPLOYEE RECOGNITION		-	-	-	-	-	0%	-	-	-	
6875- EMPLOYEE HEALTH & WELFARE COSTS	\$ 15,000	333.99	1,496.84	1,162.85	(13,503.16)	15,000.00	10%	-	1,496.84	13,503.16	
6880 VOLUNTEER RECONGNITION		-	-	-	-	-	0%	-	-	-	
6892 CASH SHORT / OVER		-	-	-	-	-	0%	-	-	-	
7110 PARENT ACTIVITIES		-	-	-	-	-	0%	-	-	-	
7111 PARENT MILEAGE	\$ 550	-	-	-	(220.00)	220.00	0%	-	-	550.00	
7112 PARENT INVOLVEMENT	\$ 9,120	236.18	230.54	(5.64)	(3,417.46)	3,648.00	3%	-	230.54	8,889.46	
7114 PPC ALLOWANCE		137.43	675.00	537.57	(825.00)	1,500.00	0%	-	675.00	(675.00)	
7115 PPC FOOD ALLOWANCE		-	-	-	-	-	0%	-	-	-	
7116 POLICY COUN. FOOD ALLOWAN	\$ 3,750	-	-	-	-	-	0%	-	-	3,750.00	
8110 IN KIND SALARIES	\$ 60,628	-	138,019.64	138,019.64	109,636.64	28,383.00	228%	-	138,019.64	(77,391.64)	
8120 IN KIND RENT	\$ 318,251	-	98,345.12	98,345.12	(50,651.88)	148,997.00	31%	-	98,345.12	219,905.88	
8130 IN KIND - STATE	\$ 686,801	-	-	-	(321,543.00)	321,543.00	0%	-	-	686,801.00	
9010 INDIRECT COST ALLOCATION	\$ 363,537	40,293.17	165,821.14	125,527.97	2,896.74	162,924.40	49%	10,625.92	176,447.06	187,089.94	
Total Expenses	\$ 5,588,133	483,075.33	2,291,181.62	1,808,106.29	(325,043.85)	2,616,225.47	43%	127,394.25	2,418,575.87	3,169,557.13	
Excess Revenue Over (Under) Expenditures	\$ -	-	-	-	-	-	-	-	-	-	

ADMINISTRATIVE EXPENSES	\$259,949.02
PERCENT ADMINISTRATIVE	11.22%
LIMIT IS 15%	

442,782.16	1,822,210.34	1,379,428.18
40,293.18	165,821.14	125,527.96

9.10%

YTD Contract %

51.75%

CAPMC
Work Related Injuries Report - December 2023
BOARD OF DIRECTORS

Recordable Injuries							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Medcor: Self Treat First Aid							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide II/ Janitor	Valley West	Scrape	12/13/2023	2:52 PM	EE was setting up a table of snacks for the children, when a child tried to grab a snack. EE reached to stop the child and the child scratched EE's right forearm causing a scrape.	0	12/13/23: Called Medcor; self-treat/first aid.
Food Service Worker I	Los Ninos	Slip	12/15/2023	7:15 AM	EE was grabbing a cambro from the cart to place in agency vehicle, when EE's left foot rolled off the sidewalk in the parking area. EE felt pain in left foot/ankle.	1	12/15/23: Called Medcor; self-treat/first aid. EE went home for the remainder of the day.
Instructional Aide I/ Janitor	Chowchilla	Contusion	12/15/2023	10:00 AM	EE was outdoors with children, when a child threw a plastic toy striking EE's left ear causing pain.	0	12/15/23: Called Medcor, self-treat/first aid.
Instructional Aide I/ Janitor	Oakhurst	Burn	12/21/2023	12:15 PM	EE was grabbing a pizza out of the oven when it became unstable and the grate from the oven burned the top of EE's right hand and wrist.	0	12/21/23: Called Medcor - self treat/first aid.
Customer Assistance Technician	Gill Ave.	Trip	12/21/2023	10:25 AM	EE was walking down the hallway when EE's right foot got caught on a plank in the floor. EE's right leg lifted up and twisted right ankle.	1	12/21/23:Called Medcor; Self-treat/first aid. EE went home for the remainder of the day.
Claims							
Position/Program	Injury Location	Type of Injury	DOI	TOI	Description	Loss Days	Outcomes
Instructional Aide I/ Janitor	North Fork	Contusion	12/12/2023	12:30 PM	EE was cleaning out the shed and when EE grabbed the kid's tunnel, it popped out and the metal spring wiring hit EE in the left eye and forehead. There was a contusion, pain/scratch in left eye, concussion, and strain in neck.	3	12/13/23: Called Medcor and was referred to seek treatment at Clovis Community Hospital. EE was placed off work for three days.12/18/23: EE went to Concentra and was released to return to work on 12/19/23.
Up To Date Injuries: January 2023 to December 2023							
(5) Hand Injuries	(2) Feet Injuries	() Chest Injuries					
(6) Back Injuries	(2) Eye Injuries	(2) Neck Injuries	(3) Bottom				
(8) Knee Injuries	(5) Leg Injuries	(4) Head Injuries	(2) Hip				
(9) Arm Injuries	(4) Wrist Injuries	(3) Ankle Injuries					
(3) Elbow Injuries	() Burn Injuries	(2) Respiratory Injuries					
(4) Shoulder Injuries	() Abdomen Injuries	(5) Face Injuries					
		DOI: DATE OF INJURY					
		TOI: TIME OF INJURY					



BOARD OF DIRECTORS 2023 ATTENDANCE

Director	Area Represented	January	February	March	April	May	June	July	August	September	October	November	December
Public Officials													
Deborah Martinez A: Sharon Diaz	Department of Social Services	P	P		X	X	P	X	P	X	X	X	X
David Hernandez <i>Vice-Chairperson</i>	Madera Unified School District	P	X		P	P	X	P	P	P	P	P	P
Leticia Gonzalez A: Robert Poythress	Madera County Board of Supervisors	P	P		X	P	P	P	X	P	X	X	P
Steve Montes A: Artemio Villegas	Madera City Council	P	P		P	P	P	P	P	P	P	P	P
Jeff Troost	Chowchilla City Council	P	P		P	X	P	P	P	P	P	X	P
Private Sector Officials													
Debi Bray	Madera Chamber of Commerce	P	P	MEETING CANCELED	P	P	X	X	X	P	P	P	X
Otilia Vasquez <i>(Seated October 2023)</i>	Head Start Policy Council	P	P		P	P	-	-	-	-	-	P	P
Donald Holley	Community Affairs	P	P		P	P	P	P	P	P	P	P	P
Eric LiCalsi <i>Chairperson</i>	Attorney at Law	P	P		X	P	P	X	P	P	X	P	P
Vicki Bandy	Early Childhood Education & Development	X	X		X	X	X	X	X	-	-	-	-
Low-Income Target Area Officials													
Martha Garcia A: Joann Lorange	Central Madera/Alpha	P	P		X	P	P	P	X	X	P	P	P
Tyson Pogue <i>Secretary/Treasurer</i>	Eastern Madera County	X	P		P	P	P	P	P	X	X	X	P
Richard Gutierrez	Eastside/Parksdale	P	P		P	P	P	P	P	P	P	P	X
Molly Hernandez	Fairmead/Chowchilla	P	P		P	X	P	P	P	P	X	P	X
Aurora Flores A: Octavio Pineda	Monroe/Washington	P	P		X	P	X	X	P	X	X	X	X
<i>Total Directors</i>		13/15	13/15	0/0	9/15	11/15	10/15	9/15	10/15	9/15	7/13	9/14	9/14

P = Primary Present | A = Alternate Present | X = Absent

STAFFING CHANGES
December 6, 2023 - January 4, 2024
BOARD OF DIRECTORS

NON-HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61446	Program Assistant / Clerk Typist II	Gill - Alternative Payment Program / Resource & Referral	12/11/2023	80	Open Position
61056	Receptionist	Gill - Community Services	12/19/2023	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

HEAD START DEPARTMENTS

NEW HIRES

Identification Number	Position	Location	Effective Date	Hours	Justification
61447	Instructional Aide I / Janitor	Chowchilla - Madera Regional Head Start	12/18/2023	80	Open Position
61448	Instructional Aide III	Mis Angelitos - Madera Migrant Head Start	12/18/2023	80	Open Position

SUBSTITUTES

Identification Number	Position	Location	Effective Date	Hours	Justification

VOLUNTARY RESIGNATIONS

Identification Number	Position	Location	Effective Date	Hours	Justification
61411	Instructional Aide I / Janitor	Sierra Vista - Madera Migrant Head Start	12/22/2023	80	Resignation

TERMINATION

Identification Number	Position	Location	Effective Date	Hours	Justification

Human Trafficking Awareness Day January 11th

Wear blue to show solidarity and
raise awareness.





11/28/2023

Jennifer Coronado
Program Manager
Madera County
812 West Yosemite Avenue, Suite 101
Madera, CA 93637-4288

Re: Performance Assessment – Grant Subaward Number(s): VW23 37 0200;
KC22 01 1245

Dear Jennifer Coronado,

Thank you for your time and cooperation during the November 7, 2023
Performance Assessment.

During the Performance Assessment, we discussed Cal OES's requirements for the Grant Subaward, the goals and objectives of the program, source documentation, and the reporting requirements. As a result of the Performance Assessment, I have identified areas that require corrective action. The findings are listed below, along with the corrective action necessary for compliance and the due date by which the corrective action must be completed.

FINDING: (KC22 01 1245) The Subrecipient maintains functional timesheets for the KC Grant Subaward, however one of the activities titled “CAC tasks” is insufficient and should be broken down to further delineate specific grant-eligible activities, separating administrative and direct services.

CITATION: The 2023 Subrecipient Handbook, Section 3.090 states the following requirement as it pertains to Functional Timesheets:

“All Grant Subaward-funded personnel (including personnel being used to meet match requirements) who are directly allocated to the Grant Subaward, either in whole or in part, must maintain functional timesheets that:

- Include the actual time and function(s) performed by the employee for both Grant Subaward and non-Grant Subaward activities to which the employee's time is allocated...”



CORRECTIVE ACTION: Subrecipient is to update the KC program functional timesheets and provide an updated version to Cal OES by January 31, 2024.

Enclosed please find a copy of the completed Performance Assessment Report and Supplemental Performance Assessment Reports for your review. Should you have any additional questions or concerns, please don't hesitate to contact me at Juliya.Star@caloes.ca.gov.

Sincerely,
Juliya Star
Program Specialist
Victim Witness & Prosecution Unit

Enclosures

Performance Assessment Report, Supplemental Performance Assessment Reports, and required compliance documents

3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8488 TELEPHONE





Grant Subaward Performance Assessment Report

Subrecipient: Madera County

Implementing Agency: Community Action Partnership, Madera County (CAPMC)

Grant Subaward Number(s): VW23 37 0200; KC22 01 1245

Date(s) of Performance Assessment: November 7, 2023

Virtual On-site

Persons Interviewed During Performance Assessment:

NAME	TITLE	AGENCY/ORGANIZATION
Jennifer Coronado	Victim Services Program Manager	CAPMC
Nicole Vulich	Accountant Program Manager	CAPMC
Nancy Contreras	Child Advocacy Center Case Worker	CAPMC

Juliya Star
Program Specialist Name

Juliya Star
Program Specialist Signature

11/27/2023
Date

Susan Grace
Unit Chief Name

Susan Grace
Unit Chief Signature

11/27/2023
Date

I. ADMINISTRATIVE REQUIREMENTS**A. CONTROLLING DOCUMENTS & FORMS**

	YES	NO	N/A
1. Does the Subrecipient have access to the following?			
a. Applicable Cal OES Subrecipient Handbook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Request for Application (RFA) or Request for Proposal (RFP)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Approved Grant Subaward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Approved Grant Subaward Amendments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Approved Grant Subaward Modifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Current Cal OES Forms (e.g., Grant Subaward Amendment, Grant Subaward Modification, Report of Expenditures and Request for Funds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. CFR Title 2 Part 200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Subrecipient aware of Special Condition(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient knows where and how to access all documents, and is familiar with approval documents routed from program specialist when applicable.

B. PROOF OF AUTHORITY (SRH Section 1.055)

	YES	NO	N/A
1. Does the Subrecipient have written authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority to the Subrecipient/Official Designee to enter into a specific Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please select the type of written authority provided:			
<input checked="" type="checkbox"/> Governing Board Resolution			
<input type="checkbox"/> Governing Board Meeting Minutes			
<input type="checkbox"/> Signed letter from the Governing Board Chair			
2. Does the written authority include:			
a. The name of Cal OES Program(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Applicable Grant Subaward performance period(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Authority for the Official Designee (by title) to act on behalf of the Subrecipient agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The authority to sign Grant Subaward Amendments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Signature of Governing Body representative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Valid Proof of Authority provided for both grant Subawards. See attached to PAR.

C. FIDELITY BOND/CERTIFICATE OF INSURANCE – NON-GOVERNMENTAL ORGANIZATION (NGO) (SRH Section 2.015)

	YES	NO	N/A
1. Does the Subrecipient have a Certificate of Insurance for a Fidelity Bond for the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Certificate of Insurance for the Fidelity Bond include:			
a. Insurance company name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Insurance policy number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Description of coverage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Amount of coverage (equal to 50% of allocation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Coverage period	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Certificate holder/first loss payee is "California Governor's Office of Emergency Services"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Grant Subaward number(s) covered by the policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Employee Dishonesty and/or Theft and Forgery coverages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Certificate of Liability Insurance for Madera CAP is attached and valid for VW23 performance period, and KC22/KC23 performance periods. The Certificate also lists all applicable Subaward numbers.

D. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE (SRH Section 2.035)

	YES	NO	N/A
1. Does the Grant Subaward include any activities that meet the definition of "project," pursuant to California Public Resources Code section 21065*? (If no, skip #2 and #3)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. If yes, does the Subrecipient have appropriate CEQA documentation on file for the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. If yes, what form of CEQA documentation does the Subrecipient have?			
<input type="checkbox"/> Notice of Exemption			
<input type="checkbox"/> Negative Declaration			
<input type="checkbox"/> Approved Environmental Impact Report			

*"Project" means an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and which (includes) the following: ...An activity undertaken by a person which is supported, in whole or in part, through contracts, grants, subsidies, loans, or other forms of assistance from one or more public agencies."

Findings/Comments:

No "project" is being undertaken by Subrecipient as defined for the purposes of CEQA, therefore CEQA does not apply.

E. FACILITY RENTAL (SRH Section 4.055)

	YES	NO	N/A
1. Does the facility rental space shown (via tour) align with the facility rental space allocated on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the lease or written facility use agreement support the amount allocated on the Grant Subaward Budget Pages (Cal OES Form 106a or b).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Rental costs are on both the VW and KC budget pages respectively. Program specialist was able to tour the CAC facility and the adjacent Victim Services division at the Yosemite location. The CAC case worker provided a thorough tour of all the space allocated to the grant which included the forensic interview room, additional child interview rooms, waiting room, etc. Facility rental leases were previously reviewed and validated. The Accountant maintains a detailed and thorough spreadsheet that clearly appropriates the relevant grant eligible rental costs per the FTE use and per program to ensure accurate maintenance of records and billing against each Grant Subaward.

F. DETERMINATION OF SUITABILITY FOR COVERED INDIVIDUALS WHO MAY INTERACT WITH PARTICIPATING MINORS – only for Grant Subawards with federal funds administered through the Department of Justice.

	YES	NO	N/A
1. Do some or all the activities to be carried out under the Grant Subaward benefit a set of individuals under 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, complete the Suitability Determination Grant Subaward Condition Checklist.			

Findings/Comments:

N/A - not on initial PAR report sent out to Subrecipient, therefore not applicable however program specialist advised Subrecipient to consult the Subrecipient Handbook for reference to this requirement and reach out for further clarification if needed.

II. HUMAN RESOURCES**A. FUNCTIONAL TIMESHEETS (SRH Section 3.090)**

	YES	NO	N/A
1. Does the Subrecipient use functional timesheets for each position funded by the Grant Subaward (in whole or in part)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the functional timesheet include the actual time and activities performed by the employee for both Grant Subaward and non-Grant Subaward activities to which the employee's time is allocated?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Does the functional timesheet account for all the time worked by the employee (not just the time charged to the Grant Subaward)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the functional timesheets approved by both the employee and their supervisor? (Electronic signature/approval is acceptable.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Detailed functional timesheets are utilized by each advocate, case worker, and Madera CAP employee. Each clearly indicates grant eligible activities and total hours worked. One functional timesheet for KC and one for VW is attached for reference to the PAR. For KC, it has been determined that "CAC tasks" is too vague and needs to be further delineated to separate out administrative and direct services. This is a finding on the KC program only. The VW functional timesheets are in compliance.

B. PERSONNEL POLICIES (SRH Section 3.050)

	YES	NO	N/A
1. Does the Subrecipient have written personnel policies that include the following:			
a. Work hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Compensation rates, including overtime and benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Vacation, sick, and other leave allowances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Hiring and promotional policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Drug-free workplace compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Code of conduct/conflict of interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Equal Employment Opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Anti-discrimination, including complaint procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Anti-harassment, including complaint procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have documentation confirming personnel policies were approved by the Governing Board or applicable personnel department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient presented 2023 Board-approved Personnel Policies that cover the required elements.

III. CIVIL RIGHTS AND EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE

A. U.S. DEPARTMENT OF JUSTICE (DOJ), OFFICE OF JUSTICE PROGRAMS, OFFICE FOR CIVIL RIGHTS (OCR) – CERTIFICATION FORM SUBMISSION REQUIREMENTS – Only for Subawards with federal funds administered through the Department of Justice (SRH Section 2.025)

	YES	NO	N/A
1. Does the Subrecipient have a current (within the last 12 months) Certification Form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide the date on the Certification Form:	10/24/2023		
3. If the Subrecipient is required to prepare an EEOP, has the Subrecipient prepared an EEOP within the last 24 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Provide the date the EEOP was complete:			

Findings/Comments:

Subrecipient presented a current 2023 EEOP exemption based on their non-profit status.

B. CIVIL RIGHTS - NON-DISCRIMINATION POLICIES (SRH Section 2.020)

	YES	NO
1. Does the Subrecipient have the following documents, that comply with the CA Department of Fair Employment and Housing (DFEH) requirements:		
a. EEO Policy statement that states the Subrecipient does not discriminate in employment practices based on all current protected classes * per the CA DFEH?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Job advertisement or blank employment application that states it does not discriminate in employment practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Anti-Discrimination Policy Statement, brochure, or posting that notifies clients, participants, and beneficiaries that the Subrecipient does not discriminate in the delivery of services or benefits based on all current protected classes*?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. A written policy or procedure that notifies employees, program participants, and beneficiaries on how to file complaints and grievances alleging discrimination based on all current protected classes*?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Has the Subrecipient designated an employee responsible for coordinating compliance with prohibiting discrimination in employment practices and in the delivery of services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Has the Subrecipient had any adverse findings of discrimination against their agency issued by a federal or state court, or a federal or state administrative agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*For information on current protected classes, refer the CA DFEH website at <https://www.dfeh.ca.gov/employment/>

Findings/Comments:

Madera CAP has an extensive EEO and Non-discrimination policy with respect to employment and delivery of services and access to programs. The document also addresses various methods and contacts an employee can report discrimination to. This is posted at the Subrecipient's facility for employees and clients to access.

C. CIVIL RIGHTS – LIMITED ENGLISH PROFICIENCY (LEP) (SRH Section 2.020)

	YES	NO
Does the Subrecipient have a policy or procedure that provides meaningful access to services and activities to persons who have limited English proficiency (i.e., written language/oral interpretation services, bilingual staff/volunteers, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Madera CAP has a posted LEP policy at their CAC and the adjacent Victim Services division for clients. Their policy is very thorough and addresses various language services that include translation, interpreters, bilingual advocates, and additional contact information for other s CAPMC also gathers data from the field to further improve and extend their service populations.

D. CIVIL RIGHTS TRAINING (SRH Section 2.020)

	YES	NO
1. Has the Subrecipient reviewed the online training videos on the U.S. Department of Justice (DOJ), Office of Justice Programs, Office for Civil Rights website: https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient train employees on the requirements of federal civil rights laws?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

E. FAITH-BASED/RELIGIOUS ORGANIZATIONS – Only for Subawards with federal funds to faith-based or religious organizations (SRH Section 2.020)

	YES	NO	N/A
1. Does the Subrecipient maintain its religious activities separate from its federally-funded services and benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Does the Subrecipient ensure that participation in its religious activities is voluntary for program participants in its federally-funded program?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. For those victims/clients who object to the religious affiliation of the Subrecipient agency:			
a. Does the Subrecipient make reasonable efforts to locate an alternate organization that offers comparable services and benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Does the Subrecipient keep a record of those referrals?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

N/A - Subrecipient is not a faith-based organization.

IV. FINANCIAL REQUIREMENTS**A. ACCOUNTING PROCEDURES (SRH Sections 9.020, 9.050, and 9.045)**

	YES	NO	N/A
1. Does the Subrecipient have written accounting procedures for the following accounting and reporting functions?			
a. Cash receipts and revenue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deposits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cash disbursement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. General ledger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Equipment inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have payroll records that include:			
a. W-2 or W-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Personnel action forms (i.e., approved pay rates by the Governing Board or appropriate personnel agency, promotions, terminations, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cumulative earnings records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Leave records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Employee authorization deduction forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

f. Paid invoices submitted by employees for reimbursement of benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. General Ledger			
a. Are costs/expenditures recorded in the general ledger record funds, in three categories (i.e., Personnel Costs, Operating Costs, and Equipment Costs) as required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the Subrecipient maintain documentation that general ledger entries can be traced to the Report of Expenditures & Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

CAPMC has accounting procedures laid out in a document titled "Madera CAP: Accounting and Financial Policies and Procedures Manual" that is approved by the Board of Directors. The policies also incorporate OBM Guidance and CFR regulations. HR houses the payroll records. Subrecipient Accounting Program Manager maintains a thorough General Ledger that clearly maintains records of each grant-eligible expenditure along with appropriate allocations per program use. The GL includes information that aligns with 2-201s submitted.

B. CONTRACT AND PROCUREMENT POLICIES (SRH Section 6.020)

	YES	NO	N/A
1. Does the Subrecipient have written contract and procurement policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the written contract and procurement policies include:			
a. Standards of conduct covering conflicts of interest, and governing of employees engaged in the selection, award, and administration of contracts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Policies that adhere to all procurement, advertising, selection, and contracting requirements outlined in SRH sections 6.025 through 6.050?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The requirement to maintain all documentation related to procurements, purchases, and contracts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Procedures to comply with provisions of SRH section 2.030 requiring a Drug-Free Workplace Certification (STD. 21)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Require verification of eligibility to participate in state and federal awards, for contracts equal to or greater than \$25,000?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient maintains appropriate contract and procurement policies that include required elements per the Subrecipient Handbook. The KC grant program has several contracts allocated to the budget, and program specialist provided these requirements upon Grant Subaward approval to ensure compliance. Subrecipient inquired detailed questions pertaining to contracts to ensure compliance. Also to note - Subrecipient has an approved ICR agreement that is valid for both the VW and KC grant Subawards.

C. EQUIPMENT IDENTIFICATION AND RECORDS (SRH Section 5.030)

	YES	NO	N/A
1. Does the Subrecipient have equipment records that include the following:			
a. Description of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Serial number or other identification number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Identification of title holder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Acquisition date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Cost of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Percentage of cost supported with Grant Subaward funds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Location of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Use and condition of the equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Disposition data, including date of disposal or sale price	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Was the Equipment record reconciled within the past two years?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Was the equipment available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

N/A - no equipment allocated to the Grant Subaward.

D. MATCH (SRH Section 9.060)

	YES	NO	N/A
1. Does the Subrecipient have adequate source documentation for all cash and in-kind match included in the current approved Grant Subaward Budget Pages (Cal OES Form 2-106), and reported on a Report of Expenditures and Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Does the Subrecipient have source documentation for volunteers to support what was reported as in-kind match on a Report of Expenditures and Request for Funds (Cal OES Form 2-201), including:			
a. How the hourly rate was established	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Volunteer time log	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Does the volunteer time log include the dates (or time period), number of hours (in no less than 15-minute increments), and activities related to the Grant Subaward?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Are completed volunteer time logs approved by Subrecipient personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

e. Does the Subrecipient have duty statements for volunteer positions used for match?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Does the Subrecipient have source documentation for other in-kind match reported on a Report of Expenditure and Request for Funds (Cal OES Form 2-201)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Is the match being reported as it is accrued?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Does the Subrecipient need to submit a Grant Subaward Modification Request (Cal OES Form 2-223)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

Both the VW and KC Grant Subawards have approved match waivers on file.

E. SECOND-TIER SUBAWARDS (SRH Section 7.010)

	YES	NO	N/A
1. Does the Subrecipient include Second-Tier Subawards in their Budget for any applicable Grant Subawards?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. If yes does the source documentation include:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. The name the Subrecipient, Implementing Agency, and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. The titles and contact information for the individuals that will serve as the primary contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. The timeframe of the agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. The roles and responsibilities (as they relate to the applicable Grant Subaward Agreement) for the Subrecipient and/or Implementing Agency and participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Specific information concerning all non-fiscal resources shared between the Subrecipient and/or Implementing Agency and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Reporting requirements necessary for the Subrecipient and/or Implementing Agency and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Signatures of the chief executive or designee for the Subrecipient and/or Implementing Agency and the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Specific information concerning the transfer of any Grant Subaward funds from the Subrecipient or Implementing Agency to the participating agency/organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3. Does Subrecipient or Implementation Agency ensure the applicable participating agencies/organizations comply with all applicable requirements of the RFA/RFP and the SRH? If yes, how?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Findings/Comments:

N/A- no Second Tier subawards on VW or KC Grant Subawards.

F. SEPARATION OF DUTIES (SRH Section 9.040)

	YES	NO	N/A																																																																																
1. Does the Subrecipient confirm understanding that members of the same family or household (e.g., spouse, partner, parent, sibling, child, etc.) are considered one person for the purposed of separation of duties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																
2. Individuals assigned to: <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td colspan="4" data-bbox="293 852 886 888">a. Receiving/depositing cash receipts</td> </tr> <tr> <td data-bbox="342 898 440 930" style="text-align: center;">Name</td> <td data-bbox="902 898 964 930" style="text-align: center;">Title</td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 940 857 972"><u>Dani Martinez Lopez</u></td> <td data-bbox="902 940 1490 972"><u>Accounting Technician</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 982 857 1014"><u>Cristal Sanchez</u></td> <td data-bbox="902 982 1490 1014"><u>Strategic Plan Coordinator</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1024 857 1056"><u>Tina Gomez</u></td> <td data-bbox="902 1024 1490 1056"><u>Accounting Supervisor</u></td> <td colspan="2"></td> </tr> <tr> <td colspan="4" data-bbox="293 1098 824 1134">b. Authorizing cash disbursements</td> </tr> <tr> <td data-bbox="342 1144 440 1176" style="text-align: center;">Name</td> <td data-bbox="902 1144 964 1176" style="text-align: center;">Title</td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1186 857 1218"><u>Laura Jennifer Coronado</u></td> <td data-bbox="902 1186 1490 1218"><u>Victim Services Program Manager</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1228 857 1260"><u>Daniel Seeto</u></td> <td data-bbox="902 1228 1490 1260"><u>Chief Financial Officer</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1270 857 1302"><u>Mattie Mendez</u></td> <td data-bbox="902 1270 1490 1302"><u>Executive Director</u></td> <td colspan="2"></td> </tr> <tr> <td colspan="4" data-bbox="293 1344 613 1379">c. Preparing checks</td> </tr> <tr> <td data-bbox="342 1390 440 1421" style="text-align: center;">Name</td> <td data-bbox="902 1390 964 1421" style="text-align: center;">Title</td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1432 857 1463"><u>Tina Gomez</u></td> <td data-bbox="902 1432 1490 1463"><u>Accounting Supervisor</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1474 857 1505"><u>Leticia Aranda</u></td> <td data-bbox="902 1474 1490 1505"><u>Accounting Technician</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1516 857 1547">_____</td> <td data-bbox="902 1516 1490 1547">_____</td> <td colspan="2"></td> </tr> <tr> <td colspan="4" data-bbox="293 1589 1425 1625">d. Attaching electronic signatures or operating a check signing machine</td> </tr> <tr> <td data-bbox="342 1635 440 1667" style="text-align: center;">Name</td> <td data-bbox="902 1635 964 1667" style="text-align: center;">Title</td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1680 857 1711"><u>Jerri Clay</u></td> <td data-bbox="902 1680 1490 1711"><u>Accounting Technician</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1722 857 1753"><u>Leticia Aranda</u></td> <td data-bbox="902 1722 1490 1753"><u>Accounting Technician</u></td> <td colspan="2"></td> </tr> <tr> <td data-bbox="321 1764 857 1795">_____</td> <td data-bbox="902 1764 1490 1795">_____</td> <td colspan="2"></td> </tr> </table>				a. Receiving/depositing cash receipts				Name	Title			<u>Dani Martinez Lopez</u>	<u>Accounting Technician</u>			<u>Cristal Sanchez</u>	<u>Strategic Plan Coordinator</u>			<u>Tina Gomez</u>	<u>Accounting Supervisor</u>			b. Authorizing cash disbursements				Name	Title			<u>Laura Jennifer Coronado</u>	<u>Victim Services Program Manager</u>			<u>Daniel Seeto</u>	<u>Chief Financial Officer</u>			<u>Mattie Mendez</u>	<u>Executive Director</u>			c. Preparing checks				Name	Title			<u>Tina Gomez</u>	<u>Accounting Supervisor</u>			<u>Leticia Aranda</u>	<u>Accounting Technician</u>			_____	_____			d. Attaching electronic signatures or operating a check signing machine				Name	Title			<u>Jerri Clay</u>	<u>Accounting Technician</u>			<u>Leticia Aranda</u>	<u>Accounting Technician</u>			_____	_____		
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e. Comparing machine-signed checks with authorizations and supporting documents (or signing checks manually after personally comparing them with authorizations and supporting documents)	
Name	Title
<u>Mattie Mendez</u>	<u>Executive Director</u>
<u>Leticia Aranda</u>	<u>Accounting Technician</u>
_____	_____
f. Preparing or initiating invoices	
Name	Title
<u>Nicole Vulich</u>	<u>Accounting Program Manager</u>
<u>Jennifer Coronado</u>	<u>Victim Services Program Manager</u>
_____	_____
g. Reconciling bank statements and posting to the General Ledger	
Name	Title
<u>Nicole Vulich</u>	<u>Accounting Program Manager</u>
_____	_____
_____	_____

Findings/Comments:

G. ADDITIONAL COMMENTS AND RECOMMENDATIONS

As the KC22 grant Subaward was the first KC program funding the Subrecipient was awarded for their CAC, program specialist conducted an in-person site visit to tour the CAC facility and meet with the program staff. It is very clear the Subrecipient invested solid time, planning and effort to ensure success of the program on all fronts. They work in hand with Madera County victim services and Madera County DA to provide forensic interviews and access o additional services. Rental costs allocated to the grant are valid and the facility was toured, and the program specialist spoke with the Accounting Program Manager in length with respect to the GL, 201s, general accounting and program activities and requirements. The Subrecipient understands the intent of the program and works hard to improve their delivery of services as it pertains to the VW and KC programs.



Supplemental Performance Assessment Report

Program Name (Acronym): Child Advocacy Center (KC)

Subrecipient: Madera County

Implementing Agency: Community Action Partnership of Madera County (CAPMC)

Grant Subaward Number(s): KC22 01 1245

Date(s) of Performance Assessment: November 7, 2023

Virtual On-site

Persons interviewed during Performance Assessment:

NAME	TITLE
Nancy Contreras	Child Advocacy Center Case Worker
Nicole Vulich	Accountant Program Manager

Juliya Star	<i>Juliya Star</i>	11/22/23
Program Specialist Name	Program Specialist Signature	Date
Susan Grace	<i>Susan Grace</i>	11/27/2023
Unit Chief Name	Unit Chief Signature	Date

I. ORGANIZATION

	YES	NO	N/A
1. Does the Subrecipient have a current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all staff positions listed in the Grant Subaward (or last approved Grant Subaward Modification) included in the current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient supplied Organizational chart for CAPMC.

II. FUND SOURCE SPECIFIC REQUIREMENTS**A. VICTIMS OF CRIME ACT (VOCA) FORMULA GRANT PROGRAM AND VOLUNTEERS**

	YES	NO	N/A
1. Does the Subrecipient utilize volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. If the Subrecipient does not use volunteers as required, does the Subrecipient have a volunteer waiver approved by Cal OES on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

Volunteer waiver on file for the KC22 Grant Subaward.

III. PERSONNEL**A. PERSONNEL ACTIVITIES**

	YES	NO	N/A
1. Do personnel identified (including Key Personnel per SRH Section 3.005) in the Grant Subaward understand the programmatic requirements of the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do personnel allocated on the Grant Subaward Budget Pages (Cal OES 2-106a or b) report performing duties consistent with the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

B. PERSONNEL FILES (SRH Section 3.055)

	YES	NO	N/A
1. Does the Subrecipient have personnel files that include:			
a. Application forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Resumes, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Job descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Performance evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Appointment documents that include approved compensation rate(s), benefits, and other terms of employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Signed Drug-Free Workplace policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have any applicable required training certifications, per programmatic requirements, in the personnel file or maintained elsewhere electronically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient have documentations that personnel meet all programmatic requirements (e.g., proof of licensure, required degrees, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

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IV. EXPENDITURES AND REQUESTS FOR REIMBURSEMENT**A. REPORT OF EXPENDITURES AND REQUEST FOR FUNDS (Cal OES 2-201)**

	YES	NO	N/A
1. Reporting Period(s) Reviewed:	KC22 Q1 April-June 2023		
2. Did the Subrecipient provide sufficient source documentation (e.g., General Ledger and paid invoices/receipts) to support the Report of Expenditures and Request for Funds (Cal OES 2-201) reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the source documentation align with the amount of funds requested and (if applicable) match reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Subrecipient have an adequate record-keeping system that accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient Accounting Program Manager showcased the general ledger entries and supporting backup, explaining the process for tracking and allocating the appropriate costs against the KC grant program. The backup showcased aligned with the 2-201 requested for April-June 2023. Thorough records are maintained and appropriately allocated where applicable as percent allocations.

B. GRANT SUBAWARD EXPENDITURES (SRH Section 9.070)

	YES	NO	N/A
1. Is the Grant Subaward expenditure rate commensurate with the time elapsed for the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the expenditures being made in accordance with the terms of the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Subrecipient claiming state funds before federal funds if both are allocated for the same line item?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient claiming older federal funds before newer federal funds if both are allocated for the same line-item?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Subrecipient up-to-date with the submission of Report of Expenditures and Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient understands the order of funds that are required to be expended first, and submits timely 2-201 requests for the KC grant program. A modification was submitted once to better align with expenditures, and Subrecipient is aware of when a Modification is needed.

V. PROGRAMMATIC REQUIREMENTS**A. OPERATIONAL AGREEMENTS**

	YES	NO	N/A
1. Does the Subrecipient have current Operational Agreements required by the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the required Operational Agreements cover the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the signed Operational Agreements for a time period of five years or less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Valid operational agreements are on file and up to date. The most common referral is to the Department of Social Services.

B. GRANT SUBAWARD GOALS AND OBJECTIVES

	YES	NO	N/A
1. Is the Subrecipient meeting the Grant Subaward goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Subrecipient meeting the Grant Subaward goals and objectives commensurate with the time elapsed for the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223) to modify Grant Subaward goals and objectives?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Do services include a multi-disciplinary response team for child abuse and neglect allegations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Goals and objectives are being met by the KC program. The primary child advocacy center case worker works hard to ensure the program runs smooth and is always looking for improvements, collaboration, and further support for both the program and victims serviced. It is clear that all staff share a common goal and in speaking with advocates, thrive to provide a unified set of services.

C. ASSISTANCE WITH CALIFORNIA VICTIM COMPENSATION BOARD (CalVCB) CLAIMS

	YES	NO	N/A
1. Subrecipient <input type="checkbox"/> Assists with or <input type="checkbox"/> refers out, the preparation of victim compensation claims to CalVCB.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If preparation of victim compensation claims is referred out, Subrecipient provides clients with information and referral to local non-governmental agencies that can provide this victim assistance service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Subrecipient provides clients with information and referral to local Victim Witness Assistance Center for victim compensations and other services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

Madera CAP assists clients with CalVCB claims.

D. OTHER PROGRAMMATIC COMPONENTS

	YES	NO	N/A
1. Are forensic interviews conducted at the Child Advocacy Center (CAC)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are Advocates available for support at the CAC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are child victims referred to local community or governmental Advocates for support?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are medical evaluations conducted at the CAC?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Are mental health services provided at the CAC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Mental health service referrals are made capable by way of the KC grant program funding. A contract with a bilingual clinician was secured by the Subrecipient for a continuation of care to children. Madera CAP recently went through a great deal of planning and successful preparation of their medical exam SART room with intent to be utilized for medical exams when needed.

VI. ACTIVITY AND ACHIEVEMENT REPORTING (SRH Section 11.005)

	YES	NO	N/A
1. Does the Subrecipient maintain a data collection system to adequately document all the activities required by the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient maintain accurate records to support the information reported on Cal OES Progress Reports and applicable federal reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient submit Cal OES Progress Reports and applicable federal reports in a complete and timely manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient aware that these records must be retained for at least seven years from the end of the Grant Subaward Performance Period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient submits timely progress reports and submits PMT reports quarterly. They have a VS program as their online database the advocates use to track services provided and victims served.

KC Narrative Questions

1. Please describe the multi-disciplinary team responsible for responding to child abuse allegations.

The Community Action Partnership of Madera County, Inc. (CAPMC) – Child Advocacy Center (CAC) is co-coordinator of the Madera County Child Forensic Interview Team (CFIT), a multidisciplinary team (MDT). The Madera County CFIT's ability and experience providing services through a multidisciplinary service structure dates to its inception in 2008. The MDT is composed of CAPMC – Madera County CAC, CAPMC – Victim Services, Madera County Sheriff's Office, City of Madera Police Department, City of Chowchilla Police Department, Madera County District Attorney's Office, and the Madera County Departments of Social Services, Behavioral Health Services, Public Health, and Probation. Additionally, the CAC has a fully executed contract with Central Valley Forensic Nurse Specialists, Inc. (CVFNS) Sexual Assault Nurse Examiners (SANEs) and an individual trauma-focused mental health clinician that are part of the team. MDT members responsible for responding to child abuse allegations are the CAC Case Worker, Victim Advocates, certified Child Forensic Interviewers, Child Protective Services Social Workers, Special Victims Unit Deputy District Attorneys, Detectives, certified SART Registered Nurses, certified Licensed Marriage Family Therapists, Associate Marriage and Family Therapists and Licensed Clinical Social Workers. The CAC and MDT are fully committed and available 24 hours a day, 7 days a week to provide direct victim services to child abuse victims in Madera County.

2. Describe the process to ensure the multidisciplinary team effectively monitors cases to ensure the safety and well-being of child victims and their caregivers.

Per the Madera County CFIT Guidelines, the MDT meets for case review for the purpose of reviewing active cases, sharing relevant information, addressing obstacles to effective investigations and service delivery, recommending referrals, ensuring advocacy and support for the child and family, and case coordination with all the involved agencies ensuring a multidisciplinary approach for services. The CFIT case review occurs on the first Thursday of every month. The written protocols for case review and case review procedures are documented as part of the Madera County CFIT Guidelines developed by the MDT. The CAC Case Worker hosts and facilitates case review and ensures continuous participation from all disciplines. Aside from CFIT case review, the Madera County CAC and CFIT have a well-established line of open communication to ensure the child and family's unique needs are being met in a timely and sensitive manner.

3. Describe the process to coordinate forensic interviews to avoid duplication.

The responsibility of requesting a Child Forensic Interview (CFI) with the Madera County CAC is of the Law Enforcement Officer and or Detective investigating the

case. Upon receiving a child abuse case, the Detective will email the CAC Case Worker to request a CFI. In that initial email, the Detective will include a filled-out CFI Request Information Sheet and a brief case synopsis. From there, the CAC Case Worker will coordinate and schedule the CFI for the child victim and or witness. The CAC Case Worker will notify all involved MDT members to ensure their attendance. The Madera County CAC is the only location where CFIs are scheduled and conducted for Madera County. Naturally, this allows the CAC Case Worker to verify that a child is not participating in duplicative interviews regarding the same case and or allegation.

4. Describe the process to track cases and enable the multidisciplinary team members to accurately inform children and their caregivers of the status and disposition of their case.

MDT members meet monthly for CFIT case review for the purpose of reviewing active cases, sharing relevant information, recommending referrals, ensuring advocacy and support for the child and family, and case coordination with all the involved agencies. CFIT case review and constant open communication among all MDT members allows everyone to be accurately informed of the case status. Victim Advocates is the MDT member that keeps the most continuous communication with the child and non-offending caregiver. The advocates assigned to respond to the CAC for child sexual abuse cases have an exceptional open communication with the Madera County District Attorney's Office and Law Enforcement Agencies. Additionally, the CAC Case Workers often facilitates communication between MDT members to ensure that families are being informed of their case status and connected to trauma-focused direct wrap-around services.

5. Describe the child-focused setting and what it is used to ensure a safe, comfortable, and neutral place for children and their caregivers.

The Madera County CAC is housed in CAPMC's primary building and has its own locked private entrance. The CAC's child-focused dedicated setting is comfortable, private, and both physically and psychologically safe for diverse populations of children and families. The CAC consists of a lobby area, one interview room and one observation room equipped with soundproof walls, two private family waiting rooms, one restroom, one medical forensic exam room, one proposed therapy room, one staff office, and one available office for the MDTs use. The CAC lobby is furnished with various framed culturally diverse posters, printed resources, and plants to promote a welcoming and inclusive environment. The CAC's furniture is physically accessible and child friendly. Age-appropriate and culturally diverse toys, coloring pages, and fidgets are available. To add to the child-focused setting, the Madera County CAC recently completed the creation of the medical forensic exam room onsite. The Madera County CAC established its very first medical forensic exam room onsite to increase medical evaluations and make the exams easily accessible to child victims. Furthermore, to facilitate the delivery of therapeutic treatment, the Madera County CAC purchased mental health items such as books, fidgets, workbooks, Play-Doh, and other counseling

items that facilitate rapport building and allow children to express their emotions through play and writing. The CAC is a neutral child-focused setting that allows children and families to feel safe and comfortable during their initial visit and thereafter while receiving direct victim services.

6. Is the CAC accredited? If not, describe the status and future steps needed to obtain accreditation.

The National Children's Alliance (NCA) Board of Directors acknowledged the CAC as an accredited member in 2013 and has remained accredited to date. The Madera County CAC maintains its accreditation by providing a child friendly environment for the MDT to operate during forensic interviews, to support a trauma-focused coordinated response to child abuse, and to facilitate the continuation of care via evidence-based wrap-around services for child abuse survivors and their family.

7. Are there any gaps in services?

There is a gap in providing rapidly available mental health services to program participants due to a lack of bilingual trauma-informed mental health providers, hurdles with insurance approval processes, rigid eligibility criteria for county-based programs, and sporadic availability of services within the county. The Madera County CAC has identified a significant challenge identifying and successfully contracting bilingual trauma-focused clinicians in the area. The CAC encountered a challenge due to the maximum allowable hourly rate. Licensed therapists in the area have a much higher hourly rate and those who were willing to lower their rate are at full capacity.

8. How has the KC Program funds enhanced the services provided by the CAC?

The KC Program funds enhanced the services provided by the CAC by allowing the Madera County CAC to purchase all the necessary medical equipment to successfully establish its very first medical forensic exam room onsite. This will inherently increase medical forensic evaluations and decrease the response time by 50% for the child victim, family, and responding MDT members. Additionally, KC funding has increased available mental health referrals to program participants. The Madera County CAC was able to fully execute a contract with a bilingual trauma-focused clinician to provide continuation of care through therapeutic treatment for children to mitigate any ongoing or long-term adverse outcomes of abuse. The Madera County CAC has seen a slight increase with children starting their therapeutic treatment in a timely manner and without dealing with insurance hurdles that prevent immediate treatment. Program participants have gained access to consistent culturally competent trauma-focused therapeutic intervention at no cost and within proximity to their place of residence. The KC Program funds have enhanced the CAC and MDT to deliver consistent, evidence-based services to full efficacy to ensure children receive the highest quality direct services possible.



Supplemental Performance Assessment Report

Program Name (Acronym): Victim Witness Assistance (VW)

Subrecipient: Madera County

Implementing Agency: Community Action Partnership of Madera County (CAPMC)

Grant Subaward Number: VW23 37 0200

Date(s) of Performance Assessment: November 7, 2023

Virtual On-site

Persons interviewed during Performance Assessment:

NAME	TITLE
Nancy Contreras	Child Advocacy Center Case Worker
Nicole Vulich	Accountant Program Manager
Walter Perez	Victim Advocate

Juliya Star	<i>Juliya Star</i>	11/22/23
Program Specialist Name	Program Specialist Signature	Date
Susan Grace	<i>Susan Grace</i>	11/27/2023
Unit Chief Name	Unit Chief Signature	Date

I. ORGANIZATION

	YES	NO	N/A
1. Does the Subrecipient have a current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all staff positions listed in the Grant Subaward (or last approved Grant Subaward Modification) included in the current Organizational Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

II. FUND SOURCE SPECIFIC REQUIREMENTS**A. VICTIMS OF CRIME ACT (VOCA) FORMULA GRANT PROGRAM AND VOLUNTEERS**

	YES	NO	N/A
1. Does the Subrecipient utilize volunteers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the Subrecipient does not use volunteers as required, does the Subrecipient have a volunteer waiver approved by Cal OES on file?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient has an approved volunteer waiver on file for the VW22 and VW23 grant Subawards.

B. OTHER FUND SOURCE SPECIFIC REQUIREMENTS

	YES	NO	N/A
1. Will all VWA0 funds be spent before the end of the performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Yes, VWA0 funding is slated to be spent on the VW23 grant Subaward. The VW22 VWA0 funds have previously been fully expended.

III. PERSONNEL**A. PERSONNEL ACTIVITIES**

	YES	NO	N/A
1. Do personnel identified (including Key Personnel per SRH Section 3.005) in the Grant Subaward understand the programmatic requirements of the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do personnel allocated on the Grant Subaward Budget Pages (Cal OES 2-106a or b) report performing duties consistent with the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

In speaking with the Program Manager, Accounting Program Manager and victim advocates, it is clear that staff understand the programmatic requirements of the VW grant Subaward and strive to ensure they run a successful program. They also look for outreach opportunities and methods to improve access and delivery of essential services.

B. PERSONNEL FILES (SRH Section 3.055)

	YES	NO	N/A
1. Does the Subrecipient have personnel files that include:			
a. Application forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Resumes, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Job descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Performance evaluations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Appointment documents that include approved compensation rate(s), benefits, and other terms of employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Signed Drug-Free Workplace policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient have any applicable required training certifications, per programmatic requirements, in the personnel file or maintained elsewhere electronically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient have documentations that personnel meet all programmatic requirements (e.g., proof of licensure, required degrees, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Personnel files are housed with Human Resources, and are accessible by the program manager when needed. Compensation rate information is maintained with the fiscal office to ensure accurate pay.

IV. EXPENDITURES AND REQUESTS FOR REIMBURSEMENT**A. REPORT OF EXPENDITURES AND REQUEST FOR FUNDS (Cal OES 2-201)**

	YES	NO	N/A
1. Reporting Period(s) Reviewed:	VW22 Q3 – April-June 2023		
2. Did the Subrecipient provide sufficient source documentation (e.g., General Ledger and paid invoices/receipts) to support the Report of Expenditures and Request for Funds (Cal OES 2-201) reviewed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the source documentation align with the amount of funds requested and (if applicable) match reported?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the Subrecipient have an adequate record-keeping system that accurately supports costs claimed on Report of Expenditure and Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient maintains detailed source documentation for all grant expenditures and is thoroughly captured on a GL and excel sheet. The Accounting Program Manager updates the excel sheet accordingly and has detailed tracking that aligns with the budget funding per category and fund source, ensuring efficiency and ease of locating expenses per time period.

B. GRANT SUBAWARD EXPENDITURES (SRH Section 9.070)

	YES	NO	N/A
1. Is the Grant Subaward expenditure rate commensurate with the time elapsed for the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the expenditures being made in accordance with the terms of the Grant Subaward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the Subrecipient claiming state funds before federal funds if both are allocated for the same line item?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient claiming older federal funds before newer federal funds if both are allocated for the same line-item?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the Subrecipient up-to-date with the submission of Report of Expenditures and Request for Funds (Cal OES Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient submits timely 2-201s and has submitted modifications when necessary to true up costs and better align with expenditures. The Subrecipient is aware of the order of spend down.

V. PROGRAMMATIC REQUIREMENTS**A. OPERATIONAL AGREEMENTS**

	YES	NO	N/A
1. Does the Subrecipient have current Operational Agreements required by the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the required Operational Agreements cover the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the signed Operational Agreements for a time period of five years or less?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Valid operational agreements as required by the VW RFA are on file and updated accordingly.

B. GRANT SUBAWARD GOALS AND OBJECTIVES

	YES	NO	N/A
1. Is the Subrecipient meeting the Grant Subaward goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the Subrecipient meeting the Grant Subaward goals and objectives commensurate with the time elapsed for the Grant Subaward performance period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient need to submit a Grant Subaward Modification (Cal OES Form 2-223) to modify Grant Subaward goals and objectives?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Are all mandatory services provided to victims per the RFA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

In speaking with the staff and victim advocates, the goals and objectives of the VW Grant Subaward are being fully met. All mandatory and optional services are provided to victims. Mandatory trainings are attended to ensure staying up to date on the required components in delivery of victim services.

C. ASSISTANCE WITH CALIFORNIA VICTIM COMPENSATION BOARD (CalVCB) CLAIMS

	YES	NO	N/A
1. Subrecipient <input checked="" type="checkbox"/> Assists with or <input type="checkbox"/> refers out, the preparation of victim compensation claims to CalVCB.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If preparation of victim compensation claims is referred out, Subrecipient provides clients with information and referral to local non-governmental agencies that can provide this victim assistance service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Subrecipient provides clients with information and referral to local Victim Witness Assistance Center for victim compensations and other services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Findings/Comments:

Victim advocates assist clients with CalVCB claims.

D. OTHER PROGRAMMATIC REQUIREMENTS/RESTRICTIONS

	YES	NO	N/A
1. Do all grant funded staff that provide direct services attend the CCVAA 40 – hour Advocate training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do Mass Victimization Advocates attend Crisis Response training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If your Program is in the district attorney's office, do you operate within divisions separate from Investigations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Centers must not restrict services to only victims of cases assigned for prosecution. Are all victims of crime eligible to receive services from the Center?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do Cal OES-funded Advocates act as an expert witness?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are Advocates split-funded with domestic violence or rape crisis programs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Are all victims who receive restitution and recovery services assigned to an Advocate's caseload?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do Advocates provide any direct childcare?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Victim advocates attend the mandatory trainings, as well as participate in subsequent in person and online trainings when available to ensure they stay up to date on delivery of services. All victims provided services without barriers.

VI. ACTIVITY AND ACHIEVEMENT REPORTING (SRH Section 11.005)

	YES	NO	N/A
1. Does the Subrecipient maintain a data collection system to adequately document all the activities required by the RFA or RFP?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Subrecipient maintain accurate records to support the information reported on Cal OES Progress Reports and applicable federal reports?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Subrecipient submit Cal OES Progress Reports and applicable federal reports in a complete and timely manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the Subrecipient aware that these records must be retained for at least seven years from the end of the Grant Subaward Performance Period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Findings/Comments:

Subrecipient submits timely progress reports and quarterly PMT reports.
They have a VS program as their online database the advocates use to track services provided and victims served.

VW Narrative Questions:

1. Tell me about the services your Center provides to victims of crime?

We provide crisis intervention by phone or in-person. We inform them of their Marsy's law rights (victims bill of rights) and explain the criminal justice system. We provide accompaniment to court and respond to law enforcement requests. When needed we assist with emergency assistance such as food, clothing, and housing. Advocates assist victims with Cal VCB to assist with funeral, medical bills, relocation, security, and/or counseling. We assist victims of crime with court restitution by explaining the process and documents they will need. Victim advocates assist upon request assistance with property return. We coordinate with law enforcement or the District Attorney's Office in possession of the property the victim would like back. We explain the property may not be given until the conclusion of the investigation or the criminal case. Advocates assist with victim impact statements by providing examples on how to write a letter to the judge. When requested we assist families in coordinating daycare so that they may go to court and provide notes for employers or schools. We participate in outreach events and provide presentations of our services to law enforcement and public agencies.

2. What assistance do you provide with victim compensation claims?

We encourage victims of crime to apply for benefits through Cal VCB for costs incurred due to crime. Advocates assist with the completion of the application, gathering

necessary documentation to support the claim, and submitting the application. Advocates follow-up with crime victims until a decision is reached by Cal VCB and notices are sent to the victim.

3. Do you have a Mass Victimization Advocate (MVA)?

No

4. Beyond an MVA, what other components of your crisis response plan do you utilize your Mass Victimization funding?

N/A

5. Is your Center integrated into your county's emergency response plan?

N/A

6. Identify any gaps in services.

Legal assistance is a request we receive but are not able to provide. Often times victims need assistance with civil harassment or elder abuse orders while the case is still under investigation. The perpetrator continues to harass them without any consequence or fear of violating a court order.

7. Do you expect your program to revert funds at the end of the performance period?
No, we do not.

8. How can we assist your agency with your Victim Witness Assistance program?

By continuing to be available for questions we may have.

Victim Advocate Interview

Walter Perez – Victim Advocate

Walter shared his journey to victim advocacy - he developed interest early on in law enforcement. In high school, he took various criminal justice courses, and wanted to get into Corrections afterwards. He obtained his Associate's degree in 2012 then went to Fresno State for additional schooling. He graduated from Corrections to Victimology, furthering his interest and knowledge in victim advocacy. Although juvenile probation was his initial interest, he went into victim advocacy and really found his passion in the role. He enjoys victim advocacy because he feels he's truly making a difference in his role.

I asked if there were any challenges in being a victim advocate in Madera County. Walter explained that it's frustrating that some cases can take quite a while to progress and it's frustrating to frequently follow up with clients and share only delays and not the best of news. For example, when initial charges are filed, the court date can still be upwards of a year out in some cases. But he finds ways to ease concern with victims by explaining his role and being sympathetic and understanding to create some calm while the process is ongoing.

We spoke of the important of self care. For Walter, it's things like going to the beach, getting out of town, visiting and spending time with family. Things like that help reset and rejuvenate Walter, allowing him space to be a supportive victim advocate. Debriefing with coworkers is also an avenue that helps create some peace and support at work. Walter shared how the VW program manager was very supportive of self care and promotes it throughout the office for all advocates and staff.

BEFORE
THE BOARD OF SUPERVISORS
OF THE COUNTY OF MADERA
STATE OF CALIFORNIA

In the Matter of) Resolution No.: 2011 - 1108
)
BOARD OF SUPERVISORS) A RESOLUTION APPOINTING MATTIE
) MENDEZ TO THE POSITION OF
) EXECUTIVE DIRECTOR, COMMUNITY
) ACTION PARTNERSHIP OF MADERA
) COUNTY

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Madera, that:

1. Mattie Mendez is hereby appointed as Executive Director, Community Action Partnership of Madera County, effective August 2, 2011.

2. The salary for this appointment shall be Range 361, Step B annually, (\$90,381.16) to include the normal employment benefits afforded an appointed department head for the County of Madera, and including any compensation adjustments afforded to appointed department heads by the Board of Supervisors.

3. The Board of Supervisors and the Human Resources Department are authorized and directed to carry out the terms and conditions of this Resolution.

4. This resolution supersedes all previous resolutions and/or minute orders appointing the position of Executive Director, Community Action Partnership of Madera County.

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The foregoing Resolution was adopted this 2nd day of August,

2011, by the following vote:

- Supervisor Bigelow voted: yes
- Supervisor Rogers voted: yes
- Supervisor Dominici voted: yes
- Supervisor Rodriguez voted: yes
- Supervisor Wheeler voted: yes



Frank Bigelow
Chairman, Board of Supervisors

ATTEST:

Anna A. Boyd
Clerk, Board of Supervisors

Approved as to Legal Form:
COUNTY COUNSEL

By [Signature]



Report to the Board of Directors

Agenda Item Number: E-5

Board of Directors Meeting for: October 13, 2022

Author: Cristal Sanchez

DATE: October 6, 2022

TO: Board of Directors

FROM: Mattie Mendez, Executive Director

SUBJECT: California Office of Emergency Services (Cal OES) Child Advocacy Center (KC) Program Grant Application for the Program Period April 1, 2023 – March 31, 2024

I. RECOMMENDATION:

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

II. SUMMARY:

The Madera County Child Advocacy Center (CAC) is a child-focused, facility-based program in which representatives from core disciplines—law enforcement, child protection, prosecution, mental health, medical, and victim advocacy—collaborate to investigate child abuse reports, conduct forensic interviews, determine and provide evidence-based interventions, and assess cases for prosecution. CAC's are founded on a shared belief that child abuse is a multifaceted community problem and no single agency, individual, or discipline has the necessary knowledge, skills, or resources to serve the needs of all children and their families. The CAC's coordinated and comprehensive response is also guided by a shared philosophy that the combined expertise of professionals across disciplines results in a more complete understanding of case issues and better provides help, support, and protection to children and families as they pursue healing and justice. The primary goal of all CAC's is to ensure that children are not further victimized by the intervention systems designed to protect them. The Madera County CAC has been operating via Community Services Block Grant (CSBG) Discretionary Funding and through rent credit donation from Berry Development. Staff has identified the Child Advocacy Center (KC) Grant funding opportunity through Cal OES to address CAC sustainability and for the purpose of providing direct victim services to child abuse survivors and their families through a multidisciplinary team approach. KC Grant services must include victim-centered, trauma-informed forensic interviews, advocacy, direct or referral to therapy/counseling, and referrals for medical exams. In the KC Grant proposal, CAPMC plans to address disparities in culturally competent and inclusive mental health services, access to Sexual Assault Response Team (SART) Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive

trauma-informed services to CFIT participants and their families. Funding is also intended to account for the cost of salaries and future rent costs.

Rural Child Advocacy Centers may request up to \$200,000 for a 12-month Grant Subaward performance period for 5 years. The RFP was submitted to Cal OES on the August 26th due date.

III. DISCUSSION:

- The Madera County CAC is submitting a proposal for the Child Advocacy Center Program (KC) Grant through the California Office of Emergency Services (Submitted on August 26th)
- Maximum grant award is \$200,000 for a 12-month Grant Subaward performance period for 5 years.
- Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families.
- Salaries and future rent costs will also be accounted for in the KC Grant proposal.
- The final KC Grant proposal and budget is attached.

IV. FINANCING:

\$200,000 for the 12-month Grant Subaward performance period.

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

ACTION SUMMARY MINUTES

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

Members Present

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

Members Absent

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

Personnel Present

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

Public – Other Present

None

A. PUBLIC COMMENT

None

B. ADOPTION OF THE AGENDA

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

ADOPTION OF THE AGENDA: Adoption of the agenda.

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

Moved by Debi Bray, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

C. TRAINING/ADVOCACY ISSUES

Head Start Performance Standards –

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

Presented by: Amelia Ortiz, ERSEA Content Specialist

Training Postponed to November 10, 2022.

D. BOARD OF DIRECTOR'S CONSENT CALENDAR

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

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

- In-Kind Report – July & August 2022

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

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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Martha Garcia

Vote: Carried Unanimously

Board Member Steve Montes entered the room.

E. DISCUSSION / ACTION ITEMS

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

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

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by David Hernandez

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Martha Garcia, Seconded by Trinice Lee

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Debi Bray, Seconded by Leticia Gonzalez

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

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

Mattie Mendez, Executive Director, presented regarding the submission of the Child Advocacy Center (KC) Program Request for Proposal (RFP) grant application for FY 2022-23. The Madera County CAC submitted a proposal for the Child Advocacy Center Program (KC) Grant through Cal OES on August 26th. Funding is intended to address disparities in culturally competent and inclusive mental health services, access to SART Medical Exams for acute and non-acute abuse, provide a higher quality Child Forensic Interview recording system and equipment, and allow for CAPMC to contract Child Forensic Interviewers and mental health clinicians to provide culturally inclusive trauma-informed services to CFIT participants and their families. Authorize the Executive Director to sign and submit any extensions or amendments during the funding period. Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Martha Garcia

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by David Hernandez, Seconded by Debi Bray

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by David Hernandez

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Trinice Lee, Seconded by David Hernandez

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Leticia Gonzalez, Seconded by Martha Garcia

Vote: Carried Unanimously

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

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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Debi Bray

Vote: Carried Unanimously

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

Item Pulled – Not Presented

No Action Taken

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

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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Trinice Lee

Vote: Carried Unanimously

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

F. ADMINISTRATIVE/COMMITTEE REPORTS TO BOARD OF DIRECTORS

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

G. CLOSED SESSION

None

H. CORRESPONDENCE

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

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

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

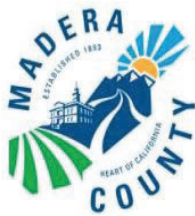
I. ADJOURN

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

Motion: APPROVE AS PRESENTED

Moved by Donald Holley, Seconded by Steve Montes

Vote: Carried Unanimously



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
200 WEST 4TH STREET / MADERA, CALIFORNIA 93637
(559) 675-7700 / FAX (559) 673-3302 / TDD (559) 675-8970
Agendas available: www.MaderaCounty.com

Members of the Board
Brett Frazier, District 1
David Rogers, District 2
Robert L. Poythress, District 3
Leticia Gonzalez, District 4
Tom Wheeler, District 5

AGENDA ITEM SUBMITTAL

August 2, 2022

Chairman Tom Wheeler

DEPARTMENT Community Action Partnership, Madera County		DEPARTMENT CONTACT Cristal Sanchez 599-675-5748		AGENDA ITEM 5.0 Consent Calendar											
SUBJECT: Victim Witness Grant 2022 - 2023		REQUIRED VOTE: 3/5 Votes Required	DOC. ID NUMBER 8691	DATE REC'D											
STRATEGIC FOCUS AREA(S): Public Safety, Health															
<u>For Clerk of the Board's Office Use Only</u>															
BOARD'S ACTION:															
<table border="0"> <tr> <td>RESULT:</td> <td>APPROVED BY CONSENT VOTE [UNANIMOUS]</td> </tr> <tr> <td>MOVER:</td> <td>David Rogers, Supervisor - District No. 2</td> </tr> <tr> <td>SECONDER:</td> <td>Leticia Gonzalez, Supervisor - District No. 4</td> </tr> <tr> <td>AYES:</td> <td>Brett Frazier, David Rogers, Robert L. Poythress, Leticia Gonzalez</td> </tr> <tr> <td>ABSENT:</td> <td>Tom Wheeler</td> </tr> </table>						RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]	MOVER:	David Rogers, Supervisor - District No. 2	SECONDER:	Leticia Gonzalez, Supervisor - District No. 4	AYES:	Brett Frazier, David Rogers, Robert L. Poythress, Leticia Gonzalez	ABSENT:	Tom Wheeler
RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]														
MOVER:	David Rogers, Supervisor - District No. 2														
SECONDER:	Leticia Gonzalez, Supervisor - District No. 4														
AYES:	Brett Frazier, David Rogers, Robert L. Poythress, Leticia Gonzalez														
ABSENT:	Tom Wheeler														
Is this item Budgeted? N/A Will this item require additional personnel? No Previous Relevant Board Actions: DOC ID 7682 PowerPoint/Supporting Documents: Other/Misc.			DOCUMENT NO(S).												

RECOMMENDED ACTIONS:

Consideration of approval to authorize the Executive Director of Community Action Partnership of Madera County, Inc. to submit a grant application to the California Office of Emergency Services (Cal OES) to operate the Victim Witness Program from October 1, 2022 through September 30, 2023 including any extensions and/or amendments during the funding period.

DISCUSSION / FISCAL IMPACT / STRATEGIC FOCUS:

The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers) and provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties. The County Board of Supervisors is the agency specified by statute to determine whether a county government agency (i.e. district attorney's office, probation department, etc.) or community-based organization will receive these funds.

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



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family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, community outreach and public presentations.

Available funding has effectively decreased by \$37,955 compared to the grant ending September 30, 2022. This will largely be offset by a reduction in total hours spent by management-level employees on this program.
Funding totals \$316,881.

The CAPMC Board of Directors approved the submission of the Victim Witness grant application at its meeting on June 9, 2022.

ATTACHMENTS

1. VW Grant Application 2022 - 2023
2. VW 2022-2023 Budget



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER License # 0074577 Seabury, Copland & Anderson Insurance 1501-1 Howard Rd. Madera, CA 93637
CONTACT NAME: PHONE (A/C, No, Ext): (559) 673-7027 FAX (A/C, No): (559) 673-9210
E-MAIL ADDRESS: info@seaburycopland.com
INSURER(S) AFFORDING COVERAGE: INSURER A : Philadelphia Indemnity Ins Co
INSURED: Community Action Partnership 1225 Gill Avenue Madera, CA 93637

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Abusive Conduct Liab, Automobile Liability, Umbrella Liab, Workers Compensation and Employers' Liability, Forgery or Alteratio, Employee Dishonesty.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Grant Numbers: RC21 35 1245, RC22 36 1245, RC23 37 1245, VW21 35 0200, VW22 36 0200, VW23 37 0200, UV21 06 1245, UV22 01 1245, UV23 02 1245, XH21 04 1245, XH22 05 1245, XH23 02 1245, DV22 13 1245, DV23 15 1245, KC22 01 1245, KC23 02 1245.

CERTIFICATE HOLDER: State of California CA Office of Emergency Service 3650 Schriever Ave Mather, CA 95655
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE: [Signature]

CONTRERAS-BAUTISTA, NANCY [61205]
CHILD ADVOCACY CENTER FT

Range/Step: 230G BUDG HRS: 80

Holiday Hrs: 8 Exempt: No YOS: 4.25

Dept: ADMIN
000 - Gill
PPE: 4/15/2023 EFT

Leave Bal:

VAC: 135.16

SICK: 250.11

ADMIN: 0.00

FLOAT: 0.00

WEEKLY TIME SHEET

POSITION: Child Advocacy Center Case Worker

LOCATION: Gill

BUDGETED HRS: 80

Week 1 ACTIVITY	DATE --> FUND #	4/2	4/3	4/4	4/5	4/6	4/7	4/8	TOTAL
		SUN	MON	TUE	WED	THU	FRI	SAT	
Applications / Monthly Repd	535	-	0.50	-	-	-	-	-	0.50
Meetings / Trainings	535	-	4.00	-	1.00	1.50	-	-	6.50
Child Advocacy Center Tas	535	-	3.50	3.00	6.50	6.50	-	-	19.50
Child Forensic Interviews	535	-	-	5.00	-	-	-	-	5.00
Events	535	-	-	-	-	-	-	-	-
Prepare PO's & Check Req	535	-	-	-	0.50	-	-	-	0.50
CFIT Case Review	535-OT	-	-	-	-	1.00	-	-	1.00
0	218-90	-	-	-	-	-	-	-	-
Total Hours Worked		-	8.00	8.00	8.00	9.00	-	-	33.00

Status: Regular Reg P/T Seasonal
 Prov Extra Help Substitute
 Exempt

ADJUSTMENTS:

ACCOUNTING USE ONLY	
REGULAR HRS.	
535	0.50
535	7.50
535	50.50
535	12.00
535	-
535	1.00
535-OT	1.00
218-90 - OT	3.00
	75.50
Admin Hrs	-
Sick Hrs	0.50
Vac Hrs	-
Hol Hrs	8.00
Bereavement	-
Jury Duty	-
OTHER	8.50
TOTAL	84.00

Total Overtime (over 40 hrs worked) -----> 1.00

OVERTIME APPROVAL

Admin Leave									
Sick									
Vacation									
Paid Holiday							8.00		8.00
Bereavement: relationship									
Jury Duty (attach documentation)									
Other									
TOTAL HOURS			8.00	8.00	8.00	9.00	8.00		41.00

Week 2 ACTIVITY	DATE --> FUND #	4/9	4/10	4/11	4/12	4/13	4/14	4/15	TOTAL
		SUN	MON	TUE	WED	THU	FRI	SAT	
Applications / Monthly Repd	535	-	-	-	-	-	-	-	-
Meetings / Trainings	535	-	-	1.00	-	-	-	-	1.00
Child Advocacy Center Tas	535	-	8.00	6.50	3.50	5.00	8.00	-	31.00
Child Forensic Interviews	535	-	-	-	4.00	3.00	-	-	7.00
Events	535	-	-	-	-	-	-	-	-
Prepare PO's & Check Req	535	-	-	0.50	-	-	-	-	0.50
CFIT Case Review	535-OT	-	-	-	-	-	-	-	-
0	218-90	-	-	-	-	3.00	-	-	3.00
Total Hours Worked		-	8.00	8.00	7.50	11.00	8.00	-	42.50

Total Overtime (over 40 hrs worked) -----> 3.00

OVERTIME APPROVAL

Admin Leave									
Sick					0.50				0.50
Vacation									
Paid Holiday									
Bereavement: relationship									
Jury Duty (attach documentation)									
Other									
TOTAL HOURS			8.00	8.00	8.00	11.00	8.00		43.00

Notes:

Nancy Bautista

Employee Signature

04/14/23

Ann Gill

Supervisor's Signature

4/14/23

Date

Employee's signature certifies that all information is complete and accurate in all respects.
Supervisor's signature certifies that all information has been reviewed and is complete and accurate in all respects.

GENERAL TIMESHEET INFORMATION and INSTRUCTIONS

INSTRUCTIONS

ALL EMPLOYEE INFORMATION ON FRONT MUST BE COMPLETE!

- (1) The work period begins an 12:01 AM Sunday and ends at midnight Saturday. (2) Complete in ink.
 (3) Overtime is not allowed unless authorized in writing by the Supervisor/ Program Manager. (4) Time sheets are due to the Accounting department no later than 4:00 PM on the last Friday of the pay period.
 (5) Overtime will be paid at one and one-half times the hourly rate for time worked in excess of 8 hours in one day or 40 hours in one week. **ALL OVERTIME MUST BE APPROVED IN ADVANCE OF TIME WORKED.**
 Note: Day Count is actual number of days worked or paid up to a maximum of 10 days per pay period.
 Group all activities to be charged to any one fund on adjacent lines.

FUND NUMBER	HOURS	%	DISTRIBUTION WORKSHEET					8.00 HOLIDAY	0.00 JURY	
			Other	Admin	Berv.	0.00 VAC	0.50 SICK			
535	0.50	0.68%	-	-	-	-	0.00	0.05	-	0.06
535	7.50	9.93%	-	-	-	-	0.05	0.79	-	0.84
535	50.50	66.89%	-	-	-	-	0.33	5.35	-	5.69
535	12.00	15.89%	-	-	-	-	0.08	1.27	-	1.35
535	0.00	0.00%	-	-	-	-	-	-	-	-
535	1.00	1.32%	-	-	-	-	0.01	0.11	-	0.11
535-OT	1.00	1.32%	-	-	-	-	0.01	0.11	-	0.11
218-90	3.00	3.97%	-	-	-	-	0.02	0.32	-	0.34
TOTAL	75.50	100%	-	-	-	0.00	0.50	8.00	0.00	8.50

STARTING PAY PERIOD DATE 4/2/2023

Week 1		DATE -->	4/2	4/3	4/4	4/5	4/6	4/7	4/8
ACTIVITY	Program	FUND	SUN	MON	TUE	WED	THU	FRI	SAT
Applications / Monthly Reports	KC Grant	535	-	0.50	-	-	-	-	-
Meetings / Trainings		535	-	4.00	-	1.00	1.50	-	-
Child Advocacy Center Tasks		535	-	3.50	3.00	6.50	6.50	-	-
Child Forensic Interviews		535	-	-	5.00	-	-	-	-
Events		535	-	-	-	-	-	-	-
Prepare PO's & Check Requests		535	-	-	-	0.50	-	-	-
CFIT Case Review	KC Grant OT	535-OT	-	-	-	-	1.00	-	-
	BOD OT	218-90	-	-	-	-	-	-	-

TOTAL
0.50
6.50
19.50
5.00
-
0.50
1.00
-

ADMIN	-	-	-	-	-	-	-	-	-
SICK	-	-	-	-	-	-	-	-	-
VACATION	-	-	-	-	-	-	-	-	-
HOLIDAY	-	-	-	-	-	-	-	8.00	-
BEREAVEMENT	-	-	-	-	-	-	-	-	-
JURY DUTY	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-
			8.00	8.00	8.00	9.00	8.00		

-
-
-
8.00
-
-
-
41.00

Week 2		DATE -->	4/9	4/10	4/11	4/12	4/13	4/14	4/15
ACTIVITY	Program	FUND	SUN	MON	TUE	WED	THU	FRI	SAT
Applications / Monthly Reports	KC Grant	535	-	-	-	-	-	-	-
Meetings / Trainings	0	535	-	-	1.00	-	-	-	-
Child Advocacy Center Tasks	0	535	-	8.00	6.50	3.50	5.00	8.00	-
Child Forensic Interviews	0	535	-	-	-	4.00	3.00	-	-
Events	0	535	-	-	-	-	-	-	-
Prepare PO's & Check Requests	0	535	-	-	0.50	-	-	-	-
CFIT Case Review	KC Grant OT	535-OT	-	-	-	-	-	-	-
	BOD OT	218-90	-	-	-	-	3.00	-	-

TOTAL
-
1.00
31.00
7.00
-
0.50
-
3.00

ADMIN	-	-	-	-	-	-	-	-	-
SICK	-	-	-	-	-	0.50	-	-	-
VACATION	-	-	-	-	-	-	-	-	-
HOLIDAY	-	-	-	-	-	-	-	-	-
BEREAVEMENT	-	-	-	-	-	-	-	-	-
JURY DUTY	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-
			8.00	8.00	8.00	11.00	8.00		

-
0.50
-
-
-
-
-
43.00

TOTAL HOURS

84.00

ACTUAL %ALLOCATION
FOR SICK,VAC,ADMIN, BERV, JURY DUTY

REG. HRS	535	-	0.50	-	-	-	-	-	0.50	0.68%
REG. HRS	535	-	4.00	1.00	1.00	1.50	-	-	7.50	9.93%
REG. HRS	535	-	11.50	9.50	10.00	11.50	8.00	-	50.50	66.89%
REG. HRS	535	-	-	5.00	4.00	3.00	-	-	12.00	15.89%
REG. HRS	535	-	-	-	-	-	-	-	-	0.00%
REG. HRS	535	-	-	0.50	0.50	-	-	-	1.00	1.32%
REG. HRS	535-OT	-	-	-	-	1.00	-	-	1.00	1.32%
REG. HRS	218-90	-	-	-	-	3.00	-	-	3.00	3.97%
									75.50	100.00%



Employee Weekly Activity Report WEEK 1

Employee Name: Norma A. Alvarez Dept.: Victim Services

Period start date: 4/2/2023 4/15/2023

Activity	Day	SUN		MON		TUE		WED		THU		FRI		SAT		Weekly Totals	
	Date	4/2		4/3		4/4		4/5		4/6		4/7		4/8		Regular	Overtime
	Hours/Type	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT		
Underserved 508.0																0.00	0.00
Outreach																0.00	0.00
Safety Plans																0.00	0.00
Shelter																0.00	0.00
CJS Education																0.00	0.00
Translation																0.00	0.00
Court Accompaniment																0.00	0.00
Resources																0.00	0.00
Transportation																0.00	0.00
Meetings																0.00	0.00
Training																0.00	0.00
Case Management																0.00	0.00
Worked on presentation Other:																0.00	0.00
Working Popul Trai DAILY TOTALS:																0.00	0.00
Victim Witness 501.0																	
Crisis Intevention																0.00	0.00
Emergency Assistance																0.00	0.00
Resources and Referral																0.00	0.00
Direct Counseling/Therapy																0.00	0.00
Victims of Crime Claim																0.00	0.00
Property Return																0.00	0.00
Orientation to CJS																0.00	0.00
Court Escort								2.50		2.00						4.50	0.00
Training for Criminal Justice Agency																0.00	0.00
Public Presentation & Publicity																0.00	0.00
Case Status/Case Disposition						2.00		1.00								3.00	0.00
Notification of Family/Friends																0.00	0.00
Employer Notification/Intervention																0.00	0.00
Restitution																0.00	0.00
Restraining Orders																0.00	0.00
Case Management						6.00		4.50		6.00						16.50	0.00
Training																0.00	0.00
Meetings																0.00	0.00
Other - Wellness Even																0.00	0.00
DAILY TOTALS:						8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00
LEAVE	Hours	Reg		Reg		Reg		Reg		Reg		Reg		Reg		Regular	
Sick																0.00	
Vacation				8.00												8.00	
Paid Holiday												8.00				8.00	
Bereavement																0.00	
Jury Duty																0.00	
Other																0.00	
DAILY TOTALS:		0.00		8.00		0.00		0.00		0.00		8.00		0.00		16.00	
INELIGIBLE COSTS	Hours	Reg		Reg		Reg		Reg		Reg		Reg		Reg		Regular	
Training																0.00	
Other																0.00	
DAILY TOTALS:		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	
Daily hourly totals and weekly grand totals:		0.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	0.00	0.00	40.00	0.00

Norma A. Alvarez
Employee's Signature

4/17/23
Date

[Signature]
Supervisor's Signature

4/17/23
Date





Employee Name: Norma A. Alvarez

Dept.: Dept.: Victim Services

Period start date: 4/2/2023

4/15/2023

Activity	Day -	SUN		MON		TUE		WED		THU		FRI		SAT		Weekly Totals	
	Date -	4/9		4/10		4/11		4/12		4/13		4/14		4/15		Regular	Overtime
	Hours/Type	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT	Reg	OT		
Underserved 508.0																	
Outreach																	0.00 0.00
Safety Plans																	0.00 0.00
Shelter																	0.00 0.00
CJS Education																	0.00 0.00
Translation																	0.00 0.00
Court Accompaniment																	0.00 0.00
Resources																	0.00 0.00
Transportation																	0.00 0.00
Meetings																	0.00 0.00
Training																	0.00 0.00
Case Management																	0.00 0.00
Worked on presentation Other:																	0.00 0.00
DAILY TOTALS:			0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
Victim Witness 501.0																	
Crisis Intevention																	0.00 0.00
Emergency Assistance																	0.00 0.00
Resources and Referral																	0.00 0.00
Direct Counseling/Therapy																	0.00 0.00
Victims of Crime Claim																	0.00 0.00
Property Return																	0.00 0.00
Orientation to CJS																	0.00 0.00
Court Escort								3.00				2.00					5.00 0.00
Training for Criminal Justice Agency																	0.00 0.00
Public Presentation & Publicity																	0.00 0.00
Case Status/Case Disposition						2.00		1.50		2.00		1.00					6.50 0.00
Notification of Family/Friends																	0.00 0.00
Employer Notification/Intervention																	0.00 0.00
Restitution																	0.00 0.00
Restraining Orders																	0.00 0.00
Case Management				1.00		6.00		3.50		6.00		3.50					20.00 0.00
Training																	0.00 0.00
Meetings																	0.00 0.00
Other												3.00					3.00 0.00
DAILY TOTALS:			0.00 0.00	1.00 0.00	0.00 0.00	8.00 0.00	0.00 0.00	8.00 0.00	0.00 0.00	8.00 0.00	0.00 0.00	9.50 0.00	0.00 0.00	0.00 0.00	0.00 0.00	34.50 0.00	0.00 0.00
LEAVE																	
Sick	Hours	Reg		7.00													7.00
Vacation																	0.00
Paid Holiday																	0.00
Bereavement																	0.00
Jury Duty																	0.00
Other																	0.00
DAILY TOTALS:			0.00	7.00		0.00		0.00		0.00		0.00		0.00		0.00	7.00
INELIGIBLE COSTS																	
Trainings	Hours	Reg															0.00
Other																	0.00
DAILY TOTALS:			0.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00
Daily hourly totals and weekly grand totals:			0.00 0.00	8.00 0.00	0.00 0.00	8.00 0.00	0.00 0.00	8.00 0.00	0.00 0.00	8.00 0.00	0.00 0.00	9.50 0.00	0.00 0.00	0.00 0.00	0.00 0.00	41.50 0.00	0.00 0.00

Norma Alvarez
Employee's Signature

4/17/23
Date

[Signature]
Supervisor's Signature

4/17/23
Date

