AGENDA OF THE REGULAR MEETING OF THE EXECUTIVE BOARD OF THE BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE, LOCATED AT COUNTY OF KERN ADMINISTRATIVE BUILDING, 1115 TRUXTUN AVE. 3rd FLOOR CONFERENCE ROOM, TO BE HELD ON THURSDAY, APRIL 13, 2023, AT 2:00 P.M. MEETING.

1. **Adoption of Agenda**

2. **Public Comments – The time allotted for Public Comments during the Regular Meeting shall be three (3) minutes for each person, with a maximum of fifteen (15) minutes in each subject area.**

3. **Financial Audit Report – ACTION ITEM (20 minutes)**

4. **Report from Board of Directors**

5. **Consent Agenda: ACTION ITEM (5 minutes)**

    a. **Minutes of the Regular Meeting of March 2, 2023**

    b. **Financial Report**

    c. **Report from Governing Board Chair**

    d. **Report from BKRHC Interim Executive Director**

6. **Resignation of Russell Judd from Executive Board and Appointment of New Healthcare Subject Matter Expert Representative – ACTION ITEM**

7. **HMIS Lead Agency Update and Funding Discussion (20 minutes)**

8. **Approve and Review Panel Recommendations for HHAP 3 Awards and Authorize Interim Executive Director to Execute Funding Agreements with Grantees - ACTION ITEM (10 minutes)**

9. **Point-In-Time Count and Housing Inventory Update – ACTION ITEM (10 minutes)**

10. **Closed Session: Job posting for BKRHC Executive Director pursuant to Government Code section 54957 and Conference with regard to negotiations related to Executive Director pursuant to Government Code section 54957.6.**

_____

If you require special assistance to participate in this Meeting, please call: 661-526-0111, to make reasonable arrangements to ensure accessibility to this Meeting.

Requests for assistance should be made at least two (2) days in advance whenever possible. This is to certify that this Agenda was posted at 1115 Truxtun Ave., Bakersfield, CA 93301 at least 72 hours prior to the meeting. Board Agendas are also posted at: www.bkrhc.org, including any changes to the original posting(s), subject to the staff's ability to post documents prior to the Board Meeting. Documents submitted to a majority of the Agency Members fewer than 72 hours prior to a public meeting are available for public inspection upon request at: BKRHC 1115 Truxtun Ave., Bakersfield, CA 93301, as soon as they are distributed to Board Members.

Bakersfield - Kern

BKRHC
REGIONAL HOMELESS
COLLABORATIVE

FINANCIAL REPORT
June 30, 2022

DANIELLS PHILLIPS
VAUGHAN & BOCK
CPAs and Advisors

C O N T E N T S

PATRICK W. PAGGI

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Bakersfield-Kern Regional Homeless Collaborative
Bakersfield, California

Opinion
We have audited the financial statements of **Bakersfield-Kern Regional Homeless Collaborative** (the Collaborative), which comprise the statements of financial position as of June 30, 2022 and 2021, the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Collaborative as of June 30, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion
We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). 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 Collaborative and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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 Collaborative's ability to continue as a going concern within one year after the date that the financial statements are issued or 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 GAAS 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 GAAS, 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 Collaborative'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 Collaborative'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.

Daniells Phillips Vaughan & Bock

Bakersfield, California
February 6, 2023

- 3 -

BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE

STATEMENTS OF FINANCIAL POSITION
June 30, 2022 and 2021

	2022	2021
ASSETS		
Current Assets		
Cash	$ 2,570,808	$ 1,772,662
Grants receivable	213,042	185,737
Prepaid expenses	3,655	3,610
Total assets	$ 2,787,505	$ 1,962,009
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable	$ 162,584	$ 107,570
Accrued expenses	11,589	14,077
Deferred revenue	2,094,046	1,384,868
Total current liabilities	2,268,219	1,506,515
Net Assets Without Donor Restrictions	519,286	455,494
Total liabilities and net assets	$ 2,787,505	$ 1,962,009

See Notes to Financial Statements.

- 4 -

BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE

STATEMENTS OF ACTIVITIES
Years Ended June 30, 2022 and 2021

	2022	2021
Revenue and support:		
Contracts and grants	$ 1,049,998	$ 1,111,627
Contributions:		
Other	33,280	25,215
In-kind (Note 1)	13,800	9,775
Membership dues	10,100	10,600
Interest	5,610	2,637
Total revenue and support	1,112,788	1,159,854
Expenses:		
Programs	935,696	966,762
General and administrative	113,300	106,920
Total expenses	1,048,996	1,073,682
Change in net assets without donor restrictions	63,792	86,172
Net assets without donor restrictions, beginning	455,494	369,322
Net assets without donor restrictions, ending	$ 519,286	$ 455,494

See Notes to Financial Statements.

- 4 -

- 5 -

BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE

STATEMENTS OF CASH FLOWS
Years Ended June 30, 2022 and 2021

	2022	2021
Cash Flows From Operating Activities		
Change in net assets	$ 63,792	$ 86,172
Changes in assets and liabilities:		
(Increase) decrease in:		
Grants receivable	(27,305)	32,507
Prepaid expenses	(45)	8,281
Increase (decrease) in:		
Accounts payable and accrued expenses	52,526	112,240
Deferred revenue	709,178	(356,212)
Net cash provided by (used in) operating activities	798,146	(117,012)
Net increase (decrease) in cash	798,146	(117,012)
Cash:		
Beginning	1,772,662	1,889,674
Ending	$ 2,570,808	$ 1,772,662

See Notes to Financial Statements.

BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE

STATEMENTS OF FUNCTIONAL EXPENSES
Years Ended June 30, 2022 and 2021

	2022			2021		
	Programs	General and Administrative	Total	Programs	General and Administrative	Total
Grants	$ 493,380	$ -	$ 493,380	$ 493,835	$ -	$ 493,835
Salaries and wages	172,987	29,544	202,531	217,749	36,503	254,252
Contract labor	106,438	11,150	117,588	40,756	-	40,756
Professional fees	47,453	45,389	92,842	20,617	47,736	68,353
Supplies	30,288	8,116	38,404	109,237	7,506	116,743
Insurance	13,507	4,753	18,260	9,141	3,797	12,938
Payroll taxes	14,368	2,536	16,904	17,112	3,020	20,132
Professional development	13,984	-	13,984	-	-	-
Telephone and internet	9,362	4,519	13,881	6,218	3,387	9,605
Occupancy	13,800	-	13,800	9,775	-	9,775
Miscellaneous	9,049	1,975	11,024	10,329	1,253	11,582
Retirement benefits	8,691	1,534	10,225	10,122	1,786	11,908
Public relations and advertising	2,389	2,524	4,913	21,871	1,297	23,168
Dues and subscriptions	-	1,260	1,260	-	635	635
	$ 935,696	$ 113,300	$ 1,048,996	$ 966,762	$ 106,920	$ 1,073,682

See Notes to Financial Statements.

BAKERSFIELD – KERN REGIONAL HOMELESS COLLABORATIVE

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of the Collaborative and Significant Accounting Policies

Nature of activities: Bakersfield-Kern Regional Homeless Collaborative (the Collaborative) is a not-for-profit organization, formed September 25, 2019, whose mission is to put an end to homelessness in Kern County through collaborative planning and action. The Collaborative is designated as the Bakersfield / Kern County CA-604 Continuum of Care, designed to promote community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and state and local governments to quickly rehouse homeless individuals and families. Together they are a collective action, committed to ending homelessness. The members of the Collaborative strive towards "housing first". When people are housed first basic needs are met faster, helping them live independently and minimizes the costs to communities.

A summary of the accounting policies are as follows:

Basis of presentation: The financial statements of the Collaborative have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require the Collaborative to report information regarding its financial position and activities according to the following net asset classifications:

> *Net assets without donor restrictions:* Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Collaborative. These net assets may be used at the discretion of the Collaborative's management and the board of directors.

> *Net assets with donor restrictions:* Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Collaborative or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

> Donor restricted contributions are reported as an increase in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Measure of operations: The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Collaborative's ongoing activities. Nonoperating activities are limited to resources that are more unusual or nonrecurring in nature.

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Revenue and support: Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. The Collaborative reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets, or if they are designated as support for future periods. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same reporting period are reported as support without donor restrictions.

BAKERSFIELD – KERN REGIONAL HOMELESS COLLABORATIVE

NOTES TO FINANCIAL STATEMENTS

Donated facilities: In-kind contributions for the years ended June 30, 2022 and 2021 totaled $13,800 and $9,775, respectively, and has been recognized in the statements of activities as in-kind revenue and occupancy expense. Facility donations are recorded and reflected in the accompanying financial statements at their fair values at the date of receipt.

Cash: The Collaborative maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Collaborative has not experienced any losses in such accounts. The Collaborative believes it is not exposed to any significant credit risk on cash, and has adopted an insured cash sweep account to minimize the credit risk on cash.

Grants receivable: The Collaborative's receivables relate to cost-reimbursements provided under contracts and grants with the County of Kern, State of California, U.S. Department of Housing and Urban Development as well as private foundations.

Public relations and advertising: Public relations and advertising costs are expensed when incurred. Public relations and advertising costs amounted to $4,913 and $23,168 for the years ended June 30, 2022 and 2021, respectively.

Income taxes: The Collaborative is a not-for-profit corporation and has been recognized as tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code and related California Franchise Tax Board code sections.

Under the accounting standard guidance on accounting for uncertainty in income taxes, which address the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements, the Collaborative may recognize the tax benefit from an uncertain tax position only if it is more-likely-than-not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. The guidance on accounting for uncertainty in income taxes also addresses de-recognition, classification, interest and penalties on income taxes, and accounting in interim periods.

Management evaluated the Collaborative's tax positions and concluded that they had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

Functional allocation of expenses: The cost of providing the various programs and other activities are summarized on a functional basis in the statement of activities. Management allocates costs between general and administrative or the appropriate program based on evaluations of the related benefits. General and administrative expenses include those expenses that are not directly identifiable with any other specific function, but provide for the overall support and direction of the Collaborative. Indirect expenses, such as utilities are allocated based on the amount of square footage each program occupies in the building.

Authoritative pronouncement adopted: In September 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2020-07, Not-for-Profit Entities (Topic 958): *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which requires a not-for-profit entity to present contributed nonfinancial assets in the statements of activities as a line item that is separate from contributions of cash or other financial assets. ASU 2020-07 also requires additional qualitative and quantitative disclosures about contributed nonfinancial assets received, disaggregated by category. This ASU was effective for the Collaborative beginning on July 1, 2021 and did not have a significant impact on the Collaborative's financial statements.

BAKERSFIELD – KERN REGIONAL HOMELESS COLLABORATIVE

NOTES TO FINANCIAL STATEMENTS

Authoritative pronouncements not yet adopted: In February 2016, the FASB issued ASU 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in Topic 840, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statements of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statements of activities.

A modified retrospective transition approach is required. An entity may adopt the guidance either (1) retrospectively to each prior reporting period presented in the financial statements with a cumulative effect adjustment recognized at the beginning of the earliest comparative period presented or (2) retrospectively at the beginning of the period of adoption through a cumulative-effect adjustment. The Collaborative expects to adopt the guidance retrospectively at the beginning of the period of adoption, July 1, 2022, through a cumulative-effect adjustment, and will not apply the new standard to comparative periods presented.

The new standard provides a number of practical expedients. Upon adoption, the Collaborative expects to elect the transition package of practical expedients permitted within the new standard, which among other things, allows the carryforward of the historical lease classification.

The Collaborative is currently evaluating the impact of the pending adoption of the new standard on its financial statements.

Subsequent events: Management has evaluated subsequent events through February 6, 2023, the date on which the financial statements were available to be issued. There were no subsequent events identified by management that would require disclosure in the financial statements.

Note 2. Financial Assets and Liquidity of Resources

The following table represents the Collaborative's financial assets at June 30, 2022 and 2021, reduced by amounts not available for general expenditure within one year. Financial assets are considered unavailable if they represent funds held for other agencies and net assets with donor restrictions.

	2022	2021
Financial assets:		
Cash	$ 2,570,808	$ 1,772,662
Grants receivable	213,042	185,737
Financial assets available to meet general expenditures over the next twelve months	$ 2,783,850	$ 1,958,399

The Collaborative's goal is to meet operating needs as they come due.

Note 3. Concentrations of Revenue

For the year then ended June 30, 2022, 82% of the Collaborative's revenue was received from five grantor agencies. For the year then ended June 30, 2021, 78% of the Collaborative's revenue was received from four grantor agencies. Management believes the contracts will be renewed on an ongoing basis.

BAKERSFIELD – KERN REGIONAL HOMELESS COLLABORATIVE

NOTES TO FINANCIAL STATEMENTS

Note 4. Retirement Plan

The Collaborative has established a salary deferral plan under section 401(k) of the Internal Revenue Code. The plan allows eligible employees to defer a portion of their compensation ranging from 1% to 91%. Such deferrals accumulate on a tax deferred basis until the employee withdraws the funds. The Collaborative is required to match a portion of the employees' contribution. For 2022 and 2021, the rate of the Collaborative match was 5%. Total expense recorded for the Collaborative's match was $10,225 and $11,908 for the years ended June 30, 2022 and 2021, respectively.

MINUTES OF THE REGULAR MEETING OF THE EXECUTIVE BOARD OF THE BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE, LOCATED AT 1115 TRUXTUN AVE, BAKERSFIELD, CA 93301 ON THE 5ᵀᴴ FLOOR, ON MARCH 2, 2022, AT 2:00pm

Present: C. Baldovinos, T. Matthews, R. Alsop, C. Beecroft, C. Clegg, D. Johnson, R. Judd, S. Kuwahara, A. Valdez

Absent: None

Guests: D. Reveles, M. Scott, R. Ramos, C. Denna, D. Fontaine, R. Moreno, A. Salinas, L. Faleen, R. Guerrero, J. Stidhum

The meeting was called to order by C. Baldovinos at 2:03pm.

1. **Adoption of Agenda**
   Motion: Move to approve the agenda
   Motion made by: A. Valdez
   Seconded the motion. D. Johnson
   Ayes: C. Baldovinos, T. Matthews, R. Alsop, C. Beecroft, C. Clegg, D. Johnson, R. Judd,
   S. Kuwahara, A. Valdez
   None opposed, no abstentions, none absent

2. **Public Comments**
   - None

3. **Reports from Board Members or Officers of The Board –**

   - S. Kuwahara – RFA for Bridge Housing $907 million of allocation $15.1 million for Kern. Stacy has until the end of April to submit plan on how to expend funds, fully expended by 2007. Bridge Housing use (not PSH) One time funding for bridge housing.
     Bridge housing to go with behavioral health. BHRS is required to coordinate with CoC, possibly complete hotel/motel conversion or partner with HomeKey partners, looking on increasing staffing for programs like No Place Like Home, possibly used as patch funding. Direct allocation to Kern BHRS.

   - R. Alsop - expressed gratitude to Anna Laven for her services with BKRHC. Anna Laven did a great job of stepping into a complex and challenging role. The County would like to express appreciation for all her hard work.

- A. Valdez sends appreciation to Mary Scott with BKRHC for moving forward with the encampment grant and all the hard work she has put in.

4. **Approval of Consent Agenda**
   Motion: Move to approve consent agenda (Financial statements, Minutes, BKRHC 2023 Meeting Dates, CES Report, Report form BKRHC Governing Board Chair)
   Motion: R. Alsop
   Second: R. Judd
   Ayes: C. Baldovinos, T. Matthews, R. Alsop, C. Beecroft, C. Clegg, D. Johnson, R. Judd,
   S. Kuwahara, A. Valdez
   None opposed, no abstentions, none absent

5. **Move to closed session at 2:13pm**
   Motion: A. Valdez
   Second: T. Matthews

6. **Closed Session - Approval of Interim Executive Director**
   Motion: Move to approve Rick Ramos as Interim Executive Director
   Motion made by: R. Judd
   Seconded the motion. A. Valdez
   Ayes: C. Baldovinos, T. Matthews, R. Alsop, C. Beecroft, C. Clegg, D. Johnson, R. Judd,
   S. Kuwahara, A. Valdez
   None opposed, no abstentions, none absent

7. **Move into open session at 2:46pm**

8. **The Executive Board announced Rick Ramos as the Interim Executive Director by a unanimous vote.**

9. **Meeting adjourned: 3:35pm**

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
2,936	Bill	02/01/2023	1358	Hey Salty, Inc.
				Hey Salty, Inc.
2,937	Bill Pmt -Check	02/03/2023	Bill.com	Pegboard
				Pegboard
2,938	Bill Pmt -Check	02/03/2023	Bill.com	California Veterans Assistance Foundation
				California Veterans Assistance Foundation
2,939	Bill Pmt -Check	02/03/2023	Bill.com	California Veterans Assistance Foundation
				California Veterans Assistance Foundation
2,940	Bill Pmt -Check	02/03/2023	Bill.com	California Veterans Assistance Foundation
				California Veterans Assistance Foundation
2,941	Bill Pmt -Check	02/03/2023	Bill.com	Pegboard
				Pegboard
2,942	Bill Pmt -Check	02/03/2023	Bill.com	California Veterans Assistance Foundation
				California Veterans Assistance Foundation
2,943	Bill Pmt -Check	02/03/2023	Bill.com	Pegboard
				Pegboard
2,944	Bill Pmt -Check	02/03/2023	Bill.com	California Veterans Assistance Foundation
				California Veterans Assistance Foundation
2,946	Bill	02/01/2023	44226	P.A.S. Associates
				P.A.S. Associates
2,947	Bill	02/01/2023	01-6547147	AppleOne, Inc.
				AppleOne, Inc.
2,948	General Journal	02/03/2023		
2,954	Check	02/01/2023		Paychex - W/C
				Paychex - W/C
2,955	Check	02/01/2023		Paychex - Invoice
				Paychex - Invoice
2,956	Check	02/03/2023		The Blvd
				The Blvd

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
2,964	Deposit	02/03/2023		
				John Laird
				Stripe
2,967	Bill Pmt -Check	02/07/2023	Bill.com	AppleOne, Inc.
				AppleOne, Inc.
2,968	Bill Pmt -Check	02/07/2023	Bill.com	Hansens Moving Storage Inc.
				Hansens Moving Storage Inc.
2,969	Bill Pmt -Check	02/07/2023	Bill.com	Alma Bookkeeping
				Alma Bookkeeping
2,970	Bill Pmt -Check	02/07/2023	Bill.com	Hansens Moving Storage Inc.
				Hansens Moving Storage Inc.
2,971	Bill Pmt -Check	02/07/2023	Bill.com	Hey Salty, Inc.
				Hey Salty, Inc.
2,972	Bill Pmt -Check	02/07/2023	Bill.com	*Destiny Espinoza-Reveles
				*Destiny Espinoza-Reveles
2,978	General Journal	02/07/2023		
2,980	Bill Pmt -Check	02/08/2023	Bill.com	Pegboard
				Pegboard
2,981	Bill Pmt -Check	02/08/2023	Bill.com	Hey Salty, Inc.
				Hey Salty, Inc.
2,982	Bill Pmt -Check	02/10/2023	Bill.com	Mission- Card Service Center
				Mission- Card Service Center
2,983	Bill Pmt -Check	02/08/2023	Bill.com	P.A.S. Associates
				P.A.S. Associates
2,984	Bill Pmt -Check	02/08/2023	Bill.com	AppleOne, Inc.
				AppleOne, Inc.
2,985	Bill Pmt -Check	02/08/2023	Bill.com	Klein,Denatale,Goldner,Cooper,Rosenlieb
				Klein,Denatale,Goldner,Cooper,Rosenlieb
2,986	General Journal	02/08/2023		

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
2,989	Bill	02/08/2023	01-6552390	AppleOne, Inc.
				AppleOne, Inc.
2,990	General Journal	02/10/2023		
2,992	Transfer	02/10/2023		
2,993	Transfer	02/10/2023		
2,994	Bill	02/15/2023	February 1 - 15	Alma Bookkeeping
				Alma Bookkeeping
2,995	Bill Pmt -Check	02/28/2023	Bill.com	Pegboard
				Pegboard
2,996	Check	02/13/2023		Zoom Video
				Zoom Video
2,997	Check	02/15/2023		Paychex - W/C
				Paychex - W/C
2,998	Transfer	02/10/2023		
2,999	Check	02/15/2023		Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
3,000	Check	02/15/2023		Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
3,001	Check	02/15/2023		Paychex - 401K
				Paychex - 401K
				Paychex - 401K
				Paychex - 401K
				Paychex - 401K
3,002	Deposit	02/09/2023		
				Manuel Morre
				Stripe
3,003	Deposit	02/14/2023		
				Thomas Kish
				Stripe
3,004	Deposit	02/15/2023		
				Grace
				Stripe
3,005	Check	02/16/2023		Paychex - Invoice
				Paychex - Invoice

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
3,006	Bill	02/15/2023	33808	Grapevine MSP LLC
				Grapevine MSP LLC
3,007	Bill	02/15/2023	01-6556986	AppleOne, Inc.
				AppleOne, Inc.
3,008	Bill Pmt -Check	02/23/2023	Bill.com	Open Door Network
				Open Door Network
3,009	Bill Pmt -Check	02/28/2023	Bill.com	Grapevine MSP LLC
				Grapevine MSP LLC
3,010	Bill Pmt -Check	02/23/2023	Bill.com	Daniells Phillips Vaughan & Bock
				Daniells Phillips Vaughan & Bock
3,011	Bill Pmt -Check	02/23/2023	Bill.com	AppleOne, Inc.
				AppleOne, Inc.
3,012	Bill Pmt -Check	02/23/2023	Bill.com	Alma Bookkeeping
				Alma Bookkeeping
3,013	Bill Pmt -Check	02/28/2023	Bill.com	AppleOne, Inc.
				AppleOne, Inc.
3,014	General Journal	02/23/2023		
3,016	Bill	02/22/2023	01-6563663	AppleOne, Inc.
				AppleOne, Inc.
3,017	Deposit	02/24/2023		
				CoC Grant
3,018	Deposit	02/01/2023		
				Adventist Health Bakersfield Foundation
3,019	Deposit	02/22/2023		
				Kern Community College District
				John Laird
3,020	Transfer	02/01/2023		
3,021	Transfer	02/22/2023		

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
3,022	Transfer	02/01/2023		
3,023	Check	02/16/2023		Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
3,024	Check	02/16/2023		Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
3,025	Check	02/16/2023		Paychex - 401K
				Paychex - 401K
				Paychex - 401K
3,026	Check	02/17/2023		Paychex - W/C
				Paychex - W/C
3,027	Check	02/17/2023		PC-Premium PIA-PC
				PC-Premium PIA-PC
3,028	Check	02/17/2023		Paychex - HRS
				Paychex - HRS
3,029	Check	02/17/2023		Zoom Video
				Zoom Video
3,030	Check	02/17/2023		Adobe Inc.
				Adobe Inc.
3,031	Check	02/21/2023		Bill.com
				Bill.com
3,032	Check	02/21/2023		Tina Maries
				Tina Maries

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
3,034	Bill	02/10/2023	33752	Grapevine MSP LLC
				Grapevine MSP LLC
3,035	General Journal	02/28/2023		
3,036	Bill	02/27/2023	1307	Flood Ministries
				Flood Ministries
3,037	Bill	02/28/2023	February 16 - 28	Alma Bookkeeping
				Alma Bookkeeping
3,038	Bill	02/27/2023	1322	Flood Ministries
				Flood Ministries
3,039	Bill	02/01/2023	S1147-0013	Hansens Moving Storage Inc.
				Hansens Moving Storage Inc.
3,050	Bill	02/16/2023	02325	Homebase
				Homebase
3,052	Bill	02/28/2023	1206658	Klein,Denatale,Goldner,Cooper,Rosenlieb
				Klein,Denatale,Goldner,Cooper,Rosenlieb
3,055	Deposit	02/28/2023		
3,057	Check	02/28/2023		Paychex - Empl Fee
				Paychex - Empl Fee
3,058	Check	02/28/2023		Paychex - W/C
				Paychex - W/C
3,059	Check	02/28/2023		Paychex - 401K
				Paychex - 401K
				Paychex - 401K
				Paychex - 401K
				Paychex - 401K
				Paychex - 401K
3,060	Check	02/28/2023		Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll

11:01 AM
03/28/23

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

EB 4/13/23   Page 024

Trans #	Type	Date	Num	Name
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
				Paychex - Payroll
3,061	Check	02/28/2023		Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
				Paychex - Taxes
3,062	Deposit	02/27/2023		

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
				Manuel Morre
				Stripe
3,063	General Journal	02/28/2023	Vac Accrued	
3,064	General Journal	02/28/2023	Prepaid	Padmission LLC
				Padmission LLC
3,065	General Journal	02/28/2023	Prepaid	Alliant Insurance Services, Inc.
				Alliant Insurance Services, Inc.
3,066	General Journal	02/28/2023	Prepaid	P.A.S. Associates
				P.A.S. Associates
3,067	General Journal	02/28/2023	In-Kind	County of Kern
				County of Kern
3,077	Credit Card Charge	02/01/2023		The Blvd
				The Blvd
3,078	Credit Card Charge	02/01/2023		The Blvd
				The Blvd
3,079	Credit Card Charge	02/08/2023		Mission- Card Service Center
				Mission- Card Service Center
3,080	Deposit	02/28/2023		
3,081	Bill	02/08/2023	XXXX 4073	Mission- Card Service Center
				Mission- Card Service Center
3,112	Bill	02/13/2023	11238	Independent Living Center of Kern
				Independent Living Center of Kern
3,113	Bill	02/03/2023	11228	Independent Living Center of Kern
				Independent Living Center of Kern
3,114	Bill	02/07/2023	11231	Independent Living Center of Kern
				Independent Living Center of Kern
3,118	Bill	02/09/2023	11226	Independent Living Center of Kern
				Independent Living Center of Kern

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Trans #	Type	Date	Num	Name
3,126	Bill	02/03/2023	33699	Grapevine MSP LLC
				Grapevine MSP LLC
3,142	Credit Card Charge	02/23/2023		Jersey Mike
				Jersey Mike
3,143	Credit Card Charge	02/23/2023		Jersey Mike
				Jersey Mike
3,144	Credit Card Charge	02/15/2023		Cesar Chavez Legacy Breakfast
				Cesar Chavez Legacy Breakfast
3,145	Credit Card Charge	02/21/2023		Amazon.com
				Amazon.com
3,147	Credit Card Charge	02/08/2023		Amazon.com
				Amazon.com
3,163	General Journal	02/28/2023	Deferred	State of California
				Flood Ministries
				State of California
				Flood Bakersfield Ministries
				State of California
				Independent Living Center of Kern County
				State of California
				Independent Living Center of Kern County
				State of California
				Independent Living Center of Kern County
				State of California
				Independent Living Center of Kern County

TOTAL

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
Office 365 Annual Licenses	1500 · Accounts Payable	
Office 365 Annual Licenses	5047 · Contract Labor	200.00
		200.00
https://app02.us.bill.com/BillPay?id=blp02DIZAMPE	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02DIZAMPE	1500 · Accounts Payable	2,317.30
		2,317.30
https://app02.us.bill.com/BillPay?id=blp02KHJDRBH	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02KHJDRBH	1500 · Accounts Payable	7,796.94
		7,796.94
https://app02.us.bill.com/BillPay?id=blp02IYRMEGE	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02IYRMEGE	1500 · Accounts Payable	9,198.18
		9,198.18
https://app02.us.bill.com/BillPay?id=blp02EPPAQQ/	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02EPPAQQ/	1500 · Accounts Payable	6,158.86
		6,158.86
https://app02.us.bill.com/BillPay?id=blp02KYHWNH	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02KYHWNH	1500 · Accounts Payable	182.69
		182.69
https://app02.us.bill.com/BillPay?id=blp02FUZMQO	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02FUZMQO	1500 · Accounts Payable	8,908.33
		8,908.33
https://app02.us.bill.com/BillPay?id=blp02XXOSVH)	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02XXOSVH)	1500 · Accounts Payable	9,783.62
		9,783.62
https://app02.us.bill.com/BillPay?id=blp02GCGXVVI	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02GCGXVVI	1500 · Accounts Payable	11,656.81
		11,656.81
	1500 · Accounts Payable	
	5048 · Human Relations	306.68
		306.68
	1500 · Accounts Payable	
	5053 · Program Coordinator	1,475.20
		1,475.20
BILL 02/03/23 Payables Funding	1072 · Bill.com Money Out Clearing	56,002.73
BILL 02/03/23 Payables Funding	1000 · Mission Operating #4975	
		56,002.73
	1000 · Mission Operating #4975	
	5033 · Worker's Comp	73.87
		73.87
	1000 · Mission Operating #4975	
	5052 · Payroll Processing	134.40
		134.40
PIT Meeting	1000 · Mission Operating #4975	
PIT Meeting	5014 · Meeting Expense	99.96
		99.96

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
Stripe	1000 · Mission Operating #4975	47.25
Stripe	4200 · Individual Contributions	
Stripe	5001 · Bank & Interest Charges	2.75
		50.00
https://app02.us.bill.com/BillPay?id=blp02XOZFKBL	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02XOZFKBL	1500 · Accounts Payable	1,180.16
		1,180.16
https://app02.us.bill.com/BillPay?id=blp02FPVPRD1	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02FPVPRD1	1500 · Accounts Payable	150.00
		150.00
https://app02.us.bill.com/BillPay?id=blp02TWQLFY(	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02TWQLFY(	1500 · Accounts Payable	2,500.00
		2,500.00
https://app02.us.bill.com/BillPay?id=blp02NGITIIKQ	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02NGITIIKQ	1500 · Accounts Payable	575.00
		575.00
https://app02.us.bill.com/BillPay?id=blp02LYFEMYJ	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02LYFEMYJ	1500 · Accounts Payable	200.00
		200.00
https://app02.us.bill.com/BillPay?id=blp02GODLFX\	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02GODLFX\	1500 · Accounts Payable	368.09
		368.09
BILL 02/07/23 Payables Funding	1072 · Bill.com Money Out Clearing	4,973.25
BILL 02/07/23 Payables Funding	1000 · Mission Operating #4975	
		4,973.25
https://app02.us.bill.com/BillPay?id=blp02DSLLBLN	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02DSLLBLN	1500 · Accounts Payable	1,399.32
		1,399.32
https://app02.us.bill.com/BillPay?id=blp02JWXYXH(	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02JWXYXH(	1500 · Accounts Payable	200.00
		200.00
https://app02.us.bill.com/BillPay?id=blp02NWYURK	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02NWYURK	1500 · Accounts Payable	4,024.77
		4,024.77
https://app02.us.bill.com/BillPay?id=blp02SVASVS(	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02SVASVS(	1500 · Accounts Payable	306.68
		306.68
https://app02.us.bill.com/BillPay?id=blp02WCAAFS|	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02WCAAFS|	1500 · Accounts Payable	1,475.20
		1,475.20
https://app02.us.bill.com/BillPay?id=blp02OEZVEL(	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02OEZVEL(	1500 · Accounts Payable	416.67
		416.67
BILL 02/08/23 Payables Funding	1072 · Bill.com Money Out Clearing	3,797.87
BILL 02/08/23 Payables Funding	1000 · Mission Operating #4975	

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
		3,797.87
	1500 · Accounts Payable	
	5053 · Program Coordinator	1,505.20
		1,505.20
BILL 02/10/23 Payables Funding	1072 · Bill.com Money Out Clearing	4,024.77
BILL 02/10/23 Payables Funding	1000 · Mission Operating #4975	
		4,024.77
Funds Transfer	1003 · Mission ICS #773	
Funds Transfer	1002 · Mission Money Mkt #6773	400.00
		400.00
Funds Transfer	1003 · Mission ICS #773	
Funds Transfer	1002 · Mission Money Mkt #6773	400,000.00
		400,000.00
	1500 · Accounts Payable	
	5045 · Accounting Fees	2,500.00
		2,500.00
https://app02.us.bill.com/BillPay?id=blp02NYYIWD(	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02NYYIWD(	1500 · Accounts Payable	923.76
		923.76
	1000 · Mission Operating #4975	
	5074 · Telephone & Internet	199.90
		199.90
	1000 · Mission Operating #4975	
	5033 · Worker's Comp	65.35
		65.35
Funds Transfer	1002 · Mission Money Mkt #6773	
Funds Transfer	1000 · Mission Operating #4975	400,400.00
		400,400.00
Net pay	1000 · Mission Operating #4975	
Destiny	5023 · Program Coordinator	2,304.00
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
Net pay	5031 · Health Insurance	
Anna 1-15	5020 · Executive Director	4,166.67
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
Net pay	1700 · 401 K - Payable	
Net pay	5031 · Health Insurance	
Rick	5022 · Administrative Analyst	5,916.67
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
		12,432.34
	1000 · Mission Operating #4975	
Company Total	1800 · Payroll Taxes - Payable	3,442.56
SS - Destiny	5030 · Taxes	141.60
SS - Anna 1-15	5030 · Taxes	257.42
SS - Rick	5030 · Taxes	367.76
MC - Destiny	5030 · Taxes	33.11
MC - Anna 1-15	5030 · Taxes	60.20
MC - Rick	5030 · Taxes	86.01
FUTA	5030 · Taxes	20.51
SUI	5030 · Taxes	112.83
ETT	5030 · Taxes	3.42
FED adj	5030 · Taxes	0.01
		4,525.43
	1000 · Mission Operating #4975	
Company	1700 · 401 K - Payable	621.61
DE	5032 · 401(K)	115.95
AL	5032 · 401(K)	209.08
RR	5032 · 401(K)	296.58
		1,243.22
Stripe	1000 · Mission Operating #4975	23.47
Stripe	4200 · Individual Contributions	
Stripe	5001 · Bank & Interest Charges	1.53
		25.00
Stripe	1000 · Mission Operating #4975	356.32
Stripe	4200 · Individual Contributions	
Stripe	5001 · Bank & Interest Charges	18.68
		375.00
Stripe	1000 · Mission Operating #4975	570.30
gracedoestattoos@gmail.com	4200 · Individual Contributions	
Stripe	5001 · Bank & Interest Charges	29.70
		600.00
	1000 · Mission Operating #4975	
	5052 · Payroll Processing	132.42
		132.42

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
	1500 · Accounts Payable	
	5051 · Technical Assistance	488.00
		488.00
	1500 · Accounts Payable	
	5053 · Program Coordinator	1,475.20
		1,475.20
https://app02.us.bill.com/BillPay?id=blp02QINCVCF	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02QINCVCF	1500 · Accounts Payable	29,968.96
		29,968.96
https://app02.us.bill.com/BillPay?id=blp02URJSGTI	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02URJSGTI	1500 · Accounts Payable	488.00
		488.00
https://app02.us.bill.com/BillPay?id=blp02IRIKIYHLI	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02IRIKIYHLI	1500 · Accounts Payable	1,500.00
		1,500.00
https://app02.us.bill.com/BillPay?id=blp02WEEPAZI	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02WEEPAZI	1500 · Accounts Payable	1,505.20
		1,505.20
https://app02.us.bill.com/BillPay?id=blp02OJNMOZ\	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02OJNMOZ\	1500 · Accounts Payable	2,500.00
		2,500.00
https://app02.us.bill.com/BillPay?id=blp02RJSLCJN	1072 · Bill.com Money Out Clearing	
https://app02.us.bill.com/BillPay?id=blp02RJSLCJN	1500 · Accounts Payable	1,475.20
		1,475.20
BILL 02/23/23 Payables Funding	1072 · Bill.com Money Out Clearing	35,474.16
BILL 02/23/23 Payables Funding	1000 · Mission Operating #4975	
		35,474.16
	1500 · Accounts Payable	
	5053 · Program Coordinator	1,475.20
		1,475.20
Deposit	1000 · Mission Operating #4975	120,933.22
Deposit	4000 · Grant Income	
		120,933.22
Deposit	1002 · Mission Money Mkt #6773	10,000.00
PIT Count	4100 · Corporate Contributions	
		10,000.00
Deposit	1002 · Mission Money Mkt #6773	300.00
Deposit	4300 · Membership Dues	
Deposit	4200 · Individual Contributions	
		300.00
Funds Transfer	1002 · Mission Money Mkt #6773	
Funds Transfer	1003 · Mission ICS #773	10,000.00
		10,000.00
Funds Transfer	1002 · Mission Money Mkt #6773	
Funds Transfer	1003 · Mission ICS #773	300.00

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
		300.00
Funds Transfer	1002 · Mission Money Mkt #6773	
Funds Transfer	1003 · Mission ICS #773	152.89
		152.89
Net pay	1000 · Mission Operating #4975	
Mary	5024 · Grant Manager	3,813.33
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
Net pay	5031 · Health Insurance	
		3,828.33
	1000 · Mission Operating #4975	
Company Total	1800 · Payroll Taxes - Payable	968.21
SS - Mary	5030 · Taxes	235.75
MC - Mary	5030 · Taxes	55.13
		1,259.09
	1000 · Mission Operating #4975	
Company	1700 · 401 K - Payable	191.42
MS	5032 · 401(K)	191.42
		382.84
	1000 · Mission Operating #4975	
	5033 · Worker's Comp	25.46
		25.46
	1000 · Mission Operating #4975	
Cyber Liability Policy by Paychex	5003 · Computer Supplies & Software	30.00
		30.00
Retirement Management	1000 · Mission Operating #4975	
Retirement Management	5048 · Human Relations	238.57
		238.57
	1000 · Mission Operating #4975	
	5074 · Telephone & Internet	14.99
		14.99
	1000 · Mission Operating #4975	
	5003 · Computer Supplies & Software	95.96
		95.96
monthy billing	1000 · Mission Operating #4975	
monthy billing	5003 · Computer Supplies & Software	395.09
		395.09
	1000 · Mission Operating #4975	
	5014 · Meeting Expense	114.59
		114.59

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
	1500 · Accounts Payable	
	5051 · Technical Assistance	24.57
		24.57
BILL 02/28/23 Payables Funding	1072 · Bill.com Money Out Clearing	2,886.96
BILL 02/28/23 Payables Funding	1000 · Mission Operating #4975	
		2,886.96
November & December	1500 · Accounts Payable	
November & December	6010 · Flood	7,678.46
		7,678.46
	1500 · Accounts Payable	
	5045 · Accounting Fees	2,500.00
		2,500.00
December	1500 · Accounts Payable	
December	6010 · Flood	12,321.54
		12,321.54
	1500 · Accounts Payable	
	5060 · Rent	265.00
		265.00
	1500 · Accounts Payable	
	5054 · Grant Writing/Strategic Consult	15,000.00
		15,000.00
	1500 · Accounts Payable	
	5050 · Legal Fees	416.67
		416.67
Interest	1002 · Mission Money Mkt #6773	205.48
Interest	4400 · Interest Income	
		205.48
HRA	1000 · Mission Operating #4975	
HRA	5048 · Human Relations	75.00
		75.00
	1000 · Mission Operating #4975	
	5033 · Worker's Comp	105.56
		105.56
	1000 · Mission Operating #4975	
Company	1700 · 401 K - Payable	1,149.25
DE	5032 · 401(K)	111.75
AL	5032 · 401(K)	699.50
RR	5032 · 401(K)	146.58
MS	5032 · 401(K)	191.42
		2,298.50
Net pay	1000 · Mission Operating #4975	
Destiny	5023 · Program Coordinator	2,220.00
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
Net pay	5031 · Health Insurance	
Anna	5020 · Executive Director	13,974.99
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
Net pay	5031 · Health Insurance	
Mary	5024 · Grant Manager	3,813.33
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
Net pay	5031 · Health Insurance	
Rick	5022 · Administrative Analyst	2,916.67
Net pay	5074 · Telephone & Internet	15.00
SS	1800 · Payroll Taxes - Payable	
MC	1800 · Payroll Taxes - Payable	
FED	1800 · Payroll Taxes - Payable	
SIT	1800 · Payroll Taxes - Payable	
SDI	1800 · Payroll Taxes - Payable	
Net pay	1700 · 401 K - Payable	
		22,984.99
	1000 · Mission Operating #4975	
Company Total	1800 · Payroll Taxes - Payable	7,709.91
SS - Destiny	5030 · Taxes	136.39
SS - Anna	5030 · Taxes	865.54
SS - Rick	5030 · Taxes	181.76
SS - Mary	5030 · Taxes	235.74
MC - Destiny	5030 · Taxes	31.90
MC - Anna	5030 · Taxes	202.43
MC - Rick	5030 · Taxes	42.51
MC - Mary	5030 · Taxes	55.14
FED adj	5030 · Taxes	
		9,461.32
Stripe	1000 · Mission Operating #4975	23.47

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
Stripe	4200 · Individual Contributions	
Stripe	5001 · Bank & Interest Charges	1.53
		25.00
	1900 · Accrued Vacation Leave	6,978.18
	5034 · Vacation Accural Expense	
		6,978.18
	1403 · IT Subscription	
	5049 · Information Technology	833.34
		833.34
	1402 · Liability Insurance	
	5013 · Liability Insurance	212.00
		212.00
	1401 · Human Relations	
	5048 · Human Relations	153.75
		153.75
Rent	4500 · In-Kind Donations	
Rent	5011 · In-Kind Expenses	1,150.00
		1,150.00
	1600 · MasterCard #4073	
	5068 · PIT Count	35.00
		35.00
	1600 · MasterCard #4073	
	5068 · PIT Count	25.00
		25.00
	1600 · MasterCard #4073	
	5001 · Bank & Interest Charges	116.11
		116.11
Interest	1003 · Mission ICS #773	4,133.48
Interest	4400 · Interest Income	
		4,133.48
	1500 · Accounts Payable	
	1600 · MasterCard #4073	4,502.27
		4,502.27
	1500 · Accounts Payable	
	Others	603.92
		603.92
	1500 · Accounts Payable	
	Others	340.98
		340.98
	1500 · Accounts Payable	
	Others	292.27
		292.27
	1500 · Accounts Payable	
	Others	111.51
		111.51

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Memo	Account	Debit
	1500 · Accounts Payable	
	5051 · Technical Assistance	30.31
		30.31
	1600 · MasterCard #4073	
	5043 · Professional Develop/Education	674.55
		674.55
	1600 · MasterCard #4073	
	5043 · Professional Develop/Education	74.95
		74.95
	1600 · MasterCard #4073	
	5014 · Meeting Expense	40.00
		40.00
Storage Boxes	1600 · MasterCard #4073	
Storage Boxes	5067 · Office	155.15
		155.15
Storage Boxes	1600 · MasterCard #4073	
Storage Boxes	5067 · Office	28.12
		28.12
	2002 · State of California - HHAP #1	7,678.46
Recognize Income	4000 · Grant Income	
Recognize Income	2002 · State of California - HHAP #1	12,321.54
Recognize Income	4000 · Grant Income	
Recognize Income	2005 · State of California - HHAP #2	340.98
Recognize Income	4000 · Grant Income	
Recognize Income	2005 · State of California - HHAP #2	292.27
Recognize Income	4000 · Grant Income	
Recognize Income	2005 · State of California - HHAP #2	111.51
Recognize Income	4000 · Grant Income	
Recognize Income	2005 · State of California - HHAP #2	603.92
Recognize Income	4000 · Grant Income	
		21,348.68
TOTAL		**1,307,774.54**

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
200.00
200.00
2,317.30
2,317.30
7,796.94
7,796.94
9,198.18
9,198.18
6,158.86
6,158.86
182.69
182.69
8,908.33
8,908.33
9,783.62
9,783.62
11,656.81
11,656.81
306.68
306.68
1,475.20
1,475.20
56,002.73
56,002.73
73.87
73.87
134.40
134.40
99.96
99.96

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
50.00
50.00
1,180.16
1,180.16
150.00
150.00
2,500.00
2,500.00
575.00
575.00
200.00
200.00
368.09
368.09
4,973.25
4,973.25
1,399.32
1,399.32
200.00
200.00
4,024.77
4,024.77
306.68
306.68
1,475.20
1,475.20
416.67
416.67
3,797.87

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
3,797.87
1,505.20
1,505.20
4,024.77
4,024.77
400.00
400.00
400,000.00
400,000.00
2,500.00
2,500.00
923.76
923.76
199.90
199.90
65.35
65.35
400,400.00
400,400.00
8,303.32
141.60
33.11
181.73
61.14
20.55
115.95
35.19
257.42
60.20
578.30
219.56
37.37

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
209.08
29.66
367.76
86.01
938.92
405.50
53.39
296.58
12,432.34
4,525.43

Credit
4,525.43
1,243.22

Credit
1,243.22
25.00
25.00
375.00
375.00
600.00
600.00
132.42
132.42

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
488.00
488.00
1,475.20
1,475.20
29,968.96
29,968.96
488.00
488.00
1,500.00
1,500.00
1,505.20
1,505.20
2,500.00
2,500.00
1,475.20
1,475.20
35,474.16
35,474.16
1,475.20
1,475.20
120,933.22
120,933.22
10,000.00
10,000.00
250.00
50.00
300.00
10,000.00
10,000.00
300.00

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
300.00
152.89
152.89
2,642.72
235.75
55.13
451.10
192.01
34.22
191.42
25.98
3,828.33
1,259.09
1,259.09
382.84
382.84
25.46
25.46
30.00
30.00
238.57
238.57
14.99
14.99
95.96
95.96
395.09
395.09
114.59
114.59

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
24.57
24.57
2,886.96
2,886.96
7,678.46
7,678.46
2,500.00
2,500.00
12,321.54
12,321.54
265.00
265.00
15,000.00
15,000.00
416.67
416.67
205.48
205.48
75.00
75.00
105.56
105.56
2,298.50
2,298.50
14,035.00
136.39
31.90

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
172.15
55.87
19.80
111.75
35.19
865.54
202.43
3,301.58
1,172.78
125.64
699.50
29.66
235.74
55.14
451.10
192.01
34.22
191.42
25.98
181.76
42.51
290.24
116.72
26.39
146.58
22,984.99
9,461.31
0.01
9,461.32

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
25.00
25.00
6,978.18
6,978.18
833.34
833.34
212.00
212.00
153.75
153.75
1,150.00
1,150.00
35.00
35.00
25.00
25.00
116.11
116.11
4,133.48
4,133.48
4,502.27
4,502.27
603.92
603.92
340.98
340.98
292.27
292.27
111.51
111.51

Bakersfield Kern Regional Homeless Collaborative
Journal
February 2023

Credit
30.31
30.31
674.55
674.55
74.95
74.95
40.00
40.00
155.15
155.15
28.12
28.12
7,678.46
12,321.54
340.98
292.27
111.51
603.92
21,348.68
TOTAL 1,307,774.54

Bakersfield Kern Regional Homeless Collaborative
Profit & Loss per Month
July 2022 through February 2023

	Jul 22	Aug 22	Sep 22	Oct 22
Ordinary Income/Expense				
Income				
4000 · Grant Income	4,330.00	21,198.03	4,081.73	8,256.69
4100 · Corporate Contributions	0.00	0.00	0.00	0.00
4200 · Individual Contributions	0.00	0.00	100.00	125.00
4300 · Membership Dues	1,000.00	200.00	1,050.00	0.00
4400 · Interest Income	1,650.39	1,651.86	1,605.18	1,649.62
4500 · In-Kind Donations	1,150.00	1,150.00	1,150.00	1,150.00
Total Income	8,130.39	24,199.89	7,986.91	11,181.31
Expense				
5001 · Bank & Interest Charges	25.10	10.40	86.98	33.45
5002 · Community Engagement - PR	0.00	1,762.81	0.00	0.00
5003 · Computer Supplies & Software	438.27	379.16	1,354.04	796.65
5008 · Dues & Subscriptions	0.00	100.00	0.00	0.00
5011 · In-Kind Expenses	1,150.00	1,150.00	1,150.00	1,150.00
5013 · Liability Insurance	201.21	201.21	201.19	212.00
5014 · Meeting Expense	814.14	0.00	78.63	1,298.75
5015 · Mileage	356.30	0.00	0.00	0.00
5019 · Payroll Expenses				
5020 · Executive Director	8,333.34	8,349.34	8,333.34	8,333.34
5022 · Administrative Analyst	5,653.20	6,191.60	5,585.90	5,922.40
5023 · Program Coordinator	6,117.00	5,694.00	7,373.00	5,124.00
5024 · Grant Manager	0.00	0.00	0.00	0.00
5030 · Taxes	1,534.85	1,544.91	1,625.80	1,479.49
5031 · Health Insurance	-129.70	4,108.40	1,989.35	-129.70
5032 · 401(K)	447.93	1,577.98	1,069.11	973.48
5033 · Worker's Comp	101.61	101.14	105.56	98.02
5034 · Vacation Accural Expense	-2,318.82	1,090.28	251.42	148.47
Total 5019 · Payroll Expenses	19,739.41	28,657.65	26,333.48	21,949.50
5042 · Printing	0.00	0.00	0.00	0.00
5043 · Professional Develop/Education	749.00	0.00	1,666.66	2,421.89
5044 · Professional Fees				
5045 · Accounting Fees	5,000.00	5,000.00	5,000.00	10,000.00
5047 · Contract Labor	200.00	200.00	200.00	200.00
5048 · Human Relations	489.31	455.63	454.59	455.80
5049 · Information Technology	833.34	833.26	833.34	833.34
5050 · Legal Fees	416.67	416.67	0.00	416.67
5051 · Technical Assistance	440.00	424.00	427.96	421.47
5052 · Payroll Processing	144.84	204.84	72.42	295.83
5053 · Program Coordinator	0.00	0.00	3,709.52	5,960.80
5054 · Grant Writing/Strategic Consult	0.00	0.00	24,352.53	16,086.49
Total 5044 · Professional Fees	7,524.16	7,534.40	35,050.36	34,670.40
5060 · Rent	265.00	265.00	265.00	265.00
5063 · Supplies				
5064 · Community Engagement Items	0.00	0.00	71.88	0.00

Bakersfield Kern Regional Homeless Collaborative
Profit & Loss per Month
July 2022 through February 2023

	Jul 22	Aug 22	Sep 22	Oct 22
5066 · Homeless Outreach	0.00	0.00	0.00	0.00
5067 · Office	0.00	0.00	0.00	88.20
5068 · PIT Count	0.00	0.00	0.00	150.00
Total 5063 · Supplies	0.00	0.00	71.88	238.20
5071 · Utilities				
5074 · Telephone & Internet	445.18	588.41	304.89	587.92
Total 5071 · Utilities	445.18	588.41	304.89	587.92
Total Expense	31,707.77	40,649.04	66,563.11	63,623.76
Net Ordinary Income	-23,577.38	-16,449.15	-58,576.20	-52,442.45
Other Income/Expense				
Other Expense				
6000 · Grant Allocation				
6002 · All of Us or None	1,850.00	0.00	0.00	0.00
6004 · Open Door Network	0.00	0.00	0.00	0.00
6006 · CAPK	0.00	0.00	0.00	5,194.11
6009 · CVAF	0.00	1,670.05	0.00	0.00
6010 · Flood	0.00	0.00	0.00	0.00
6012 · Housing Authority	0.00	0.00	0.00	346.14
Others	2,480.00	19,527.98	4,081.73	2,716.44
Total 6000 · Grant Allocation	4,330.00	21,198.03	4,081.73	8,256.69
Total Other Expense	4,330.00	21,198.03	4,081.73	8,256.69
Net Other Income	-4,330.00	-21,198.03	-4,081.73	-8,256.69
Net Income	-27,907.38	-37,647.18	-62,657.93	-60,699.14

Bakersfield Kern Regional Homeless Collaborative
Profit & Loss per Month
July 2022 through February 2023

	Nov 22	Dec 22	Jan 23	Feb 23
Ordinary Income/Expense				
Income				
4000 · Grant Income	13,198.11	68,711.07	29,968.96	142,281.90
4100 · Corporate Contributions	0.00	0.00	2,000.01	10,000.00
4200 · Individual Contributions	520.00	6,550.00	854.00	1,125.00
4300 · Membership Dues	3,483.38	962.53	1,520.86	250.00
4400 · Interest Income	1,607.61	2,694.00	4,179.78	4,338.96
4500 · In-Kind Donations	1,150.00	1,150.00	1,150.00	1,150.00
Total Income	19,959.10	80,067.60	39,673.61	159,145.86
Expense				
5001 · Bank & Interest Charges	49.58	379.25	162.39	170.30
5002 · Community Engagement - PR	0.00	0.00	2,722.50	0.00
5003 · Computer Supplies & Software	510.64	546.05	1,121.00	521.05
5008 · Dues & Subscriptions	0.00	0.00	0.00	0.00
5011 · In-Kind Expenses	1,150.00	1,150.00	1,150.00	1,150.00
5013 · Liability Insurance	212.00	212.00	212.00	212.00
5014 · Meeting Expense	111.65	1,188.45	333.77	254.55
5015 · Mileage	0.00	0.00	173.50	0.00
5019 · Payroll Expenses				
5020 · Executive Director	8,333.34	8,333.34	8,333.34	18,141.66
5022 · Administrative Analyst	6,191.61	5,608.67	5,833.34	8,833.34
5023 · Program Coordinator	4,584.00	4,212.00	4,758.00	4,524.00
5024 · Grant Manager	5,582.56	7,626.66	7,626.66	7,626.66
5030 · Taxes	2,189.26	2,043.20	3,125.64	3,125.15
5031 · Health Insurance	-289.37	-181.66	6,200.49	-181.66
5032 · 401(K)	1,239.82	1,295.03	1,333.56	1,962.28
5033 · Worker's Comp	66.23	213.92	73.92	270.24
5034 · Vacation Accural Expense	548.41	817.61	386.84	-6,978.18
Total 5019 · Payroll Expenses	28,445.86	29,968.77	37,671.79	37,323.49
5042 · Printing	0.00	70.85	0.00	0.00
5043 · Professional Develop/Education	0.00	1,166.66	689.54	749.50
5044 · Professional Fees				
5045 · Accounting Fees	7,500.00	5,000.00	6,500.00	5,000.00
5047 · Contract Labor	5,645.00	200.00	200.00	200.00
5048 · Human Relations	955.21	464.30	494.18	774.00
5049 · Information Technology	833.34	833.34	833.34	833.34
5050 · Legal Fees	416.67	833.34	416.67	416.67
5051 · Technical Assistance	2,103.99	1,191.40	488.00	542.88
5052 · Payroll Processing	296.82	335.29	421.30	266.82
5053 · Program Coordinator	5,926.48	6,760.60	5,597.12	5,930.80
5054 · Grant Writing/Strategic Consult	13,615.70	0.00	0.00	15,000.00
Total 5044 · Professional Fees	37,293.21	15,618.27	14,950.61	28,964.51
5060 · Rent	265.00	265.00	265.00	265.00
5063 · Supplies				
5064 · Community Engagement Items	0.00	182.69	0.00	0.00

Bakersfield Kern Regional Homeless Collaborative
Profit & Loss per Month
July 2022 through February 2023

	Nov 22	Dec 22	Jan 23	Feb 23
5066 · Homeless Outreach	0.00	1,076.22	214.96	0.00
5067 · Office	1,105.61	3,971.14	245.13	183.27
5068 · PIT Count	791.58	16,588.31	9,526.99	60.00
Total 5063 · Supplies	1,897.19	21,818.36	9,987.08	243.27
5071 · Utilities				
5074 · Telephone & Internet	319.89	510.32	689.40	334.89
Total 5071 · Utilities	319.89	510.32	689.40	334.89
Total Expense	70,255.02	72,893.98	70,128.58	70,188.56
Net Ordinary Income	-50,295.92	7,173.62	-30,454.97	88,957.30
Other Income/Expense				
Other Expense				
6000 · Grant Allocation				
6002 · All of Us or None	0.00	0.00	0.00	0.00
6004 · Open Door Network	0.00	24,603.07	29,968.96	0.00
6006 · CAPK	8,778.50	0.00	0.00	0.00
6009 · CVAF	0.00	43,719.12	0.00	0.00
6010 · Flood	0.00	0.00	0.00	20,000.00
6012 · Housing Authority	0.00	0.00	0.00	0.00
Others	4,419.61	388.88	0.00	1,348.68
Total 6000 · Grant Allocation	13,198.11	68,711.07	29,968.96	21,348.68
Total Other Expense	13,198.11	68,711.07	29,968.96	21,348.68
Net Other Income	-13,198.11	-68,711.07	-29,968.96	-21,348.68
Net Income	-63,494.03	-61,537.45	-60,423.93	67,608.62

Bakersfield Kern Regional Homeless Collaborative
Profit & Loss per Month
July 2022 through February 2023

	TOTAL
Ordinary Income/Expense	
Income	
4000 · Grant Income	292,026.49
4100 · Corporate Contributions	12,000.01
4200 · Individual Contributions	9,274.00
4300 · Membership Dues	8,466.77
4400 · Interest Income	19,377.40
4500 · In-Kind Donations	9,200.00
Total Income	350,344.67
Expense	
5001 · Bank & Interest Charges	917.45
5002 · Community Engagement - PR	4,485.31
5003 · Computer Supplies & Software	5,666.86
5008 · Dues & Subscriptions	100.00
5011 · In-Kind Expenses	9,200.00
5013 · Liability Insurance	1,663.61
5014 · Meeting Expense	4,079.94
5015 · Mileage	529.80
5019 · Payroll Expenses	
5020 · Executive Director	76,491.04
5022 · Administrative Analyst	49,820.06
5023 · Program Coordinator	42,386.00
5024 · Grant Manager	28,462.54
5030 · Taxes	16,668.30
5031 · Health Insurance	11,386.15
5032 · 401(K)	9,899.19
5033 · Worker's Comp	1,030.64
5034 · Vacation Accural Expense	-6,053.97
Total 5019 · Payroll Expenses	230,089.95
5042 · Printing	70.85
5043 · Professional Develop/Education	7,443.25
5044 · Professional Fees	
5045 · Accounting Fees	49,000.00
5047 · Contract Labor	7,045.00
5048 · Human Relations	4,543.02
5049 · Information Technology	6,666.64
5050 · Legal Fees	3,333.36
5051 · Technical Assistance	6,039.70
5052 · Payroll Processing	2,038.16
5053 · Program Coordinator	33,885.32
5054 · Grant Writing/Strategic Consult	69,054.72
Total 5044 · Professional Fees	181,605.92
5060 · Rent	2,120.00
5063 · Supplies	
5064 · Community Engagement Items	254.57

Bakersfield Kern Regional Homeless Collaborative
Profit & Loss per Month
July 2022 through February 2023

	TOTAL
5066 · Homeless Outreach	1,291.18
5067 · Office	5,593.35
5068 · PIT Count	27,116.88
Total 5063 · Supplies	34,255.98
5071 · Utilities	
5074 · Telephone & Internet	3,780.90
Total 5071 · Utilities	3,780.90
Total Expense	486,009.82
Net Ordinary Income	-135,665.15
Other Income/Expense	
Other Expense	
6000 · Grant Allocation	
6002 · All of Us or None	1,850.00
6004 · Open Door Network	54,572.03
6006 · CAPK	13,972.61
6009 · CVAF	45,389.17
6010 · Flood	20,000.00
6012 · Housing Authority	346.14
Others	34,963.32
Total 6000 · Grant Allocation	171,093.27
Total Other Expense	171,093.27
Net Other Income	-171,093.27
Net Income	**-306,758.42**

Bakersfield Kern Regional Homeless Collaborative
Operating Budget vs. Actual
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Grant Income	120,933.22	523,000.00	-402,066.78
4001 · Admin Fees from Grants	0.00	71,716.00	-71,716.00
4100 · Corporate Contributions	12,000.00	70,000.00	-58,000.00
4200 · Individual Contributions	9,274.00		
4300 · Membership Dues	8,466.77	10,000.00	-1,533.23
4310 · Misc. Income	0.00	8,000.00	-8,000.00
4400 · Interest Income	19,377.40	2,500.00	16,877.40
4500 · In-Kind Donations	9,200.00		
Total Income	179,251.39	685,216.00	-505,964.61
Expense			
5001 · Bank & Interest Charges	917.45	450.00	467.45
5002 · Community Engagement - PR	4,485.31		
5003 · Computer Supplies & Software	5,666.86	2,000.00	3,666.86
5008 · Dues & Subscriptions	100.00	1,000.00	-900.00
5011 · In-Kind Expenses	9,200.00		
5013 · Liability Insurance	1,663.61	2,000.00	-336.39
5014 · Meeting Expense	4,079.94	9,600.00	-5,520.06
5015 · Mileage	529.80	2,000.00	-1,470.20
5019 · Payroll Expenses			
5020 · Executive Director	76,491.04	100,000.00	-23,508.96
5022 · Administrative Analyst	49,820.06	70,000.00	-20,179.94
5023 · Program Coordinator	42,386.00	49,000.00	-6,614.00
5024 · Grant Manager	28,462.54	65,000.00	-36,537.46
5030 · Taxes	16,668.30	20,000.00	-3,331.70
5031 · Health Insurance	11,386.15	20,000.00	-8,613.85
5032 · 401(K)	9,899.19	14,200.00	-4,300.81
5033 · Worker's Comp	1,030.64	3,000.00	-1,969.36
5034 · Vacation Accural Expense	-6,053.97	5,000.00	-11,053.97
5035 · Incentives	0.00	40,000.00	-40,000.00
Total 5019 · Payroll Expenses	230,089.95	386,200.00	-156,110.05
5041 · Postage & Freight	0.00	500.00	-500.00
5042 · Printing	70.85	3,000.00	-2,929.15
5043 · Professional Develop/Education	7,443.25	10,000.00	-2,556.75
5044 · Professional Fees			
5045 · Accounting Fees	49,000.00	80,000.00	-31,000.00
5047 · Contract Labor	7,045.00	20,000.00	-12,955.00
5048 · Human Relations	4,543.02	8,000.00	-3,456.98
5049 · Information Technology	6,666.64	10,000.00	-3,333.36
5050 · Legal Fees	3,333.36	5,000.00	-1,666.64
5051 · Technical Assistance	6,039.70	7,000.00	-960.30
5052 · Payroll Processing	2,038.16	5,500.00	-3,461.84
5053 · Program Coordinator	33,885.32		
5054 · Grant Writing/Strategic Consult	34,352.53	94,000.00	-59,647.47

Bakersfield Kern Regional Homeless Collaborative
Operating Budget vs. Actual
July 2022 through February 2023

	Jul '22 - Feb 23	Budget	$ Over Budget
5044 · Professional Fees - Other	0.00	0.00	0.00
Total 5044 · Professional Fees	146,903.73	229,500.00	-82,596.27
5060 · Rent	2,120.00		
5063 · Supplies			
5064 · Community Engagement Items	254.57	2,000.00	-1,745.43
5065 · COVID	0.00	1,000.00	-1,000.00
5066 · Homeless Outreach	1,291.18	3,000.00	-1,708.82
5067 · Office	5,593.35	8,566.00	-2,972.65
5068 · PIT Count	27,116.88	20,000.00	7,116.88
Total 5063 · Supplies	34,255.98	34,566.00	-310.02
5071 · Utilities			
5074 · Telephone & Internet	3,780.90	4,000.00	-219.10
5075 · Water	0.00	400.00	-400.00
Total 5071 · Utilities	3,780.90	4,400.00	-619.10
Total Expense	451,307.63	685,216.00	-233,908.37
Net Ordinary Income	-272,056.24	0.00	-272,056.24
Net Income	-272,056.24	0.00	-272,056.24

Bakersfield Kern Regional Homeless Collaborative
Balance Sheet
As of February 28, 2023

	Jul 31, 22	Aug 31, 22	Sep 30, 22
ASSETS			
Current Assets			
Checking/Savings			
1000 · Mission Operating #4975	263,954.35	167,061.20	465,833.26
1002 · Mission Money Mkt #6773	100,080.69	100,080.68	100,483.29
1003 · Mission ICS #773	1,946,566.50	1,948,218.37	1,949,820.94
1001 · Mission Operating #2772	378,217.82	370,521.88	0.00
1072 · Bill.com Money Out Clearing	0.00	0.00	894.37
Total Checking/Savings	2,688,819.36	2,585,882.13	2,517,031.86
Total Current Assets	2,688,819.36	2,585,882.13	2,517,031.86
Other Assets			
1400 · Prepaid Expenses			
1401 · Human Relations	1,230.00	1,076.25	922.50
1402 · Liability Insurance	402.40	201.19	2,544.00
1403 · IT Subscription	833.26	0.00	9,166.66
Total 1400 · Prepaid Expenses	2,465.66	1,277.44	12,633.16
Total Other Assets	2,465.66	1,277.44	12,633.16
TOTAL ASSETS	**2,691,285.02**	**2,587,159.57**	**2,529,665.02**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
1500 · Accounts Payable	100,309.79	53,632.57	62,995.62
Total Accounts Payable	100,309.79	53,632.57	62,995.62
Credit Cards			
1600 · MasterCard #4073	49.95	918.39	549.03
Total Credit Cards	49.95	918.39	549.03
Other Current Liabilities			
1700 · 401 K - Payable	561.74	0.00	0.00
1900 · Accrued Vacation Leave	9,270.32	10,360.60	10,612.02
2000 · Deferred			
2002 · State of California - HHAP #1	899,473.30	898,821.25	898,821.25
2003 · State of California - Admin #1	31,334.94	31,334.94	31,334.94
2004 · East Bay Community Fdtn. KP-C	1,018.00	0.00	0.00
2005 · State of California - HHAP #2	682,876.99	663,349.01	659,267.28
2006 · State of California - Admin #2	51,892.96	51,892.96	51,892.96
2007 · State of California - HHAP #3	398,119.95	398,119.95	398,119.95
2015 · Kaiser - Mobile Homes	25,000.00	25,000.00	25,000.00
2016 · Kaiser 2.0	0.00	0.00	0.00
Total 2000 · Deferred	2,089,716.14	2,068,518.11	2,064,436.38
Total Other Current Liabilities	2,099,548.20	2,078,878.71	2,075,048.40
Total Current Liabilities	2,199,907.94	2,133,429.67	2,138,593.05
Total Liabilities	2,199,907.94	2,133,429.67	2,138,593.05
Equity			
3200 · Unrestricted Net Assets	519,284.46	519,284.46	519,284.46
Net Income	-27,907.38	-65,554.56	-128,212.49

Bakersfield Kern Regional Homeless Collaborative
Balance Sheet
As of February 28, 2023

	Jul 31, 22	Aug 31, 22	Sep 30, 22
Total Equity	491,377.08	453,729.90	391,071.97
TOTAL LIABILITIES & EQUITY	2,691,285.02	2,587,159.57	2,529,665.02

Bakersfield Kern Regional Homeless Collaborative
Balance Sheet
As of February 28, 2023

	Oct 31, 22	Nov 30, 22	Dec 31, 22
ASSETS			
Current Assets			
Checking/Savings			
1000 · Mission Operating #4975	381,815.52	310,381.86	213,649.54
1002 · Mission Money Mkt #6773	100,075.48	100,078.08	100,140.69
1003 · Mission ICS #773	1,951,878.37	1,981,266.43	1,984,460.35
1001 · Mission Operating #2772	0.00	0.00	0.00
1072 · Bill.com Money Out Clearing	894.37	0.00	0.00
Total Checking/Savings	2,434,663.74	2,391,726.37	2,298,250.58
Total Current Assets	2,434,663.74	2,391,726.37	2,298,250.58
Other Assets			
1400 · Prepaid Expenses			
1401 · Human Relations	768.75	615.00	461.25
1402 · Liability Insurance	2,332.00	2,120.00	1,908.00
1403 · IT Subscription	8,333.32	7,499.98	6,666.64
Total 1400 · Prepaid Expenses	11,434.07	10,234.98	9,035.89
Total Other Assets	11,434.07	10,234.98	9,035.89
TOTAL ASSETS	**2,446,097.81**	**2,401,961.35**	**2,307,286.47**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
1500 · Accounts Payable	48,120.85	55,605.69	86,842.11
Total Accounts Payable	48,120.85	55,605.69	86,842.11
Credit Cards			
1600 · MasterCard #4073	663.95	1,146.38	4,665.99
Total Credit Cards	663.95	1,146.38	4,665.99
Other Current Liabilities			
1700 · 401 K - Payable	0.00	0.00	0.00
1900 · Accrued Vacation Leave	10,760.49	11,308.90	12,126.51
2000 · Deferred			
2002 · State of California - HHAP #1	893,281.00	884,502.50	859,899.43
2003 · State of California - Admin #1	31,334.94	31,334.94	31,334.94
2004 · East Bay Community Fdtn. KP-C	0.00	0.00	0.00
2005 · State of California - HHAP #2	656,550.84	652,131.23	608,023.23
2006 · State of California - Admin #2	51,892.96	51,892.96	51,892.96
2007 · State of California - HHAP #3	398,119.95	398,119.95	398,119.95
2015 · Kaiser - Mobile Homes	25,000.00	25,000.00	25,000.00
2016 · Kaiser 2.0	0.00	24,040.00	24,040.00
Total 2000 · Deferred	2,056,179.69	2,067,021.58	1,998,310.51
Total Other Current Liabilities	2,066,940.18	2,078,330.48	2,010,437.02
Total Current Liabilities	2,115,724.98	2,135,082.55	2,101,945.12
Total Liabilities	2,115,724.98	2,135,082.55	2,101,945.12
Equity			
3200 · Unrestricted Net Assets	519,284.46	519,284.46	519,284.46
Net Income	-188,911.63	-252,405.66	-313,943.11

Bakersfield Kern Regional Homeless Collaborative
Balance Sheet
As of February 28, 2023

	Oct 31, 22	Nov 30, 22	Dec 31, 22
Total Equity	330,372.83	266,878.80	205,341.35
TOTAL LIABILITIES & EQUITY	2,446,097.81	2,401,961.35	2,307,286.47

Bakersfield Kern Regional Homeless Collaborative
Balance Sheet
As of February 28, 2023

	Jan 31, 23	Feb 28, 23
ASSETS		
Current Assets		
Checking/Savings		
1000 · Mission Operating #4975	129,652.19	498,893.93
1002 · Mission Money Mkt #6773	100,152.89	100,205.48
1003 · Mission ICS #773	3,584,628.57	3,198,814.94
1001 · Mission Operating #2772	0.00	0.00
1072 · Bill.com Money Out Clearing	0.00	0.00
Total Checking/Savings	3,814,433.65	3,797,914.35
Total Current Assets	3,814,433.65	3,797,914.35
Other Assets		
1400 · Prepaid Expenses		
1401 · Human Relations	307.50	153.75
1402 · Liability Insurance	1,696.00	1,484.00
1403 · IT Subscription	5,833.30	4,999.96
Total 1400 · Prepaid Expenses	7,836.80	6,637.71
Total Other Assets	7,836.80	6,637.71
TOTAL ASSETS	**3,822,270.45**	**3,804,552.06**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
1500 · Accounts Payable	99,692.19	46,045.43
Total Accounts Payable	99,692.19	46,045.43
Credit Cards		
1600 · MasterCard #4073	4,326.16	972.77
Total Credit Cards	4,326.16	972.77
Other Current Liabilities		
1700 · 401 K - Payable	0.00	0.00
1900 · Accrued Vacation Leave	12,513.35	5,535.17
2000 · Deferred		
2002 · State of California - HHAP #1	829,930.47	809,930.47
2003 · State of California - Admin #1	31,334.94	31,334.94
2004 · East Bay Community Fdtn. KP-C	0.00	0.00
2005 · State of California - HHAP #2	608,023.23	606,674.55
2006 · State of California - Admin #2	51,892.96	51,892.96
2007 · State of California - HHAP #3	1,990,599.73	1,990,599.73
2015 · Kaiser - Mobile Homes	25,000.00	25,000.00
2016 · Kaiser 2.0	24,040.00	24,040.00
Total 2000 · Deferred	3,560,821.33	3,539,472.65
Total Other Current Liabilities	3,573,334.68	3,545,007.82
Total Current Liabilities	3,677,353.03	3,592,026.02
Total Liabilities	3,677,353.03	3,592,026.02
Equity		
3200 · Unrestricted Net Assets	519,284.46	519,284.46
Net Income	-374,367.04	-306,758.42

Bakersfield Kern Regional Homeless Collaborative
Balance Sheet
As of February 28, 2023

	Jan 31, 23	Feb 28, 23
Total Equity	144,917.42	212,526.04
TOTAL LIABILITIES & EQUITY	**3,822,270.45**	**3,804,552.06**

Bakersfield Kern Regional Homeless Collaborative
Grants - Budget vs. Actual Expense
July 2019 through February 2023

	Jul '19 - Feb 23	Budget	$ Over Budget
City Funding			
2022-168 COVID-19	34,702.19	50,000.00	-15,297.81
2022-015B Removing Barriers	1,000.00	22,146.64	-21,146.64
City Funding - Other	0.00	0.00	0.00
Total City Funding	35,702.19	72,146.64	-36,444.45
KP-C			
2020-036 CVAF	90,000.00	90,000.00	0.00
KP-C - Other	10,000.00	10,000.00	0.00
Total KP-C	100,000.00	100,000.00	0.00
HHAP-1			
2022 Non-Dedicated	0.00	33,120.15	-33,120.15
2020-026-A01 CAPK - OS	10,337.94	10,337.94	0.00
2022-001 Alliance - OS	1,929.20	1,929.20	0.00
2022-002 Mission - OS	3,516.80	3,516.80	0.00
2022-003 Adventist - OS	0.00	0.00	0.00
2022-004 Dignity - OS	2,744.00	2,744.00	0.00
2022-006 All of Us or None - OS	11,811.92	11,811.92	0.00
2022-007 BHC - OS	26,599.37	26,599.37	0.00
2022-008 Women's Center - OS	180.00	180.00	0.00
2022-019 Flood - OS	20,000.00	20,000.00	0.00
2022-Showers - OS	0.00	0.00	0.00
2020-001 BHC - Prev	199,099.76	550,000.00	-350,900.24
2020-002 CVAF-Youth - OS	125,100.38	125,100.38	0.00
2020-003 HA - Incentive	5,153.74	30,000.00	-24,846.26
2020-004 HA-Rent - RA	64,916.67	295,069.87	-230,153.20
2020-005 CAPK - CES	69,100.01	78,000.00	-8,899.99
2020-006 BHC-Housing - RA	2,793.32	50,000.00	-47,206.68
2020-022 BHC-Union - OUTREACH	56,310.00	56,310.00	0.00
2020-032 AAFV-Housing - PH	33,000.00	33,282.00	-282.00
2020-033 BHC-Casa - PH	8,000.00	8,082.00	-82.00
2020-034 BHC-WayHome - PH	32,234.00	32,234.00	0.00
2020-035 BHC-Housing - RA	5,000.00	5,000.00	0.00
2020-036 CVAF-CARP - PH	652.05	115,092.00	-114,439.95
2020-000 Admin-HHAP-1	0.00	78,337.35	-78,337.35
Total HHAP-1	678,479.16	1,566,746.98	-888,267.82
HHAP #2			
2022-011 BHC Case Mgmt.	0.00	150,000.00	-150,000.00
2022-012 CAPK	0.00	200,000.00	-200,000.00
2022-013 BHRS - HMIS	0.00	37,066.40	-37,066.40
2022-014 CVAF-Youth - OS	43,719.12	192,001.84	-148,282.72
2022-015A BKRHC-RemovingBarrier	874.19	60,366.80	-59,492.61
2022-016 BKRHC - Moving In Kits	38,167.18	50,000.00	-11,832.82
Total HHAP #2	82,760.49	689,435.04	-606,674.55
HHAP #3	0.00	398,119.95	-398,119.95
KF - Mobile Homes			

Bakersfield Kern Regional Homeless Collaborative
Grants - Budget vs. Actual Expense
July 2019 through February 2023

	Jul '19 - Feb 23	Budget	$ Over Budget
2022-009 Habitat	0.00	23,000.00	-23,000.00
2022-010 HA	0.00	2,000.00	-2,000.00
KF - Mobile Homes - Other	0.00	0.00	0.00
Total KF - Mobile Homes	0.00	25,000.00	-25,000.00
Kaiser 2.0			
2022-020 CVAF	0.00	21,636.00	-21,636.00
2022-000 Admin-Kaiser2.0	0.00	2,404.00	-2,404.00
Kaiser 2.0 - Other	0.00	0.00	0.00
Total Kaiser 2.0	0.00	24,040.00	-24,040.00
TOTAL	**896,941.84**	**2,875,488.61**	**-1,978,546.77**

Bakersfield Kern Regional Homeless Collaborative
Transaction Detail By Account
July 2019 through February 2023

	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
5019 · Payroll Expenses										
5020 · Executive Director										
	Check	04/29/2021	Debit	Paychex - Payroll	Anna	KP-C		1001 · Mission Operating #2772	2,083.33	2,083.33
	Check	05/28/2021	Debit	Paychex - Payroll	Anna	KP-C		1001 · Mission Operating #2772	2,083.33	4,166.66
	Check	06/29/2021	Debit	Paychex - Payroll	Anna	KP-C		1001 · Mission Operating #2772	2,083.33	6,249.99
	Check	07/29/2021	Debit	Paychex - Payroll	Anna	KP-C		1001 · Mission Operating #2772	2,083.33	8,333.32
	Check	08/31/2021	Debit	Paychex - Payroll	Anna	KP-C		1001 · Mission Operating #2772	961.23	9,294.55
Total 5020 · Executive Director									9,294.55	9,294.55
5030 · Taxes										
	Check	04/30/2021	Debit	Paychex - Taxes	SS - Anna	KP-C		1001 · Mission Operating #2772	128.26	128.26
	Check	04/30/2021	Debit	Paychex - Taxes	MC - Anna	KP-C		1001 · Mission Operating #2772	29.99	158.25
	Check	05/28/2021	Debit	Paychex - Taxes	SS - Anna	KP-C		1001 · Mission Operating #2772	128.26	286.51
	Check	05/28/2021	Debit	Paychex - Taxes	MC - Anna	KP-C		1001 · Mission Operating #2772	29.99	316.50
	Check	06/29/2021	Debit	Paychex - Taxes	SS - Anna	KP-C		1001 · Mission Operating #2772	128.30	444.80
	Check	06/29/2021	Debit	Paychex - Taxes	MC - Anna	KP-C		1001 · Mission Operating #2772	30.00	474.80
	Check	07/30/2021	Debit	Paychex - Taxes	SS - Anna	KP-C		1001 · Mission Operating #2772	128.30	603.10
	Check	07/30/2021	Debit	Paychex - Taxes	MC - Anna	KP-C		1001 · Mission Operating #2772	30.00	633.10
	Check	08/31/2021	Debit	Paychex - Taxes	SS - Anna	KP-C		1001 · Mission Operating #2772	68.87	701.97
	Check	08/31/2021	Debit	Paychex - Taxes	MC - Anna	KP-C		1001 · Mission Operating #2772	3.48	705.45
Total 5030 · Taxes									705.45	705.45
Total 5019 · Payroll Expenses									10,000.00	10,000.00
5044 · Professional Fees										
5054 · Grant Writing/Strategic Consult										
	Bill	10/13/2022	02089	Homebase		City Funding:2022-168 COVID-19		1500 · Accounts Payable	6,086.49	6,086.49
	Bill	11/30/2022	02241	Homebase		City Funding:2022-168 COVID-19		1500 · Accounts Payable	13,615.70	19,702.19
	Bill	02/16/2023	02325	Homebase		City Funding:2022-168 COVID-19		1500 · Accounts Payable	15,000.00	34,702.19
Total 5054 · Grant Writing/Strategic Consult									34,702.19	34,702.19
Total 5044 · Professional Fees									34,702.19	34,702.19
6000 · Grant Allocation										
6002 · All of Us or None										
	Bill	06/30/2022	2022-006	Community Interventions		HHAP-1:2022-006 All of Us or None - OS		1500 · Accounts Payable	9,961.92	9,961.92
	Bill	07/31/2022	2022-006	Community Interventions		HHAP-1:2022-006 All of Us or None - OS		1500 · Accounts Payable	1,850.00	11,811.92
Total 6002 · All of Us or None									11,811.92	11,811.92
6003 · Alliance										
	Bill	02/28/2021	0228GAP	Alliance Against Family Violence		HHAP-1:2020-032 AAFV-Housing - PH		1500 · Accounts Payable	8,419.99	8,419.99
	Bill	04/30/2021	0430GAP	Alliance Against Family Violence		HHAP-1:2020-032 AAFV-Housing - PH		1500 · Accounts Payable	11,751.54	20,171.53
	Bill	06/01/2021	0331GAP	Alliance Against Family Violence		HHAP-1:2020-032 AAFV-Housing - PH		1500 · Accounts Payable	12,828.47	33,000.00
	Bill	05/31/2022	2022-001	Alliance Against Family Violence		HHAP-1:2022-001 Alliance - OS		1500 · Accounts Payable	1,929.20	34,929.20
Total 6003 · Alliance									34,929.20	34,929.20
6004 · Open Door Network										
	Bill	03/31/2021	0331HHAPRR	Open Door Network		HHAP-1:2020-006 BHC-Housing - RA		1500 · Accounts Payable	2,150.00	2,150.00
	Bill	03/31/2021	0401HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	2,930.63	5,080.63
	Bill	04/30/2021	0430AWHGAP	Open Door Network		HHAP-1:2020-034 BHC-WayHome - PH		1500 · Accounts Payable	32,234.00	37,314.63
	Bill	04/30/2021	0430HRRGAP	Open Door Network		HHAP-1:2020-035 BHC-Housing - RA		1500 · Accounts Payable	5,000.00	42,314.63
	Bill	04/30/2021	0430HHAPRR	Open Door Network		HHAP-1:2020-006 BHC-Housing - RA		1500 · Accounts Payable	556.24	42,870.87
	Bill	04/30/2021	0430HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	523.43	43,394.30
	Bill	06/01/2021	0430CNGAP	Open Door Network		HHAP-1:2020-033 BHC-Casa - PH		1500 · Accounts Payable	5,040.68	48,434.98
	Bill	06/01/2021	0331CNGAP	Open Door Network		HHAP-1:2020-033 BHC-Casa - PH		1500 · Accounts Payable	2,959.32	51,394.30
	Bill	06/24/2021	0624HHAPCap	Open Door Network		HHAP-1:2020-022 BHC-Union - OUTREACH		1500 · Accounts Payable	56,310.00	107,704.30
	Bill	06/30/2021	0531HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	2,015.63	109,719.93
	Bill	06/30/2021	0531HHAPRR	Open Door Network		HHAP-1:2020-006 BHC-Housing - RA		1500 · Accounts Payable	87.08	109,807.01
	Bill	06/30/2021	0630HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	9,455.70	119,262.71
	Bill	07/31/2021	0731HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	39,368.02	158,630.73
	Bill	08/31/2021	0831HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	36,056.88	194,687.61
	Bill	08/31/2021	BKRHC Hotel	Open Door Network	August - moved from CRF-Motel:2020-023 BHC	HHAP-1:2022-007 BHC - OS		1500 · Accounts Payable	6,480.17	201,167.78
	Bill	09/30/2021	0930HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	26,619.43	227,787.21
	Bill	10/31/2021	1031HHAPHP	Open Door Network		HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	27,558.01	255,345.22
	Bill	04/30/2022	2022-007	Open Door Network	HHAP-1	HHAP-1:2022-007 BHC - OS		1500 · Accounts Payable	15,793.60	271,138.82
	Bill	05/31/2022	2022-007	Open Door Network	HHAP-1	HHAP-1:2022-007 BHC - OS		1500 · Accounts Payable	4,325.60	275,464.42
	Bill	12/02/2022	2020-001	Open Door Network	7/31/22	HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	13,207.69	288,672.11
	Bill	12/09/2022	2020-001	Open Door Network	8/31/22	HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	11,395.38	300,067.49
	Bill	01/01/2023	2020-001	Open Door Network	9/30/22	HHAP-1:2020-001 BHC - Prev		1500 · Accounts Payable	29,968.96	330,036.45
Total 6004 · Open Door Network									330,036.45	330,036.45
6006 · CAPK										
	Bill	11/30/2020	Agreement 2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	578.71	578.71
	Bill	01/31/2021	Agreement 2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	306.98	885.69
	Bill	03/25/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	4,805.26	5,690.95
	Bill	04/30/2021	2020-005	Community Action Partnership of Kern	Duplicate billing will refund	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	5,690.95	11,381.90

Bakersfield Kern Regional Homeless Collaborative
Transaction Detail By Account
July 2019 through February 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	04/30/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	3,258.88	14,640.78
Bill	05/31/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	2,782.96	17,423.74
Deposit	06/28/2021		Community Action Partnership of Kern	REFUND -Paid stmt but already paid individual invoic	HHAP-1:2020-005 CAPK - CES		1001 · Mission Operating #2772	-5,690.95	11,732.79
Bill	06/30/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	8.17	11,740.96
Bill	07/31/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	4,800.17	16,541.13
Bill	08/31/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	3,122.33	19,663.46
Bill	09/30/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	3,800.30	23,463.76
Bill	10/31/2021	2020-005	Community Action Partnership of Kern		HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	3,552.56	27,016.32
Bill	01/14/2022	2020-005	Community Action Partnership of Kern	November	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	3,628.35	30,644.67
Bill	02/28/2022	2020-005	Community Action Partnership of Kern	February	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	5,501.29	36,145.96
Bill	03/01/2022	2020-005	Community Action Partnership of Kern	January	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	4,352.25	40,498.21
Bill	03/01/2022	2020-005	Community Action Partnership of Kern	December	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	5,280.53	45,778.74
Bill	03/31/2022	Aug 2021- 2022-Misc	Community Action Partnership of Kern	Aug 2021Change Contract from 2020-026	HHAP-1:2020-026-A01 CAPK - OS		1500 · Accounts Payable	7,139.00	52,917.74
Bill	03/31/2022	Sept 2021 -2022-Misc	Community Action Partnership of Kern	Sept 2021Change Contract from 2020-026	HHAP-1:2020-026-A01 CAPK - OS		1500 · Accounts Payable	3,198.94	56,116.68
Bill	03/31/2022	2020-005	Community Action Partnership of Kern	March	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	3,318.04	59,434.72
Bill	05/16/2022	2020-005	Community Action Partnership of Kern	April	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	4,231.59	63,666.31
Bill	06/17/2022	2020-005	Community Action Partnership of Kern	May	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	1,742.80	65,409.11
Bill	06/30/2022	2020-005	Community Action Partnership of Kern	June	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	56.23	65,465.34
Bill	10/01/2022	2020-005	Community Action Partnership of Kern	HHAP-1	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	5,194.11	70,659.45
Bill	11/01/2022	OCTOBER 2022	Community Action Partnership of Kern	HHAP-1	HHAP-1:2020-005 CAPK - CES		1500 · Accounts Payable	8,778.50	79,437.95
Total 6006 · CAPK								**79,437.95**	**79,437.95**
6009 · CVAF									
Bill	03/29/2021	1202	California Veterans Assistance Foundation		HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	2,314.89	2,314.89
Bill	04/12/2021	1212	California Veterans Assistance Foundation		KP-C:2020-036 CVAF		1500 · Accounts Payable	2,192.80	4,507.69
Bill	04/12/2021	1211	California Veterans Assistance Foundation		HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	4,837.14	9,344.83
Bill	05/17/2021	1223	California Veterans Assistance Foundation		KP-C:2020-036 CVAF		1500 · Accounts Payable	5,873.30	15,218.13
Bill	05/17/2021	1224	California Veterans Assistance Foundation		HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	4,440.22	19,658.35
Bill	06/14/2021	1237	California Veterans Assistance Foundation		KP-C:2020-036 CVAF		1500 · Accounts Payable	3,415.05	23,073.40
Bill	06/14/2021	1238	California Veterans Assistance Foundation		HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	3,992.27	27,065.67
Bill	06/30/2021	1250	California Veterans Assistance Foundation		HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	6,289.90	33,355.57
Bill	06/30/2021	1249	California Veterans Assistance Foundation		KP-C:2020-036 CVAF		1500 · Accounts Payable	10,202.90	43,558.47
Bill	12/21/2021	1301	California Veterans Assistance Foundation	October Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	5,118.02	48,676.49
Bill	12/21/2021	1299	California Veterans Assistance Foundation	August Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	3,062.94	51,739.43
Bill	12/21/2021	1300	California Veterans Assistance Foundation	September Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	19,176.08	70,915.51
Bill	12/21/2021	1298	California Veterans Assistance Foundation	July Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	8,648.14	79,563.65
Bill	01/06/2022	1313	California Veterans Assistance Foundation	July Claim	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	8,168.61	87,732.26
Bill	01/06/2022	1316	California Veterans Assistance Foundation	September Claim	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	8,396.91	96,129.17
Bill	01/06/2022	1317	California Veterans Assistance Foundation	October Claim	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	6,246.45	102,375.62
Bill	01/06/2022	1314	California Veterans Assistance Foundation	August Claim	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	8,116.93	110,492.55
Bill	03/31/2022	CB1121	California Veterans Assistance Foundation	November Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	7,663.14	118,155.69
Bill	03/31/2022	2020-036	California Veterans Assistance Foundation	January Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	5,292.53	123,448.22
Bill	04/08/2022	1353	California Veterans Assistance Foundation	December Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	5,056.55	128,504.77
Bill	04/08/2022	1375	California Veterans Assistance Foundation	February Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	3,764.82	132,269.59
Bill	04/26/2022	1354	California Veterans Assistance Foundation	November Claim	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	7,709.47	139,979.06
Bill	04/26/2022	1355	California Veterans Assistance Foundation	December Claim	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	7,021.78	147,000.84
Bill	06/29/2022	1378	California Veterans Assistance Foundation	May Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	2,022.60	149,023.44
Bill	06/29/2022	1377	California Veterans Assistance Foundation	April Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	1,894.20	150,917.64
Bill	06/29/2022	1376	California Veterans Assistance Foundation	March Claim	KP-C:2020-036 CVAF		1500 · Accounts Payable	1,945.74	152,863.38
Bill	06/30/2022	1389	California Veterans Assistance Foundation	June	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	9,275.31	162,138.69
Bill	06/30/2022	1384	California Veterans Assistance Foundation	January	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	9,781.99	171,920.68
Bill	06/30/2022	1387	California Veterans Assistance Foundation	April	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	7,946.05	179,866.73
Bill	06/30/2022	1385	California Veterans Assistance Foundation	February	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	7,398.64	187,265.37
Bill	06/30/2022	1386	California Veterans Assistance Foundation	March	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	13,852.96	201,118.33
Bill	06/30/2022	1383	California Veterans Assistance Foundation	June	KP-C:2020-036 CVAF		1500 · Accounts Payable	3,653.19	204,771.52
Bill	06/30/2022	1388	California Veterans Assistance Foundation	May	HHAP-1:2020-002 CVAF-Youth - OS		1500 · Accounts Payable	9,310.86	214,082.38
Bill	08/12/2022	1394	California Veterans Assistance Foundation		HHAP-1:2020-036 CVAF-CARP - PH		1500 · Accounts Payable	652.05	214,734.43
Bill	08/12/2022	1394	California Veterans Assistance Foundation		KP-C:2020-036 CVAF		1500 · Accounts Payable	1,018.00	215,752.43
Bill	12/08/2022	1449	California Veterans Assistance Foundation	October	HHAP #2:2022-014 CVAF-Youth - OS		1500 · Accounts Payable	8,908.33	224,660.76
Bill	12/08/2022	1447	California Veterans Assistance Foundation	August	HHAP #2:2022-014 CVAF-Youth - OS		1500 · Accounts Payable	7,796.94	232,457.70
Bill	12/08/2022	1448	California Veterans Assistance Foundation	September	HHAP #2:2022-014 CVAF-Youth - OS		1500 · Accounts Payable	9,198.18	241,655.88
Bill	12/08/2022	1446	California Veterans Assistance Foundation	July	HHAP #2:2022-014 CVAF-Youth - OS		1500 · Accounts Payable	11,656.81	253,312.69
Bill	12/29/2022	1454	California Veterans Assistance Foundation	November	HHAP #2:2022-014 CVAF-Youth - OS		1500 · Accounts Payable	6,158.86	259,471.55
Total 6009 · CVAF								**259,471.55**	**259,471.55**
6010 · Flood									
Bill	02/27/2023	1307	Flood Ministries	November & December	HHAP-1:2022-019 Flood - OS		1500 · Accounts Payable	7,678.46	7,678.46
Bill	02/27/2023	1322	Flood Ministries	December	HHAP-1:2022-019 Flood - OS		1500 · Accounts Payable	12,321.54	20,000.00
Total 6010 · Flood								**20,000.00**	**20,000.00**
6012 · Housing Authority									
Check	11/16/2020	1071	Housing Authority of the County of Kern	1/12 Advance	HHAP-1:2020-004 HA-Rent - RA		1001 · Mission Operating #2772	33,756.67	33,756.67
Check	11/16/2020	1072	Housing Authority of the County of Kern	1/12 Advance	HHAP-1:2020-003 HA - Incentive		1001 · Mission Operating #2772	2,500.00	36,256.67

Bakersfield Kern Regional Homeless Collaborative
Transaction Detail By Account
July 2019 through February 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	03/03/2022	Inv. 2,3,4,5,6,7,8	Housing Authority of the County of Kern		HHAP-1:2020-004 HA-Rent - RA		1500 · Accounts Payable	24,928.00	61,184.67
Bill	03/03/2022	Inv. 2,3,4,5,6,7,8	Housing Authority of the County of Kern		HHAP-1:2020-003 HA - Incentive		1500 · Accounts Payable	1,846.08	63,030.75
Bill	04/30/2022	010	Housing Authority of the County of Kern	HHAP - Incentive	HHAP-1:2020-003 HA - Incentive		1500 · Accounts Payable	230.76	63,261.51
Bill	04/30/2022	2020-004	Housing Authority of the County of Kern	HHAP - Rent	HHAP-1:2020-004 HA-Rent - RA		1500 · Accounts Payable	3,116.00	66,377.51
Bill	05/31/2022	2020-003	Housing Authority of the County of Kern	HHAP - 1	HHAP-1:2020-003 HA - Incentive		1500 · Accounts Payable	115.38	66,492.89
Bill	05/31/2022	2020-004	Housing Authority of the County of Kern	HHAP - Rent	HHAP-1:2020-004 HA-Rent - RA		1500 · Accounts Payable	1,558.00	68,050.89
Bill	06/16/2022	Removing Barriers	Housing Authority of the County of Kern	City	City Funding:2022-015B Removing Barriers		1500 · Accounts Payable	1,000.00	69,050.89
Bill	06/30/2022	2020-003	Housing Authority of the County of Kern	HHAP - 1	HHAP-1:2020-003 HA - Incentive		1500 · Accounts Payable	115.38	69,166.27
Bill	06/30/2022	2020-004	Housing Authority of the County of Kern	HHAP - Rent	HHAP-1:2020-004 HA-Rent - RA		1500 · Accounts Payable	1,558.00	70,724.27
Bill	10/25/2022	013, 014,015	Housing Authority of the County of Kern	July August September	HHAP-1:2020-003 HA - Incentive		1500 · Accounts Payable	346.14	71,070.41
								71,070.41	71,070.41

Total 6012 · Housing Authority

6016 · The Mission

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	01/18/2022	2022-002	The Mission at Kern County		HHAP-1:2022-002 Mission - OS		1500 · Accounts Payable	3,516.80	3,516.80

Total 6016 · The Mission   3,516.80   3,516.80

6017 · Womens Center High Desert

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	04/15/2022	2022-008	Women's Center High Desert, Inc.	HHAP-1	HHAP-1:2022-008 Women's Center - OS		1500 · Accounts Payable	180.00	180.00

Total 6017 · Womens Center High Desert   180.00   180.00

6020 · Dignity Health

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	03/09/2022	2022-004	Dignity Health		HHAP-1:2022-004 Dignity - OS		1500 · Accounts Payable	2,744.00	2,744.00

Total 6020 · Dignity Health   2,744.00   2,744.00

Others

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	04/26/2022	9461	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	994.40	994.40
Bill	04/26/2022	2022-012	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	143.00	1,137.40
Bill	04/27/2022	9429	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	716.20	1,853.60
Bill	05/16/2022	9561	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	539.77	2,393.37
Bill	05/23/2022	Bedding	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	343.33	2,736.70
Bill	05/23/2022	9585	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	75.65	2,812.35
Bill	06/02/2022	9665	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	431.00	3,243.35
Bill	06/08/2022	9697	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	374.73	3,618.08
Bill	06/30/2022	9982	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	459.97	4,078.05
Bill	07/05/2022	9905	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	850.00	4,928.05
Bill	07/13/2022	9913	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	210.00	5,138.05
Bill	07/13/2022	9912	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	195.00	5,333.05
Bill	07/22/2022	9978	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	225.00	5,558.05
Bill	07/29/2022	9993	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	1,000.00	6,558.05
Bill	08/05/2022	10083	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	213.98	6,772.03
Bill	08/05/2022	10177	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	30.00	6,802.03
Bill	08/16/2022	Move In Kits	Golden Empire Affordable Housing	HHAP #2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	18,000.00	24,802.03
Bill	08/24/2022	10173	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	30.00	24,832.03
Bill	08/24/2022	10174	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	30.00	24,862.03
Bill	08/24/2022	10167	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	40.00	24,902.03
Bill	08/24/2022	10169	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	1,000.00	25,902.03
Bill	08/26/2022	10191	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	184.00	26,086.03
Bill	09/13/2022	Moving In Kits	Housing Authority of the County of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	1,000.00	27,086.03
Bill	09/14/2022	10281	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	250.25	27,336.28
Bill	09/16/2022	10354	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	352.87	27,689.15
Bill	09/19/2022	10283	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	40.00	27,729.15
Bill	09/19/2022	10280	Independent Living Center of Kern	HHAP-2	HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	358.16	28,087.31
Bill	09/23/2022	10355	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	48.30	28,135.61
Bill	09/28/2022	10356	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	40.00	28,175.61
Bill	09/29/2022	10357	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	992.25	29,167.86
Bill	09/30/2022	10412	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	999.90	30,167.76
Bill	10/01/2022	10521	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	541.23	30,708.99
Bill	10/06/2022	10413	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	90.00	30,798.99
Bill	10/06/2022	10414	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	519.90	31,318.89
Bill	10/07/2022	Removing Barriers	Housing Authority of the County of Kern		HHAP #2:2022-015A BKRHC-RemovingBarrier		1500 · Accounts Payable	525.31	31,844.20
Bill	10/28/2022	10571	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	40.00	31,884.20
Bill	10/31/2022	10573	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	1,000.00	32,884.20
Bill	11/03/2022	10570	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	93.14	32,977.34
Bill	11/03/2022	10575	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	292.27	33,269.61
Bill	11/03/2022	10574	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	292.27	33,561.88
Bill	11/03/2022	10572	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	40.00	33,601.88
Bill	11/15/2022	10643	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	672.73	34,274.61
Bill	11/16/2022	10673	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	292.27	34,566.88
Bill	11/16/2022	10675	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	412.40	34,979.28
Bill	11/17/2022	10672	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	912.13	35,891.41
Bill	11/17/2022	10676	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	412.40	36,303.81
Bill	11/22/2022	10677	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	1,000.00	37,303.81
Bill	12/12/2022	Dalton Thompson	Kern County Network For Children		HHAP #2:2022-015A BKRHC-RemovingBarrier		1500 · Accounts Payable	348.88	37,652.69
Bill	12/21/2022	10854	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	40.00	37,692.69

Bakersfield Kern Regional Homeless Collaborative
Transaction Detail By Account
July 2019 through February 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	02/03/2023	11228	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	340.98	38,033.67
Bill	02/07/2023	11231	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	292.27	38,325.94
Bill	02/09/2023	11226	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	111.51	38,437.45
Bill	02/13/2023	11238	Independent Living Center of Kern		HHAP #2:2022-016 BKRHC - Moving In Kits		1500 · Accounts Payable	603.92	39,041.37
Total Others								39,041.37	39,041.37
Total 6000 · Grant Allocation								852,239.65	852,239.65
TOTAL								896,941.84	896,941.84

Date: April 13, 2023

To: BKRHC Executive Board

From: Steve Peterson Governing Board Chair

Re: Governing Board update:

The Governing board met on Wednesday March 22, at 9 am, at The Mission at kern County. There was also a special governing board meeting held on March 29th- Theo Dues ran that special meeting as Steve Peterson was out of town.

- Rick Ramos updated everyone on the NOFO's, and HHAP 3 & 4.
- We read and approved the minutes for the Feb 22 monthly board meeting and from the special Board meeting held on March 9th
- Steve Peterson gave an update on the progress of the Strategic Action Plan. The SAP committee will continue to meet to flesh out the plan.
- Steve Peterson gave an update on the COC University which will have it's 3rd session Thursday April 27th topics are Harm Reduction, Trauma Informed Care, ACE and Motivational interviewing.

ACTION ITEMS:
- We approved the updated CES policies and procedures.
- .A nominating committee was established to find a new Veteran's Representative on the board as Josh Dhanens has moved out of state.
- We approved Kurt Williams as the new chair of Planning and Performance.
- We approved the COC NOFO Ranking packets and sliding scale.

We heard reports from the following committees
- Housing Committee
- CES
- HMIS
- PIT

Our Next Regular Governing Board Meeting will be held on Wednesday April 26th at 9 AM at the Mission At Kern County.

601 – 24th Street, Bakersfield, CA 93301-4142

INTERIM EXECUTIVE DIRECTOR REPORT

TO: Carlos Baldovinos (Chair), Traco Matthews (Vice-Chair), and BKRHC Executive Board

FROM: Rick Ramos, Interim Executive Director/Data Analyst

DATE: 4/13/2023

SUBJECT: Update on BKRHC Activities

UPDATES:

- Encampment Resolution Funding Program, Round 2 (ERF-2-R) Application
  - Mary Scott submitted the ERF-2-R application. Thank you to Nina Carter and the City of Bakersfield for providing support with the application. The Cal ICH will review and award Round 2 applications between May 1 – June 30, 2023.
- FY 2022 CoC Competition Award ("HUD Regular NOFO")
  - On March 28, 2023, HUD announced the 2022 HUD Regular NOFO awards. The Bakersfield/Kern CoC's award total was $6,811,022.
- Healthcare and Homeless (HC x H) Administrator Recruitment
  - The HC x H interview panel provided a candidate recommendation. The BKRHC looks forward to beginning the work with this individual by the end of April or sooner.
- HHAP 3 RFP
  - The HHAP 3 RFP and ranking concluded with several projects funded to continue or begin activities within Diversion, Landlord Incentives, Family/Individual Hotel Rural Programs, Rural Drop-In Center, and Head Start Transportation. Please see document titled "2023 HHAP 3 Funding Results Memo" and other supporting documentation.
- HHAP 1, 2, and 3
  - Quarterly financial reports for each grant were submitted in a timely manner.
- Housing Inventory Count (HIC) Reporting
  - The 2023 HIC data has been reviewed and approved by the Governing Board with submission to HDX occurring on April 13, 2023.
- Point-in-Time (PIT) Count Data Analysis and Reporting
  - The 2023 PIT Count data analysis, report write up, and Governing Board review/approval has been completed. Data submission to HUD's reporting portal, HDX, will occur on April 13, 2023.

CONTINUING:

- Healthcare and Homeless work with healthcare partners continues. We are reaching out to hospitals to get familiarized with their discharge processes, while we plan out the hand off process with homeless service providers.
- Office move is still pending.

UPCOMING:

- All singles By Name List – we will work with the new Healthcare and Homeless Administrator to get the all singles BNL work started.
- Grants – staff will be looking at different grant opportunities the BKRHC can apply to.

ATTACHMENTS:

- 2023 HHAP 3 Funding Results Memo
- HHAP 3 Amounts to be Funded
- HHAP 3 Individual Proposal Scores

Date: April 5, 2023

To: Bakersfield-Kern Regional Homeless Collaborative
          BKRHC Governing Board
          BKRHC Executive Board

CC: HHAP 3 RFP Ranking Panel

From: Allyson Baptiste, Ranking Panel Facilitator (non-conflicting party/no vote)

Re: HHAP 3 Funding Ranking Panel Results & Recommendations

The following document outlines the Ranking Panel outcomes for the 2023 HHAP 3 Funding RFP:

1. PDF document titled "HHAP 3 Individual Proposal Scores"
2. PDF document titled "HHAP 3 Amounts to be Funded"

It is important to note the following information:

1. The ranking panel consisted of 5 non-conflicting members (representing the CoC, City of Bakersfield, County of Kern, & at-large subject experts).

2. Overall, 10 proposals were submitted for the following activities:
   a. *Diversion Program proposals submitted by:* The Open Door Network & The Refuge
   b. *Landlord Incentive proposals submitted by*: Kern County Network for Children, the Housing Authority of the County of Kern & the Refuge
   c. *Family/ Individual Hotel Rural program proposal submitted by:* Flood Ministries
   d. *Rural Drop-in Center proposals submitted by:* Flood Ministries, Community Action Partnership of Kern & the Refuge
   e. *Head Start Transportation proposal submitted by:* The Open Door Network

3. The HHAP 3 threshold requirements (as listed in the HHAP 3 RFP) are as follows:
   - Must be a member of BKRHC and actively participate in committees, as appropriate.
   - All activities will comply with BKRHC, City, County and the Coordinated Entry System policy and procedures, Homeless Management Information System policy and procedures and Continuum of Care (CoC) policy and procedures
   - Participation in the Homeless Management Information System (HMIS)
   - Adherence to Housing First principles as defined by HUD
   - Compliance with all State HHAP 3 regulations and reporting requirements, including but not limited to reporting on relevant HUD and state determined system performance measures
   - Utilization of the definition of homelessness as defined in the HEARTH Act (except for Youth Outreach activity which can include McKinney Vento)
   - Minimum threshold score for consideration is: 70 points

1

Conclusion:

1. The Refuge submitted 3 proposals for 3 different activities; however, their scores did not meet the minimum threshold score for funding consideration. All other agency proposals met the minimum threshold requirements.
2. Because of the very large amount of funding available for Landlord Incentives ($1 mil), and the Housing Authority's proposal stating they would be able to scale up/down if there was a need, the Ranking Panel believes it will best suit the community's needs to fund both the HACK and KCNC Landlord Incentive proposals.
3. KCNC requested $58,400; however, the Ranking Panel believes that KCNC should be funded at $60,000 to give them slightly more funds to assist with repairs required by HACK inspectors that must be made before a youth can move in. (KCNC only requested $5,000 in total for this need.)
4. After subtracting the $60,000 from the $1 mil. HACK requested, the Ranking Panel recommends funding the HACK Landlord Incentives at $940,000.
5. Overall, the Ranking Panel believes that the $300,000 in Rural Drop-in Center funds would be utilized well by both CapK & Flood. However, as CapK scored higher in this area on their proposal, the Ranking Panel believes all funds should be provided to CapK's East Kern Family Resource Center to create their homeless drop-in center in Mojave. Because of the nature of this activity type, the Ranking Panel does not believe it would be helpful to split the funds between agencies.
6. It is recommended that the Open Door Network receives the full amount of funding requested for Diversion and Head Start Transportation.
7. It is recommended that Flood Ministries receives the full amount of funding requested for the Family/Individual Hotel Rural Program.

Recommendations by the ranking panel for agencies seeking funding in the future:

- Answer all questions thoroughly. Answer all parts of a question with detail.
- It is appreciated when agencies utilize the majority of their budgeted expenses for actual housing resources, instead of salaries/ admin. costs.
- It is important for agencies to note how they have/will incorporate CES, HMIS, Housing First & CoC policies/procedures into their programming.

It is recommended that appeals be submitted by the appeals deadline. If there are questions about appeals, please email Rick Ramos, Interim BKRHC Executive Director, at rick.ramos@bkrhc.org.

Activity	Funding Available	Agency Applying	Agency Asking For	Panel Recommends Giving
Diversion Program	$300,000	TODN	$300,000	$300,000
Landlord Incentives	$1,000,000	KCNC	$58,400	$60,000
Landlord Incentives	$1,000,000	HACK	$1,000,000	$940,000
Family/Ind. Hotel Rural Program	$50,000	Flood	$50,000	$50,000
Rural Drop-in Center	$300,000	CapK	$300,000	$300,000
Head Start Transportation	$100,000	TODN	$100,000	$100,000

4/5/2023

Agency	Activity	Experience (25 pts)	Capacity (25 pts)	Cost Effective (25 pts)	Implementation (25 pts)	Total	Pts Avail.	Percent.
TODN	Diversion	25.0	21.8	22.0	22.3	91.1	100	91.1%
Refuge	Diversion	14.0	2.6	3.6	0.0	20.2	100	20.2%
KCNC	Landlord Incentives	22.0	25.0	24.1	25.0	96.1	100	96.1%
HACK	Landlord Incentives	25.0	25.0	25.0	24.0	99.0	100	99.0%
Refuge	Landlord Incentives	1.6	2.6	0.0	0.0	4.2	100	4.2%
Flood	Hotel Rural Program	24.4	22.0	21.4	25.0	92.8	100	92.8%
CapK	Rural Drop In Center	21.6	24.6	25.0	25.0	96.2	100	96.2%
Flood	Rural Drop In Center	22.6	21.2	19.0	19.8	82.6	100	82.6%
Refuge	Rural Drop In Center	6.6	2.6	3.6	0.0	12.8	100	12.8%
TODN	Head Start	25.0	25.0	22.8	24.6	97.4	100	97.4%

April 5, 2023

Carlos Baldovinos
Chairman
Bakersfield Kern Regional Homeless Collaborative
Executive Committee

Dear Carlos,

Please accept my resignation as a Board Member of the BKRHC Executive Board. I am relocating out of Kern County and will be unable to serve.

It has been my pleasure to serve on the Board and to associate with you and the other board members. Thank you for the chance to work with the board and with great people.

With all Respect,

Russell Judd

ADMINISTRATIVE REPORT

TO: Carlos Baldovinos (Chair), Traco Matthews (Vice-Chair), and BKRHC Executive Board

FROM: Rick Ramos, Interim Executive Director/Data Analyst

DATE: 4/3/2023

SUBJECT: Governing Board approval of tentative, new Homeless Management Information System Lead Agency.

STAFF RECOMMENDATION:

Staff recommends approving the Governing Board's decision to appoint Kern Health Systems as the new HMIS Lead Agency pending approval of financial considerations.

BACKGROUND:

On January 30, 2023, the Bakersfield-Kern Regional Homeless Collaborative released the Bakersfield/Kern Continuum of Care (CA-604) Homeless Management Information System (HMIS) Lead Agency Request For Proposals (RFP). Two applicants submitted an RFP for review: Community Action Partnership of Kern (CAPK) and Kern Health Systems (KHS).

A non-conflicted ranking panel was chosen and approved during a special meeting of the BKRHC Governing Board on March 9, 2023 with the panel reviewing both applications on March 14, 2023. Panel facilitator, Allyson Baptiste, presented the ranking panel memo for review (see HMIS Lead Agency RFP Results Memo) at the special meeting of the Governing Board on March 29, 2023 in which they approved Kern Health Systems as the tentative, new HMIS Lead Agency. This decision was based on KHS's in-kind donation to fund HMIS as well as their robust Information Technology and Business Intelligence infrastructure.

CONSIDERATIONS:

The Governing Board discussed several considerations including HMIS funding sustainability, transparency, data exchange safety, and familiarity with the homeless system.

Sustainable HMIS funding is integral to maintaining ongoing operations and budget proposals outpaced currently available funds. KHS provided two budget options: Option A includes a grants coordinator role who would be responsible for researching and applying to funding

opportunities, Option B omitted this position (see HMIS Lead Agency RFP – Kern Health Systems Proposal page 23).

Kern Health Systems	Option A	Option B
CoC Budget Request	$252,633.56	$167,488.76
In-Kind	$497,823.73	$491,012.14
Total Budget	**$750,457.29**	**$658,500.90**

From a data exchange perspective, there was concern regarding KHS's role as an Enhanced Care Management/Community Supports provider and potential HMIS lead agency and other ECM/CS service providers having interactions within the HMIS. While transparency in system use can be set within the agreement, this was still an important topic to consider.

The Governing Board also included a clause in the potential agreement to require the tentative HMIS lead agency to continue working collaboratively with the BKRHC data analyst for data reporting as well as the new HMIS Lead Agency gaining a thorough familiarity with the homeless system.

ATTACHMENTS:

- HMIS Lead Agency RFP – Community Action Partnership of Kern (CAPK) Proposal
- HMIS Lead Agency RFP – Kern Health Systems Proposal
- HMIS Lead Agency RFP Individual Question Scores
- HMIS Lead Agency RFP Results Memo

Request for Proposals

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) LEAD AGENCY

For the

BAKERSFIELD/KERN CONTINUUM OF CARE (CA-604)

On behalf of the

Bakersfield – Kern Regional Homeless Collaborative

Jeremy T. Tobias, Chief Executive Officer

Community Action Partnership of Kern

5005 Business Park North

Bakersfield, CA 93309

Submission Date: Tuesday, February 28, 2023

TABLE OF CONTENTS

I. **Organizational Overview and Documentation**
   Please provide the organization's legal, complete, and accurate information including name, address, telephone number, and primary contact's name and email address for the application. Please provide organizational documents, federal employer identification number, and standing with the state.

   Name: Jeremy T. Tobias
   Address: 5005 Business Park North, Bakersfield, CA 93309
   Telephone Number: (661) 336-5236 ext. 1138
   Primary Contact Name and email address: Rebecca Moreno, Director of Community Development | email: rmoreno@capk.org

   In **Appendix A**. are the following requested documents:

   - IRS Determination Letter (Non-profit designation)
     - Federal Employer Identification Number
   - Secretary of State Certificate of Status
   - Organizational Chart
   - Board of Directors Roster
   - Agency Annual Report (2021)
   - Summary of Programs
   - 2021-25 Strategic Plan
   - Financial Statement FY 2021-2022

II. **Organizational Capacity**

   The successful applicant must possess knowledge of and technical expertise with:

Strategic Planning and Oversight (10 points)
   - **Please describe your experience with strategic planning and how it has been used to direct and implement achievement of goals, growth and navigating challenges.**

Community Action Partnership of Kern's (CAPK's) Mission, Vision, and Guiding Principles are the foundation for achieving excellence in providing quality services that are accessible, effective and efficient in strengthening individuals, families and communities served. Below are examples of the past and current Strategic Plan to demonstrate how it has been used to direct and implement achievement of goals, growth, and navigating challenges. CAPK's 2016-2021 Strategic Plan, in conjunction with the agency's commitment to best practices and adherence to Community Action Agencies Organizational Standards, provides the guiding framework for accomplishing the work and mission of the agency.   The following are examples of CAPK's leadership accomplishments in 2019: (1) Increased financial stability; (2) Fostered economic development; and (3) Met crisis and emerging community needs of Kern County residents as assessed from our community needs assessments, including emergency response and recovery of the COVID-19 Pandemic. In 2021 as part of an interactive process with the Board, leadership, management and staff, the agency completed its last strategic plan (2016-2021) with 94% goals met, and planned then launched the new 2021-25 Strategic Plan, in Quarter 4 2021. The new strategic plan outlines the blueprint for the next four (4) years tied to a 10-year vision that speaks to the

role social service agencies and non-profit organizations play in the economic development and recovery of the entire community.

As part of the new strategic plan, the goals were designed to address the critical issues identified with the pandemic and the community needs assessment, including insufficient access to nutritious foods, quality childcare, limited affordable housing options, and internal infrastructure challenges around an engaged and retained workforce, adoption of a continuous improvement model, and funding diversification. The six (6) goals outlined in the plan address the family, community, and agency goals and are aligned with the National Results Oriented Management and Accountability (ROMA) model traditionally used among Community Action Agencies. We use the outcomes and/or findings from our clients, service providers, and community input, in addition to our community needs assessment and engagement from our staff and board members, to help craft a relevant and responsive road map on where our attention and growth occurs for the agency. The agency's current strategic plan included our intent to address homelessness using a myriad of strategies, including increased usage of CES and data collection among the CoC, see Appendix A pages 37-41 of the Strategic Plan.

GOAL 3: Advance economic empowerment and financial stability for low-income people in the communities we serve.
Objective 3.1: Increase housing stability for people experiencing or at risk of homelessness.
  a)   Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless.
  b)   Improve the evaluation and data management components of CES.
Objective 3.1.2 Reduce the impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services.
  a)   Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis.
  b)   Increase funding streams to expand the number of emergency beds/services as needed.
  c)   Expand wraparound services to reduce the number of people who return homelessness after receiving permanent housing.
  d)   Expand upstream support to reduce the number of people who become homeless for the first time.
Objective 3.1.3: Enhance outreach activities and marketing efforts to raise awareness and utilization of Coordinated Entry System (CES) and other housing and homelessness-related supports provided by CAPK and local partners.
  a)   Update all appropriate external communication materials and messaging (i.e., burning platform) to include a description of CES and access points.
  b)   Include a "refresher training component" in staff training across CAPK about CES and other related housing supports.
  c)   Coordinate with BKRHC to identify and engage with community gatekeepers who can potentially serve as referrers.
  d)   Increase internal and external awareness of progress towards ending homelessness by informing and engaging local decision makers in regular conversations.
  e)   Serve on decision-making roles in the CoC

The agency's commitment to improving our service delivery model includes an intentional approach to enhancing our administrative and operational infrastructure as described in Goal 6:
increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff. Recently during the annual budget review to the CAPK Board of Directors meeting, staff reported that the agency has experienced a fiscal growth of 91% in the last six years 2017-18 to 2023-24. This is a direct result of the agency's ability to acquire new grant, expand existing programs. Note. This

growth does not include one-time funds. This past year, CAPK also created a Foundation to help support the development of unrestricted funds for the agency; this includes fundraising events and activities to support the capital campaign for the Food Bank and site enhancements for the youth center (future project). Future growth opportunities will allow the Foundation to become a community giving foundation to award educational grants/stipends to our clients pursuing higher education and support small non-profits with development funds. This is also an extension of the strategic plan (Goal 6) to help diverse funding into the agency.

- **Please describe your experience and approach to stakeholder engagement and working collaboratively with various service providers within and outside of the CoC.**

Being "at the table" is a strategic approach to ensure the industry of non-profit/social service sector is represented and involved in community-level policies and programs that impact the target population. Further, visibility and evidenced competency is a strong indicator of future growth and expansion for the agency. This approach was successfully implemented with the following projects:

- **Homeless Services.**
  - Coordinated Entry System and Expansion of homeless services. As further described the subsequent section, CAPK is the contracted provider of Coordinated Entry Services (CES) through its 2-1-1 Kern Call Center to assist and support homeless services providers in their efforts to provide for basic needs and end homelessness across Kern County and in direct partnership with the CoC.
  - In May 2020, additional growth opportunities were offered to CAPK due to the positive engagement and productivity among the homeless partners, the agency became the operator of the County's only low-barrier homeless navigation center geared towards adult male and females, which further solidified the agency's role among CoC and homeless service provider network. This is further described in the subsequent section.
  - In 2022, the agency entered into a contract for service with Kern Health Systems (KHS) on the California Advancing and Innovating Medi-Cal (CalAIM) program. Through the CES programs and decided housing navigators, we operate the Community Supports category: *medically appropriate and cost-effective alternatives to services covered under the State Plan*. Community Supports are an important part of whole-person care delivery for patients enrolled in Enhanced Care Management (ECM), another CalAIM initiative that will address the clinical and non-clinical needs of high-need, high-cost Medi-Cal Members through systematic coordination of services and comprehensive care management. CAPK offers the following pre-approved Community Supports to comprehensively address the needs of KHS members – including those with the most significant and complex challenges affecting health such as homelessness, unstable and unsafe housing, food insecurity, and/or other big social needs:
    - Housing Transition Navigation Services
    - Housing Deposits
    - Housing Tenancy and Sustaining Services

- **Addressing Food Insecurity.**
  - The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 agency partner distribution sites across Kern County. The Food Bank also offers Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other

5

community sites. This past year, the Food Bank distributed slightly over 20 million pounds of food across the county. This requires daily to weekly engagement with partners to ensure services are offered across the county consistently and aligned with federal and state reporting requirements.

- **Workforce Development - CERF (Community Economic Resilience Fund).** As part of the agency's strategic plan Goal 3, our intention is to create increased opportunities and support for clients to advance through career and education pathways. In July 2022, CAPK partnered with four local organizations to lead an effort to bring tens of millions of state dollars and hopefully even more in private investment into our community to create a diverse economy with high-quality jobs that are accessible to all. The Kern Coalition consists of Kern Community College District (Kern CCD), B3K Prosperity, Kern Inyo Mono Central Labor Council (KIM CLC), Community Action Partnership of Kern (CAPK), and Building Healthy Communities Kern. The intent of the CERF **Phase 1 Planning** (2022-2024) grant is to develop a regional plan by fall 2023 that comprehensively accounts for regional for sub-regional economies to create good, quality jobs for the un- and/or under-employed through sub-regional collaborative meetings. (Awarded - $5M, Active in Planning Phase). Planning Phase II (2024-2026) - Depending on Phase I. Upon completion of the regional plan, develop subregional and regional proposals anchored to the plan to bring job opportunities to the sub regions in Kern County, and present those plans to the Governance Council, who will be voted in by the fall of 2023. ($35M+)

- **Please describe your experience working with social services organizations that provide direct homeless services or in a capacity relevant and/or similar to the homeless service system.**

As mentioned above, through the Coordinated Entry System and the M Street Navigation Center, CAPK staff participate in weekly and monthly meetings, including representation of the BKRHC Governing Board of Directors. Through the M Street Navigation Center, CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care, and economic resources to unsheltered individuals with pets and partners. In June 2022, the site expanded to include Safe Camping and Safe Parking services with 42 safe encampment tents and 10 safe parking overnight stays, respectively. The goal of the program is to build trust, increase community engagement, support local businesses by providing alternatives, and provide a safe place for individuals who are shelter resistant. Additionally, it was designed to connect individuals to services to eventually transition to permanent housing or shelter environment. To date, the program has served 400 clients and was able to send over 20 individuals to the shelter. At the Navigation Center, we work alongside the following providers: Kern County Behavioral Health & Recovery Services, Kern Medical, Flood Ministries, City Serve, and related partners in addition to several volunteers.

- **Please describe your experience with coordinated entry systems, including your experience with utilizing HMIS as a complimentary system structure supporting CES.**

Over the course of nearly six (6) years, the agency increased homeless services from providing referrals through the 2-1-1 Call Center to becoming the designated U.S. Department of Housing and Urban Development (HUD) approved Coordinated Entry System (CES) provider in partnership with the local Continuum of Care (CoC). CES is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral

(match) process for individuals to preventions, housing, and/or other related services. Staff administer HMIS (Homeless Management Information System) assessments and appropriately triage and direct callers and homeless providers to CAPK services and other homeless resources in the county. As the CES operator, a team of six (6) oversee daily operations handling on average 1,100 to 1,200 calls monthly. Weekly, the CES Program Manager leads the match calls overseeing prioritization and matching clients to available programs housing rapid rehousing vouchers. And monthly, the CES staff lead the CoC CES Committee where they review policy and procedures, including addressing challenges and barriers to better serve clients to ensure the HUD and the CoC requirements are being met. Further, the CES team offers technical assistance and support as part of CoC University for new staff that require CES training with the HMIS and this service is available as needed and pre-recorded. **Reference Appendix B** for the Coordinated Entry System (CES) program, staff participate in the Board or Committees under the oversight and direction of the BKRHC.

Project Administration and Management (10 points)
- **Please describe your experience with project administration and management.**

After a grant is received and contracts are executed, there is a lead identified to coordinate all parts of the deliverables and scope of work, in partnership with the various divisions and departments within the agency, such as finance, operations, business office, human resources, information technology and information systems, grants and business development. The lead staff person is responsible for coordination and management of the contract or grant. In the case of the HMIS lead, the HMIS lead Program Administrator, described in more detail in the subsequent section, is the primary staff responsibility in working the related departments internally and coordinating with external partners, and are supporting with CAPK staff relevant to the program or services. This type of structure allows for a single point of contact, contained communication, and although the tasks are shared responsibilities (i.e., Human Resources with staff recruitment or the Operations department in securing a physical office space or procurement the computers and printers), there is a main lead or coordinator who oversees the entire lifecycle of a project, from planning to execution to closure. The lead can range from the Chief, Director, Program Administer, or Program Manager/Supervisor, depending on the structure of the program and staffing model. The program is incorporated in the budget to actual meetings with the finance department as well as the monthly program reporting as part of the Program, Review, and Evaluation Committee, further described in subsequent sections.

- **Please describe your experience with grant application and administration.**

Under the Community Development and Executive Division, there is a team of grant writers 3.5 full-time (FTEs) in conjunction with a master contract for grant writing services to support targeted research and grant development. This team works in partnership with the program staff, financial department, and related departments as needed by the proposal (i.e., construction, technology, human resources). We utilize Grant Hub, an online grant management software solution for finding and tracking grants, managing all funders, tasks, applications, reports, and important grant documents. Additional functionalities include find potential funders and grant opportunities; manage relationships, tasks, and grant deadlines; store submitted grant proposals and reports; store common attachments and materials used for grants in one place; maintain relationships and history through personnel changes; and rack and report progress.

We have a grant management process map available for review and below is a brief description of the process: (1) funding Leads includes reviewing search engines, web search, attending local and, state, and federal calls, collaboratives, and city/county meetings, as well as meeting corporate and private

foundations. There are also invitations and reapplications we pursue; (2) as part of the Application development, we create a Request for Application form that outlines in summary form the details of the grant opportunity, then we meet with eligible programs and/or identify programs that may be in alignment with the opportunity based on the program needs assessment or expressed desire; and, (3) then we apply for the opportunity. Meeting with partners and collaborators are needed, identify the goals and objectives, develop a local model and scope of work, create the budget, and submit the application or proposal; and post award and in receipt of the executed contract, we update Grant Hub and the relative departments (i.e., finance, business office for revenue and expenditure contracts, program leads). This step includes supporting the program with funder reports, developing and tracking outcomes, and modification related to the scope of work or budget. The team offers grant training to program leads so they are aware of the process we have established to ensure communication, expectations, and processes that reflect a coordinated and high-functioning team.

- **Please describe your experience managing project budgets.**

As described in more detail below, the finance department assigns an in-house account to each program and contract called monthly budget-to-actual meetings consisting of the finance team (i.e., assigned finance account, Chief Financial Officer, and Director of Finance) and the Program Manager or Administrator, including the direct supervisor and Chief (i.e., Chief Program Officer or Chief Business Development Officer). This occurs once the contract agreement is fully executed and continues through the duration of the contract performance period. The budgets for each contract are reviewed in accordance with the approved budget (per the executed contract) and funder requirements, including working with the funders finance department, budget adjustments, and reports, invoices, drawdowns submitted in alignment with the report frequency of the funder. The monthly budget-to-actual meetings review the past month's report (approximately 20-25 days after month end) to ensure the group is reviewing the latest experience report. The meetings allow the group to have an interactive discussion if expenditure exceeds the expected % of the budget at a point in time, for example. It also helps the program staff explain programmatic fluctuations and/or considerations that the finance department may not be aware of as it relates to the budget performance. This is a common occurrence with a new project budget that includes immediate personnel expenditures and doesn't consider a three-to-four-month start-up phase with limited expenditures. The open and frequent meetings ensure clear communication among the divisions and have served to be successful as we operate roughly 80 contracts and private, philanthropic dollars.

- **Please describe your experience researching and procuring funds (sustainable or otherwise) for program administration.**

The organizational chart, Appendix A, outlines the functionality and categories of the various Divisions and departments. Under the Chief Business Development Officer and the Grants Manager, in conjunction with the Chief Finance Officer and Finance Department, and program staff, in this case the HMIS Program, the team consistently pursue grants opportunities that have been identified through weekly to bi-weekly check in's with program leads and Directors, as well as the quarterly program needs assessments that are administered through the grants department to help identify immediate, intermediate, and long-term needs of the programs. Feedback and responses are evaluated to identify the appropriate course of action to meet program needs, which includes identifying barriers to attain the needs, evaluating severity of request, and prioritizing requests. For additional reference, monthly through the Board of Directors-Program Review, and Evaluation (PRE) Committee, the grants teams report on all of the grants and projects (including sub-contracts on grants, research, and planning) through the Application Status Report & Funding Profiles. As part of the Strategic Plan Goal 6: increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff, the work described above is aligned

with the agency's intent to diversify and grow funding to support the needs of the agency, including immediately, intermediate, long-term and one-time funds. Lastly, staff at all levels of the agency participate in several collaboratives, workgroups, councils, steering committees, boards and any related entities, to help bring visibility to non-profits, socials services, and directly funds and opportunities to help our community members and clients improve their lives with equitable and sustained opportunities.

- **Please describe any experience in administering systems similar to HMIS.**

For the past five years, the agency has made internal investments in the development of a system-wide client data platform. Staff have continued to improve the use and functionality of the various platforms used in our programs, including the agency-level Customer Relationship Management (CRM) platform: Microsoft Dynamics (MSD) 365. With the support of Wipfli, technology consultant, and the internal business analyst team, they focused their efforts to engage with program-level staff to collect verifiable client demographic information. This includes auditing data at the mid-year mark in preparation for the end of year reporting. In cases where programs do not have a dedicated system, staff create programs within MSD365, as was the case with a new school-based case management system. Programs with dedicated platforms share data manually or have an application programming interface (API) into the system. Alternatively, for programs that do not have a dedicated system and MS Dynamics does not support their service delivery model, as is the case with the Food Bank, we have partnered with Feeding America to assist in identifying the appropriate client-data platform for food banks, for example.

- **Please describe your experience developing policies and procedures within your organization and across multiple agencies within a collaborative.**

Developing and implementing policy and procedures at the program-level is a standard practice exercised among all CAPK programs as well as the agency-level. Policies and procedures are the framework that CAPK is built on; it reflects our values and guides our staff to success in their daily operations. The various policies and procedures we have commonly required of grantors, such as the Administrator of Children and Families (ACF) and Department of Energy and used for auditing to ensure consistency in application and transparency. At the agency level, policy and procedures are reviewed annually or every two years by the Board of Directors, such as the financial and accounting manual that includes procurement and business development, and the human resources employee manual, and applies to all departments and divisions. Specific for Community Action Agencies (CAAs), there are a set of practices required by the National Office for Community Service Block Grant (CSBG) entities and reviewed annually by the California Department of Community Services and Development (CSD), to meet the Organizational Standards of Excellence[1]. There are roughly 58 standards among 9 categories across three thematic groups: Maximum Feasible Participation, Vision and Direction, and Operations and Accountability. CAPK has met 100% of the standards.

For example, at the program level, programs such as the Head Start and Early Childhood Education Division, has a 20-member policy council comprised of Head Start parents that reviews a series of ACF policy and regulations ranging from program instructions, fiscal regulations, performance standards all to promote the school readiness of low-income infants, toddlers, and preschool children. These are also approved by the CAPK Governing Board annually. In the case of our homeless-related services, there are operating policy and procedures Coordinated Entry System (CES) programs in conjunction with the 2-1-1 Health and Human Services Call Center, and the M Street low-barrier homeless Navigation Center. The CES manual was developed using the US Department of Housing and Urban Development (HUD)

---

[1] Organizational Standards | National CAP (communityactionpartnership.com)

9

requirements and core elements, in partnership with the local CoC. This is reviewed annually by the CoC CES sub-committee.

- **Please describe any experience and your approach to monitoring compliance, conducting quality control checks, and maintaining system security.**

The Information Technology and Information Systems departments acquired the assistance of an external firm, Wipfli, to conduct an IT assessment and review the functionality of the departments, its alignment with the agency and its programs, and made recommendations to improve data security and exchange, department staffing infrastructure, upgrades to technology and hardware, and added security measures for redundancy and potential threats and weaknesses. This includes new policy and procedures, distinguished roles and responsibilities, and the development of an IT steering committee for standardized and quality oversight, comprised of lead staff of each program and IT/IS leads. The functionality of the staff driven committee is to identify new or enhanced technology for client data collection or program/department infrastructure, which has included investments in new and upgraded technology hardware and software (i.e., workflow applications, connectively site improvements). Phishing tests and vulnerability assessments are conducted through the IT department, which is a systematic review of security weaknesses in an information system. It evaluates if the system is susceptible to any known vulnerabilities, assigns severity levels to those vulnerabilities, and recommends remediation or mitigation, if and whenever needed.

Help Desk, Training, and Support (5 points)
- **Please describe your experience providing general technical assistance and help desk support for HMIS or a similar system.**

CAPK Information Technology (IT) and Information Systems (IS) provide technical assistance for all our CAPK programs utilizing a ticketing system, go-to assistance. This includes but is not limited to, direct training and guidance of programs systems, account set ups, and password resets. In 2022, the Information Technology division received and handled 2,900 help desk work orders ranging from password reset, technical application questions, data integrated (IS), data manipulation (IS), and catastrophic failures (unable to access system), installation of hardware, to infrastructure upgrades. As it relates to HMIS, through the CES program, enter data into the HMIS (e.g., assessment, client information, notes), and technical assistance is requested through the current administrator.

- **Please describe your experience providing new user and continuing training.**

Through Customer Relationship Management (CRM), is a set of integrated, data-driven software solutions that help manage, track, and store information related to your company's current and potential customers. The IS team implements MS Dynamics, including fixes and enhancements system-wide, and manages the development and implementation of the client data platform and various applications within the system created to better serve the needs of the programs and clients such as the following:
- Universal Intake. Develop standardized intake for programs that included required client demographic data fields (e.g., first name, last name, address, social security number or unique identifiers, date of birth, phone number), as well as additional categorial client information that support individual and household characteristics (e.g., gender and age, education, health, health insurance, ethnicity, race, military status, work status, type of household, size, housing situation, income level, sources of income and non-cash benefits).
- Inter-agency Referral Management: the purpose of the Interagency Referral System is to connect clients to all CAPK programs for which they are eligible and improve program referral efficiency, determine eligibility quickly, and provide real-time access to client information during the

referral process. Including in-kind hours (e.g., Head Start parents), an application is used to track the total number of in-kind hours with built in automation. There is a Quality Control component that will ensure referrals move through the system efficiently. It also allows the agency the opportunity to enhance our visibility among partners, clients, community members, and investors as well as use a potential recruitment tool. It is the intent to expand the referral process to external partners in the coming year(s).

- Volunteer Management. Track and manage volunteers working withing the agency. This application will eliminate the current paper process.
- Contract management system. Track and manage all contracts within the agency (e.g., revenue and expenditure contracts, leases, MOUs, service agreements).
- California Advancing and Innovating Medi-Cal (CalAIM – KHS). The IS team generates flat files used to data upload and verify SFTP functionality and data fidelity.
- Case Management Application. Designed with the Student Case Management grant in mind, will allow case managers to have assessments and track student progress with Dynamics.

CAPK's IS, who would be primarily in charge of the HMIS System, currently provides new users and continuing training for all applications built within or, depending on the grant, third party software. Each introductory training covers the basic user system and includes the day-to-day functions of performing job tasks. As new iterations of software are available, training documentation is updated to reflect new processes or workflows. If changes are drastic, such as new graphical user interfaces, we would schedule training with appropriate teams to go over the new process before launch in preparation of those changes.

- **Please describe how you would work with end users/organizations consisting of a range of staffing capacity and experience levels.**

The similarity of the CRM client data platform and its various applications approach from the IS team to the staff and partners organizations, would be mimicked, however, customized to best meet the needs of the HMIS and homeless provider network. We anticipate advanced and in-depth training will be required, along with providing technical support and aiding and developing reports and manuals. One-on-one support customized for the user (e.g., employer or program staff) based on the individual's experience and familiarity with the system. The team dedicated to the HMIS project would be available for handling day-to-day ticketing request, signing-up new agencies, developing up-to-date user manuals and policy and procedures, workflow documents, client intake, guides and forms, providing training on a range of topics including basic onboarding to customized training depending on the level of the user experience and/or license (i.e., data entry, customized reports, administrative, advanced), and related technical assistance. The intent would be to increase the utilization of the HMIS across the provider network and maximize the functionality of the HMIS platform to meet the needs of the CoC. This includes assigning the HMIS team to work alongside the HMIS service provider, Clarity, to develop a high-functioning HMIS platform, maintain system security, and operability, and learn from existing communities on best practices and standards of excellence.

- **Please describe how your experience will ensure that system capacity is fully available to meet the needs of users and stakeholders.**

Having a local administrator like CAPK that has the experience and infrastructure to meet the data collection, management, and reporting standards of the Department of Housing and Urban Development (HUD), would only further enhance the work of the CoC and build upon the tremendous work from the current administrator has done. Further, with a dedicated and experienced team to operate the HMIS, CAPK's role will improve client-level data collection among the CoC as well as analysis to better address

the provisions of housing and services to homeless individuals and families and persons at risk of homelessness. It has been our experience that to ensure we meet and exceed the expectations of contracts and partnerships are to design a team dedicated solely to the project, as further described in the subsequent section under Staffing. Additionally, the IS and IT teams described in this proposal are part of the agency and not outsourced or a substantial portion is sub-contracted. This type of structure allows the agency to have operational control of the staff, processes, and project redundancy. And because it is part of an existing department, we can provide in-kind support for skilled staff that are not part of the HMIS Lead budget, which helps to share and lend the support skilled, experienced staff.

Reporting (5 points)
- **Please describe your experience with grant reporting.**

CAPK's operating budget of approximately $110 million consists of primarily federal and state funding, totaling 80 contracts system-wide. The listing below is some of the contracts received and managed by CAPK. Some include processing claims through the Payment Management System (PMS) for Department of Health and Human Services (HHS) and Non-HHS to manage grant payment requests, drawdowns, and disbursement reporting activities: (1) U S Dept of Housing and Urban Development Office of Community Planning and Development for homeless services under the Coordinated Entry System program; (2) U S Dept of Health & Human Services - State of Dept of Community Services and Development for weatherization home services under the LIHEAP (Low-Income Home Energy Assistance Program); and (3) U S Dept of Health & Human Services for the Early Head Start/Head Start program. As reported during the Board of Directors – Budget and Finance Committee meetings monthly, the agency's Schedule of Programs outlines the funding sources, including unrestricted and restricted under programs services (e.g., education, nutrition, energy conservation, and community services) and support services (i.e., discretionary, fundraising, and general administration). With all our grant obligations, despite the source of funding or amount, we consistently report to the funder on their required timeline, as well as the performance standards and deliverables, which is a combination of the program staff and finance department, as further described below. For a detailed review of the agency's funding sources, please refer to the Budget and Finance Committee packet (2/15/2023)[2].

- **Please describe your experience with federal reporting and associated standards.**

CAPK has a qualified team of staff monitoring all fiscal functions daily. The Finance Committee and the Board of Directors are provided with a detailed financial report and financial indicators at every monthly meeting (dark in July and December). The oversight of collections and reimbursements are closely monitored by the Chief Finance Officer, Director of Finance, Chief Executive Officer, and Board Members, including the Board members of the Budget and Finance Committee.   Accordingly, the organizational accounting practices are in full compliance with the OMB Uniform Guidance. CAPK utilizes a full accrual accounting methodology and maintains fund-based accounting records by each funding source compliant with 2 CFR 200.302. Our financial system allows for the identification of all federal awards received and expended and the programs for which they were received. Our system further identifies the source and application of funds for federally funded activities. We can appropriately compare expenditures with budget amounts and present information that relates to data performance accomplishments and demonstrate cost effective practices as required by funding sources. For all federal programs, the Chief Financial Officer is required to certify that all expenditures are proper and in accordance with the terms and conditions of the federal award and approved budgets. This certification process is in alignment with 2 CFR 200.415. Presently, the CAPK Chief Financial Officer is principally

---

[2] BF-Committee-Agenda-2-15-23.pdf (capk.org) Page 29-87 December Financial Statements, Schedule of Programs

responsible for certifying all Federal Financial Reports and SF-425's. CAPK's Annual Independent Audit is performed in accordance with Government Auditing Standards. CAPK's Annual Independent Audit had No Federal Audit Findings, No Financial Statement Findings or Questioned Costs. The Audit Management Letter and completed audited financials and 990's is available as a hyperlink in Appendix A, or accessible through our website at www.capk.org under Public Information.

- **Please describe your experience with data review and analysis.**

Through the monthly Board of Directors – Program, Review, and Evaluation (PRE) Committee, staff track performance from each program on a monthly basis to highlight the metrics according to each programs' grant requirements in addition to Community Services Block Grant (CSBG) performance indicators, Individual and Family National Performance Indicators (NPIs), Services (SRVs), client/household characteristic which are metrics common among Community Action Agencies across seven domains: Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, Civic, Employment, and Community Involvement, and Services Supporting Multiple domains. Review the latest PRE Committee (February 2023) report and programs profiles, starting on page 14-47, PRE-Committee-Meeting-Agenda-2-8-23.pdf (capk.org). for example, of page 17 of 57 of the linked packet, the M Street Navigation Center reports on the number of clients served overnight at the shelter, types of services offered, data on the safe campaign and parking services, and how they are trending in comparison to their monthly and annual goal which as determined by past performance periods, state of program environment, such as new services, contracts, changes to program design that may impact program performance.

At the program-level, we meet with program staff to review programmatic outcomes and financial indicators and performance data weekly/monthly. This type of approach allows us to be aware of potential challenges and barriers and positions us to be responsive instead of reactive. However, in times when thoughtful planning is not an option (e.g., emergency), we have an experienced leadership team and staff coupled with the organizational infrastructure needed to conduct projects and meet deliverables.

- **Please describe your experience in planning, developing, implementing, and maintaining public facing data dashboards.**

Currently, our agency maintains internal dashboards as it relates to clients across all programs. This is maintained by the Information System (IS) – Business Analyst department using Microsoft Dynamics and shared with leadership and department leads. At the request of the CoC, CAPK can public non-identifiable, aggregated data on a pubic facing dashboard, such as on the CAPK website or Bakersfield – Kern Regional Homeless Collaborative (BKRHC) website. The agency is also using a digital platform to update and monitor progress and has incorporated regular updates using the governing Committee and Board meetings to report out for the Strategic Plan. We coupled the launch of the Strategic Plan with an on-line platform to support reporting called On Strategy[3]. We use this tool monthly to report updates to the Board-directed Committees, add notes on progress and strategies, including status on objectives, such as achieved, on-target, critical or need a check-in. This allows us to ensure we're monitoring progress and identifying potential barriers to reach the objectives.

III.   Organizational HMIS Administration Plan. Please provide your organization's proposed plan for HMIS administration, including, but not limited to, the following:

---

[3] Dashboard - OnStrategy (mystrategicplan.com)

- **Description of your organization's budget plan for the first year of HMIS administration and the proposed services to be rendered.**

The operational budget described below and part of Appendix C.2. reflects a 12-month operational budget with expectation of 3-5% escalations for additional years. However, for the first year of the transition of HMIS Administrators, we anticipate many of the staff time and supportive services would be in-kind for months 1-3, however, to ensure we have appropriate and skilled staff to fully absorb the project as outlined in the staffing plan, the agency would need hire staff by month 3. The following modified budget represents the planned transition phase in Year 1, which is roughly 36% of the 12-month budget.

Community Action Partnership of Kern (CAPK)
Homeless Management Information System (HMIS) Lead
Transition Planning - Summary Budget

HMIS Lead / Administration	9-month Period	% of Budget	Adjustments for modified budget
Budget Summary			
Salaries	$ 189,089	41%	Partial Staffing at 9 months
Benefits	$ 58,618	13%	Partial Staffing at 9 months
Travel	$ 6,500	1%	Reduced to 50%.
Space Costs	$ 8,554	2%	Partial Rent/Space Costs at 9 months
Supplies	$ 38,050	8%	No change to computer and hardware costs, including software vendor with potential enhancement and software buildouts
Consultant / Contracted Services	$ 92,260	20%	Continuation of managing the existing licenses of 120 qty licenses.
Other Operating Costs	$ 23,359	5%	Reduced the number of meetings to 6 months. However, general operating costs continued: commination's, postage, printing, hiring costs, training and quarterly meetings.
Administrative Indirect	$ 41,643	9%	
Total Expenditures	$ 458,073	100%	

The proposed services will include the following: (1) meeting with the current administrator on the timeline and delegation of duties, contacting funders (i.e., HUD, City, and County) on creating a transition plan, meeting with software vendor, and begin recruitment for the positions in Appendix C.2. and as part of the staffing plan, and additional duties as described below.

- **Description of the HMIS transition from Kern Behavioral Health and Recovery Services to your organization. Include staffing responsibilities for this phase and how your transition plan allows for continued HMIS work with the least amount of service disruption.**

As part of the transition, CAPK proposes the following plan. As it relates to staff time, CAPK would in-kind staff and support services for a portion of the transition, however, until funds have been secured and a contract for services executed, we then would initiate the hiring the staff proposed in the staffing plan.

Tasks	Timeframe	Assigned Staff
Meetings		
Kern Behavioral Health and Recovery Services (KernBHRS)	Months 1 and on, monthly until success transition is completed.	Chief Finance Officer Chief Program Officer

14

Create a timeline of transition, including contracts with the software vendors and transition of licenses, training from current IT administrator and CAPK IS teams, communications with provider network and related partners that are impacted by the transition.		Chief Business Development Officer Director of Community Development Information Technology Administrator Grants Manager and team Includes HMIS Program Administrator and program team once hired.
Bitfocus Clarity Human Services. Review current contract, negotiate new contract with potential new license package and level of users (i.e., Administrator, super users, data analysis and agency licenses), security and privacy administrative rights,		
Bakersfield-Kern Regional Homeless Collaborative (BKRHC) - Continuum of Care		
HMIS & CES Committees		
Contracts and Funders		
Bakersfield-Kern Regional Homeless Collaborative (BKRHC) - Continuum of Care	Months 1-4	Chief Finance Officer Chief Program Officer Chief Business Development Officer Director of Community Development Information Technology Administrator Grants Manager and team
U.S. Department of Housing and Urban Development (HUD)		
City of Bakersfield		
County of Kern		
Current, traditional, and potential funders		
CAPK Staff Recruitment		
Develop Job Description and Board approval of the HMIS Program Administrator	After execution of the contract. Months 1-3	Director of Community Development CAPK Human Resources
Recruitment of the following positions (existing, approved positions):	After execution of the contract. Months 1-3	Director of Community Development

		Information Technology Administrator CAPK Human Resources
• Information System Manager • Information Systems Specialist II • Information Systems Specialist I		
Research		
Funding Models, reviewing and meeting with established and comparable CoC in the California and Nation. This includes researching and customizing various models that are scalable to the vision of the local CoC.	Months 1-5, ongoing	Chief Finance Officer Chief Program Officer Chief Business Development Officer Director of Community Development Information Technology Administrator Grants Manager and team Includes HMIS Program Administrator and program team once hired.
CoC Provider Network. Details below.	Months 5-12 *Potentially sooner if staffing is in place.	Chief Program Officer Chief Business Development Officer Director of Community Development Information Technology Administrator Grants Manager and team HMIS Program Administrator Chief Finance Officer, as needed.
Specials groups, such as the healthcare service providers (HSPs)		

16

HMIS centric workgroups		
HMIS & CES Committees Develop HMIS workgroup. Details below.	Months 1- 12, establish meeting schedule.	Director of Community Development Information Technology Administrator HMIS Program Administrator Information System Manager Information Systems Specialist II Information Systems Specialist I

The intent is to prioritize meetings and discussions early, such as with the current administrator and funder(s). We anticipate that may require several months of contract review and approval. Since the agency is operating HUD grants, we do not anticipate delays with platform set-up (i.e., access ELOCS and security clearance), and establish a draw down schedule. The various categories are intended to take a strategic approach to the transition with minimal provider network disruption.

- **Provide proposed plan for research of and application for potential and sustainable funding.**

As stated in the RFP under Budget Considerations, HMIS funding has been traditionally procured through annual monies, primarily from HUDs Continuum of Care Planning grant in addition to other funding sources. In a subsequent section, we present the operational budget without reflecting existing or potential HMIS Administrator funding to be transparent on the anticipated expenditures annually. However, we anticipate our agency would help to identify and source funding to support the HMIS administration at a level that is reasonable considering the needs of the current CoC service providers and the growth anticipated with additional members, license, and working with healthcare service providers. This would be in addition to working alongside the software vendor to improve and find efficiencies in the system to better serve the network, which may present savings.

It is the agency's practice to identify the needs of the program, meet with potential partners and funders that have an alignment with the goals of the program, including government and stakeholders to support the ongoing operations.

The plan would be multi-tiered if time allows. We would initially meet with the CoC and its main network providers and partners, software vendors, and existing funders to evaluate effectiveness, areas of poor performance and opportunities, then outline the existing sources of funding including its scope, duration of funding and identify any potential or future HMIS-centered continual funding (i.e., HHAP and ESG). Additionally, reevaluate the allocation of the HUD COC Planning grant allocation. Depending on the outcome of the initial findings, we may discuss a phased approach on how best to sustain current operations and scale to the appropriate staffing and operational support. As part of the administrative fee and in-kind support services, we would prioritize the grant development and procurement with homeless and HMIS administration and follow the process described in a previous section.

17

- **Provide proposed plan for stakeholder feedback and implementations of process improvements.**

Branching from the above transition plan, the HMIS Program Administrator will lead discussions with the CoC service provider network and related partners. The intent is to utilize existing scheduled meetings, such as the HMIS and CES committee, but including micro-meetings or sub-committees focusing on HMIS service delivery. This includes training and technical assistance, reporting and customization, analysis of the impact of training and utilization among the networks and stakeholders. Incorporating evaluation and evidence-based models used among high-functioning HMIS administrators.

In addition to existing and established committees such as the HMIS and CES Committees under the CoC, we would also develop a sub-committee or workgroup on the IS training and technical assistance component of the contact and reporting to ensure it is meeting HUD guidelines and the CoC and network expectations.

CoC Provider Network. This includes conducting a modified assessment to gain insight into the current functionality of the service provider network, opportunities for growth, as timelines and budgets allow. The information will be used to continue the HMIS and CES assessment conducted by the CES two years ago and help develop a multi-year strategic plan.

IV.   Staffing Plan

Applicants must provide a staffing plan for HMIS administration, including identification of an HMIS Lead position. The plan must include specific role descriptions with each role's experience level, an organizational chart for HMIS staff, and include information on how this staffing plan will meet deliverables set forth by this request for proposal and contribute to the overall success of the CoC's homeless system as well as HMIS. The staffing plan should also include experience with data analysis and dashboard design. Resumes for individuals included in the staffing plan should also be included as part of the application. Please indicate your organizational workflow for HMIS administration to meet CoC-determined outcomes.

The table below outlines the staffing plan needed to operate the HMIS Administrator program, totaling 3.5 FTE, which appears to be 1.50 FTE more than the current administers staffing plan of 2.0 FTE. The positions listed below will be a new team dedicated to operating the HMIS program and are currently not hired. However, it is important to note the program will be supported by the current Director of Community Development who oversees the CES and M Street Navigation Center programs, including the Information Technology Administrator, overseeing both IT and Information Systems for the agency. The IT Administrator works closely with CES and M Street teams now on data collection and validation, as well as the technical support for the CalAIM program.

18

Table 1. HMIS Lead Staffing Plan – Budget

Personnel Costs				
Employee Name	**Position Title**	**FTE (% of time)**	**Rate of Pay**	**Annual Salary**
TBD	HMIS Lead Program Administrator	1.00	$43.61	$ 90,709.00
TBD	Information System Manager	0.50	$37.94	$ 39,458.00
TBD	Information Systems Specialist II	1.00	$28.69	$ 59,675.00
TBD	Information Systems Specialist I	1.00	$24.94	$ 51,875.00
Total FTE		**3.50**		
Total Before Merit/COLA Increase				$ 241,717.00
Add: Merit/COLA Increase at 3%				$ 7,252.00
Phone Stipend @ $75 x 12			75.00	$ 3,150.00
Total Salaries				**252,119**
Benefits at 31%				**78,157**
TOTAL PERSONNEL COSTS				**330,276**

In summary, below is a brief description of each of the positions.

HMIS Lead Program Administrator. Under the supervision of the Director of Community Development, the HMIS Program Administrator will be responsible for overseeing the HMIS program within the agency and working directly with the CoC and network service providers on the utilization, management, and integrity of the HMIS program. This includes the tasks outlined as the system administrator: HMIS operations and maintenance, local customization, and configuration of the HMIS implementation to meet local needs. This position will take the bulk of the reporting responsibilities: provide CoC and Notice of Funding Opportunity (NOFO) reporting, provide custom reporting support, compile and provide reports but not limited to Annual Performance Report (APR), Data Quality, Emergency Solutions Grant-COVID, California State Homeless Data Integration System (HDIS), Planning and Performance committee charts, System Performance Measure reports, work with HUD liaison and agency end users for Longitudinal Systems Analysis, Housing Inventory Count and Point In Time data clean up and submission. Work with State for Project Room key and HDIS data upload. Import Veteran's Affairs-HOMES data into HMIS. Compile and provide other CoC-approved reports. Submit HMIS grant APR to HUD. Work with agency end users for data entry issues and clean up. Provide reporting specifically to de-identified clients and related projects. This is in addition to the shared responsibilities below and working with an expanded network of services providers, such as Healthcare service providers (HSP) for increase data sharing, while developing security measures for data exchange. This dynamic position will also lead the oversight and planning, HMIS project administration, policies sand procedures, monitoring, administration, as well as board /COC and committee responsibilities as described on pages 5-6 of the HMIS Lead RFP. The role of the HMIS Program Administrator is crucial to the framework of the program and is the identified lead staff member that is accountable for the program design and implementation as well as the expectations of working closely with the CoC.

Information System Manager. Under the supervision of the IT Administrator, the Information Technology Manager will be responsible for working with leaders and other key technology stakeholders to understand and address the HMIS IS needs, this includes working director with the software vendor.

19

Create a roadmap that will help the CoC and provider network execute its strategic plan, including managing the upgrades and build-outs of new software, perform troubleshooting to address any problems with software systems, create and manage the use of backup and retrieval systems, assess viruses and potential threats to the agency network.

Information System Specialist II. Under the supervision of the Technology Systems Manager, the IS Specialist II is responsible for the coordination, implementation, monitoring, and support of the HMIS hardware (staff) and software systems. This includes configuration and maintenance of the HMIS training site, provide HMIS training to new and continuing users, provide policies and procedures training, track and solve HMIS issues, provide HMIS privacy and security standards training, provide training the trainer for network and agency leads and superusers, provide CES support by adding and maintaining community queues(s) and referral system in HMIS. Track and implement any HMIS updates, configure access levels for agency users and data leads, configure agency specific sharing, visibility and privacy settings, report configuration. This is in addition to the shared duties below.

Information System Specialist I. Under the direction of the Technology Systems Manger, the Information Systems Specialist I will provide technical support, training, and direction to departmental staff and service provide network agencies using the HMIS applications, installs, tests, and resolves problems with computer hardware (for staff) and software. This position will set up new agencies, provide help desk support, add/remove users, reset passwords for end users, attend software vendor trainings and webinars. Support with training and technical assistance for HMIS and CoC network, trouble shoot user problems, and communicate effectively with staff and network.

The staffing plan includes the proposed ratio of number of licenses to staff at roughly 75:1, as shared by the Clarity software vendor. Note. As part of **Appendix E**, the resumes of the qualified staff that will support as in-kind on this project are included: (1) Rebecca Moreno, Director of Community Development; (2) Ryan Dozier, Information Technology Administrator; and (3) Joseph Aguilar, Coordinator Entry System Program Manager.

V.   Organizational Budget and Financial

Please provide your organization's budget and financial resources for HMIS administration along with a comprehensive, annual plan for administering the system, and your organization's plan or processes for maintaining financial records/bookkeeping/auditing related to HMIS administration. The annual plan should include all HMIS administration-related line-item costs including staffing, software, and any other administrative costs as allowed by funding source.

Annual Budget for Fiscal Year 2023/2024. The annual organizational operating budget (program services and support services) is $109,269,816 and was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories: Education, Nutrition, Energy Conservation, Community Services, CSBG, Support Services (Discretionary and Fundraising), Indirect. The Indirect budget of $8,356,468 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 9.9% greater than the prior year. Refer to Appendix **C.1 for the FY 2023-24 Agency Annual Budget**.

HMIS Administration. The following summary outlines the budget by line item. Refer to **Appendix C.2 for the CAPK HMIS Lead Budget Detail**. The proposed HMIS Lead budget reflects an operational budget and does not include revenue or secured sources of funding. At the time of preparing the proposal, it was undetermined which sources of funding were secured year-over-year and one-time.

HMIS Lead / Administration		12-month Period	% of Budget
Budget Detail			
Salaries	$	252,119	40%
Benefits	$	78,157	13%
Travel	$	13,000	2%
Space Costs	$	11,405	2%
Supplies	$	38,050	6%
Consultant / Contracted Services	$	150,592	24%
Other Operating Costs	$	24,859	4%
Administrative Indirect	$	56,818	9%
Total Expenditures	**$**	**625,000**	**100%**

To present a transparent budget, the annual operating budget as the HMIS Lead for CAPK is approximately $625,000.00 considering staffing at full capacity of 3.5 FTE, as described above and in the budget detail, which represents 40% of the budget, including personnel and benefits. The second largest portion of the budget at 24% is the contract services fee for licensing with Bitfocus Clarity Human Services as the HMIS software vendor. This represents the software support, licenses, and maintenance totaling 220 HMIS licenses, a projected total of licenses compared to the 120 licenses currently managed by the HMIS administrator. Note. This information was shared during the informational meeting as well as with the CoC where our Director of Community Development shared the file named "HMIS Costs Overview." Further, we anticipate a 3-5% increase in operational costs (staffing and operations) to align with cost-of-living adjustments, this is a standard budget planning practice exercised by CAPK. During the transition, as described in the previous section, we will evaluate the process and workflow of how licenses are managed and distributed among the participating HMIS provider network. This also includes evaluating invoicing partners based on their quantity and license type (i.e., basic, superuser); which may result in program income to off-set operational expenses. However, this will need to be universally accepted expectations and practice that does not impact an agency's ability to utilize the HMIS and cause undue barriers to service delivery.

An additional note to consider, this budget does not reflect the in-kind contribution from CAPK and its support services as described throughout this proposal. As is our shared experience with the HUD CES funding, we understand budget limitations and decided to not include additional direct costs (i.e., Director of Development or a larger percentage of the IS manager) associated with supporting the proposal program outside of the indirect rate of 10% for administrative fees.

VI.   References (One (1) page per reference)

Applicants must provide a minimum of three (3) letters of reference, which include current contact details, from organizations which the applicant has provided similar services within the past two (2) years.

Reference Appendix D contains three (3) Letters of Support.

NOTE. In an effort to not exceed the page requirements, we have added an additional **Appendix E:** Additional Documents.

Appendix A: Organizational Documentation

1. IRS Determination Letter (Non-profit designation)
   a. Federal Employer Identification Number
2. Secretary of State Certificate of Status

For page limitations, the following organizational documents are available via hyperlink, HMIS Lead RFP_CAPK.

1. Organizational Chart
2. Board of Directors Roster
3. Agency Annual Report (2021)
4. Summary of Programs
5. 2021-25 Strategic Plan
6. Financial Statement FY 2021-2022

IRS Department of the Treasury
Internal Revenue Service

ATLANTA   GA   39901-0001

In reply refer to: 0752853698
May 21, 2014 LTR 4168C   0
95-2402760   000000 00
                    00038408
BODC: TE

COMMUNITY ACTION PARTNERSHIP OF
 KERN
5005 BUSINESS PARK N
BAKERSFIELD CA 93309-1651

7286

```
         Employer Identification Number:  95-2402760
                   Person to Contact:  Tax Exempt&Govt Entities
         Toll Free Telephone Number:  1-877-829-5500
```

Dear COMMUNITY ACTION PARTNERSHIP O:

This is in response to your May 12, 2014, request for information
regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under
section 501(c)(3) of the Internal Revenue Code in a determination
letter issued in October 1965.

Our records also indicate that you are not a private foundation within
the meaning of section 509(a) of the Code because you are described in
section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of
the Code. Bequests, legacies, devises, transfers, or gifts to you or
for your use are deductible for Federal estate and gift tax purposes
if they meet the applicable provisions of sections 2055, 2106, and
2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding
filing requirements. Specifically, section 6033(j) of the Code
provides that failure to file an annual information return for three
consecutive years results in revocation of tax-exempt status as of
the filing due date of the third return for organizations required to
file. We will publish a list of organizations whose tax-exempt
status was revoked under section 6033(j) of the Code on our website
beginning in early 2011.

```
                                        0752853698
            May  21, 2014   LTR 4168C    0
            95-2402760     000000 00
                                     00038409
```

COMMUNITY ACTION PARTNERSHIP OF
 KERN
5005 BUSINESS PARK N
BAKERSFIELD CA 93309-1651

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,

Kim D. Bailey
Operations Manager, AM Operations 3

STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date:

ESL ID:

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.

2. The entity is **not** in good standing with the Franchise Tax Board.

3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701

4. We do not have current information about the entity.

5. The entity was administratively dissolved/cancelled on   through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: **ftb.ca.gov**
Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
          916.845.6500 from outside the United States
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

FTB 4263A WEB (REV 12-2019)

Appendix B: CAPK Participation Continuum of Care Committees

BKRHC - Continuum of Care (CoC)

Community Action Partnership of Kern (CAPK) – Coordinated Entry System (CES) program staff participate in the following Board or Committees under the Bakersfield - Kern Regional Homeless Collaborative (BKRHC):

Board or Committee	Name and Title	Participation
Governing Board	Rebecca Moreno, Director of Community Development	Officer-voting member
CoC Planning and Performance	Rebecca Moreno, Director of Community Development	voting member
Coordinated Entry and Assessment	Joseph Aguilar, CES Program Manager	Chair
Homeless Management Information System (HMIS) Data Quality	Joseph Aguilar, CES Program Manager	voting member
Diversity, Equity, and Inclusion (DEI) Committee	Keith Jackson, Homeless Program Supervisor	voting member
Lived Experience Committee	Keith Jackson, Homeless Program Supervisor	voting member
Point in Time Committee	Keith Jackson, Homeless Program Supervisor	voting member
Homeless Youth Committee	Marlene Ruiz, Program Specialist	voting member
Homeless Outreach Committee	Marlene Ruiz, Program Specialist	voting member
Homeless Prevention & Discharge Planning	Laurie Hughey, Program Manager M Street Navigation Center	voting member
Working groups report to the CES committee: Built For Zero Diversion/Rapid Resolution Permanent Supportive Housing (PSH) Lived Experience Street Outreach	Rebecca Moreno, Director of Community Development	voting member
Case conferencing: Weekly match call Youth By Name List Veteran By Name List Chronically Homeless By Name List	Joseph Aguilar, CES Program Manager Marlene Ruiz, Program Specialist	

Appendix C.1: CAPK FY 2023-24 Annual Budget

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 81,177,384	$ 10,291,714	$ 5,196,750	$ 10,004,495	$ 1,756,701	$ -	$ 108,427,044	$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	11,520	61,520	-
Other Revenue	-	244,247	-	-	-	8,464	252,711	9,633,850
Donations	-	130,000	-	-	-	10,000	140,000	-
Total Revenue	$ 79,677,049	$ 12,216,296	$ 5,196,750	$ 10,004,495	$ 1,756,701	$ 29,984	$ 108,881,275	$ 9,633,850
Expenditures								
Salaries	31,698,221	4,689,341	2,279,389	4,559,481	1,007,969	157,156	44,391,557	4,599,831
Benefits	10,482,845	1,454,798	683,820	1,332,571	261,830	48,718	14,264,582	1,190,237
Travel	606,386	110,349	50,000	55,702	13,740	24,750	860,927	88,000
Space Cost	2,611,487	760,375	237,186	953,189	234,537	5,700	4,802,474	354,950
Supplies	1,779,693	125,671	109,499	232,451	18,915	8,800	2,275,029	262,650
Equipment	396,870	25,000	-	13,550	-	-	435,420	-
Consultant/Contract	1,306,125	648,910	229,213	836,414	7,750	30,307	3,058,719	1,049,000
Other Operating Costs	1,162,562	409,174	654,000	371,858	42,380	109,610	2,749,584	780,300
Program Costs	22,106,428	3,068,971	481,231	825,804	3,000	-	26,485,434	-
Depreciation	312,240	5,000	-	-	-	(5,000)	312,240	31,500
Indirect	7,214,192	918,707	472,412	823,475	166,580	38,484	9,633,850	-
Total Expenditures	$ 79,677,049	$ 12,216,296	$ 5,196,750	$ 10,004,495	$ 1,756,701	$ 418,525	$ 109,269,816	$ 8,356,468
Gain/(Loss)	$ -	$ -	$ -	$ -	$ -	$ (388,541)	$ (388,541)	$ 1,277,382

Appendix C.2: HMIS Lead Budget

Community Action Partnership of Kern (CAPK)
Homeless Management Information System (HMIS) Lead Budget Detail

SALARIES			Budget Justification
	Salaries		Refer to Staffing Plan (IV)
	HMIS Lead Program Administrator (1.0 FTE)	90,709	
	Information System Manager (0.50 FTE)	39,458	
	Information Systems Specialist II (1.0 FTE)	59,675	
	Information Systems Specialist I (1.0 FTE)	51,875	
	Merit/COLA Increase at 3% and Phone Stipend @ $75 x 12 x 3.	10,402	
		-	
		252,119	
BENEFITS			
	Benefits @ 31%	78,157	Refer to Staffing Plan (IV)
		-	
		78,157	
TRAVEL			
	Local Travel - Staff	2,500	Mileage, Per Diem, Est hotel and Flight
	Out of Town Travel - Staff	10,500	Mileage: 285 miles Hotel: $220.00 per night Per Diem:$75.00 per day at 4.00 FTE
	Per Diem - Staff	-	
	Vehicle Gasoline	-	
	Vehicle Rental	-	
		13,000	
SPACE COSTS			
	Combined Rate (Rent/Utilizes, Insurance, Maintenance)	11,405	($1.98*120SF* 1 person*1 year) at 4.0 FTE
		-	
		11,405	
SUPPLIES			
	Supplies	1,200	Office supplies, paper, note pads, folders, etc.
	Computer & Peripheral Supplies	11,100	(computer and monitor $2,500*3) (laptop $1,200*3)
	IT Communication Supplies	750	($250 *3)headsets, webcam, phone, cables
	Computer Software	25,000	Utilize current software systems with potential enhancement and software buildouts
		38,050	
CONSULTANT/CONTRACT SERVICES			
	Software Support/Maintenance	150,592	HMIS License (current 120 qty $92,260 + 50 qty additional $29,166+50 qty additional $29,166) totaling 220 HMIS licenses
		-	
		150,592	
OTHER OPERATING COSTS			
	Communication Services	3,600	Phone services
	Printing	3,109	Print manuals and training guides
	Hiring Costs	1,050	(3.0 FTE * $350.00 per person)
	Tuition and Registration Fees - Staff	10,000	($2,500 registration fee * 4.0 FTEs)
	Training Expenses	3,000	Planned HMIS Trainings 12 meetings * $250
	Meeting Expenses	600	Planned Quarterly HMIS Meetings 4 meetings * $150 refreshments and collateral
	Membership Dues	3,500	HMIS or Regional Collaboratives
		-	
		24,859	
INDIRECT			
		-	
	Indirect Expense	56,818	10% Diminus rate includes contract management, human resources, general administrative support, finance, facilities, and IT support.
		56,818	
	TOTAL EXPENSE	**625,000**	

Appendix D: Letters of Support and References

1.) Wipfli LLP, Brian Gaumont, Principal
2.) United Way of Tulare County, Martin Nogues, 2-1-1 Director
3.) Central Mother Lode Regional Consortium, Jessica Grimes, PhD, Regional Chair/Dean of Workforce and Economic Development

Appendix D: Letters of Support and References

WIPFLI

2501 West Beltline Highway
Suite 401
Madison, WI 53713

608 274 1980
wipfli.com

February 23, 2023

Dr. Anna Laven, Executive Director
Bakersfield – Kern Regional Homeless Collaborative (BKRHC)
601 24th Street
Bakersfield, CA 93301

RE: Homeless Management Information System (HMIS) Lead Agency
       Community Action Partnership of Kern (CAPK) Letter of Support

Dear Dr. Laven:

I am writing this letter in support of Community Action Partnership of Kern's proposal to the Bakersfield-Kern Regional Collaborative to become the Homeless Management Information System (HMIS) Lead Agency for Kern County's Continuum of Care.

Wipfli LLP is a one of the top CPA and consulting firms in the country, with nearly 4,000 associates worldwide. Wipfli has an industry focus within nonprofit, and a nearly 40-year history working with the Community Action Network.

Wipfli and Community Action Partnership of Kern (CAPK) have a history of working together in an effort to improve service delivery for clients experiencing homelessness. CAPK has worked with Wipfli to develop a strategic roadmap to better leverage technology to streamline client interactions and consolidate reporting for funders. Additionally, Wipfli and CAPK worked together to design business intelligence tools to report on KPIs for the agency and programs. The full story about the this work was written by Microsoft and can be found here, including sample dashboards that Wipfli built for CAPK. And finally, Wipfli also worked with CAPK to streamline online applications for their rental assistance customers during the pandemic.

CAPK has an incredible ability to quickly spin up programs, from designing policies and procedures to building capacity, we have seen CAPK do amazing things even in the most stressful times. One clear example of their ability to build and streamline programs was with their rental assistance program mentioned above. With $16 million in CARES Act stimulus funding to disperse by the end of 2020, CAPK and the Housing Authority of the County of Kern had limited time to get a rental assistance program up and running. They worked together to build out the program — from creating policies and procedures to defining eligibility — and went further to create a streamlined application process for customers. The application process allowed applicants to provide all their information, including supporting documentation, online. The scoring and verification rules were automated, quickly determining eligibility and the rental assistance amount.

CAPK has clearly demonstrated the capability to strategically develop a plan and execute across multiple initiatives and stakeholders. They are very intentional regarding the programming they take on and are very clear about setting a strategic vision and communicating expectations to ensure success for everyone involved.

Wipfli supports CAPK's proposal and look forward to the further development of the HMIS Lead in collaboration with the many homeless service providers in Kern County. If you have any questions, feel free to contact me at bgaumont@wipfli.com and 608.270.2952.

Sincerely,

Brian Gaumont, Principal

February 23, 2023

Dr. Anna Laven, Executive Director
Bakersfield – Kern Regional Homeless Collaborative (BKRHC)
601 24th Street
Bakersfield, CA 93301

**RE: Homeless Management Information System (HMIS) Lead Agency
Community Action Partnership of Kern (CAPK) Letter of Support**

Dear Dr. Laven,

I am writing this letter in support of Community Action Partnership of Kern's proposal to the Bakersfield-Kern Regional Collaborative to become the Homeless Management Information System (HMIS) Lead Agency for Kern County's Continuum of Care.

United Way of Tulare County (UWTC) has a 25-year record of success in Tulare County, bringing together organizations and businesses to strengthen the community through initiatives that nurture children, encourage youth achievement, support families, provide recreational opportunities, and promote the overall health and well-being of the community. Due to UWTC's long-standing success of operation and strength of reputation, it has the credentials and connections to corroborate the resources necessary to build successful outreach campaigns.

UWTC's Core Services include Organizational Management Services, Emergency Food and Shelter Program, Direct Services, College Access Initiative, 211 Information & Referral Program, and the Community Building Initiative.

United Way of Tulare County and Community Action Partnership of Kern (CAPK) have a history of working together to improve service delivery for clients experiencing homelessness. For over 10 years, CAPK has provided trained Information & Referral (I&R) Specialists for clients 24 hours a day, seven days a week. Tulare County clients receive live assistance from their staff via phone and SMS text messaging. A large percentage of these clients are experiencing homelessness and are assessed and connected to our county's Coordinated Entry System through 211, while also receiving referrals to other critical services.

We support CAPK's proposal and look forward to the further development of the HMIS Lead in collaboration with the many homeless service providers in Kern County. If you have any questions, feel free to contact me at martin@unitedwaytc.org and 559-685-1766.

Sincerely,

Martin Nogues

Martin Nogues
211 Director
United Way of Tulare County

Central Mother Lode
Regional Consortium

February 23, 2023

Dr. Anna Laven, Executive Director
Bakersfield – Kern Regional Homeless Collaborative (BKRHC)
601 24th Street
Bakersfield, CA 93301

RE: Homeless Management Information System (HMIS) Lead Agency
Community Action Partnership of Kern (CAPK) Letter of Support

Dear Dr. Laven,

I am writing this letter in support of Community Action Partnership of Kern's proposal to the Bakersfield-Kern Regional Collaborative to become the Homeless Management Information System (HMIS) Lead Agency for Kern County's Continuum of Care.

The Central/Mother Lode Regional Consortium is one of 8 consortia across California. Its members include 8 community college districts from 15 colleges that includes service areas spanning 230 public school districts and 150 charter schools. The CRC community colleges serve over 100,000 students and over 70,000 K12 students. The region ranges from Kern County in the south, to Stockton and eastward, to the California state border. The District is the fiscal agent for the CRC and provides technical, logistical, and fiscal support for the 15 college members, K12 partners, and their respective districts to address statewide system goals including student success, diversity, equity, inclusion, and access to education. The CRC works with key stakeholders from industry and other organizations to reduce equity gaps and meet regional labor market supply gaps.

Four of the colleges within the CRC—Bakersfield, Cerro Coso, Porterville, and Taft—are located in Kern County and have a longstanding partnership with Community Action Partnership of Kern (CAPK) in an effort to improve service delivery for clients experiencing homelessness.

We support CAPK's proposal and look forward to the further development of the HMIS Lead in collaboration with the many homeless service providers in Kern County. If you have any questions, feel free to contact me at jgrimes@kccd.edu.

Sincerely,

Jessica Grimes, PhD
Regional Chair/Dean of Workforce and Economic Development

Appendix E: Additional Document *(not part of page count)*

1.) Letter of Support Building Health Communities of Kern, Reyna Olaguez, President/CEO
2.) In-Kind Support Staff Resumes
      a.   Rebecca Moreno, Director of Community Development
      b.   Ryan Dozier, Information Technology Administrator
      c.   Joseph Aguilar, Coordinator Entry System Program Manager.

Appendix E: Additional Documents *(not part of page count)*

February 23, 2023

Dr. Anna Laven, Executive Director
Bakersfield – Kern Regional Homeless Collaborative (BKRHC)
601 24th Street
Bakersfield, CA 93301

**RE: Homeless Management Information System (HMIS) Lead Agency
Community Action Partnership of Kern (CAPK) Letter of Support**

Dear Dr. Laven,

I am writing this letter in support of Community Action Partnership of Kern's proposal to the Bakersfield-Kern Regional Collaborative to become the Homeless Management Information System (HMIS) Lead Agency for Kern County's Continuum of Care.

Building Healthy Communities is a nonprofit organization launched in 2010 to advance health and racial equity through partnerships and collaborations.

Building Healthy Communities and Community Action Partnership of Kern (CAPK) have a history of working together in an effort to improve service delivery for clients experiencing homelessness.

We support CAPK's proposal and look forward to the further development of the HMIS Lead in collaboration with the many homeless service providers in Kern County. If you have any questions, feel free to contact me at <email> and <phone>.

Sincerely,

Reyna Olaguez
President/CEO
Building Healthy Communities Kern

Rebecca Moreno

2601 Auburn Ct Bakersfield, CA 93306 | 661-376-7568 | morenorebecca30@gmail.com

Objective

My objective as the Program Director is to take my current knowledge and experience in program development, implementation, developing policies and procedures, leadership skills, management abilities, established partnerships, and willingness to learn and apply it, in accordance and alignment with federal, state, local policies as well as those of the Community Development division and Community Action Partnership of Kern, to assist those in our community that are currently in need of services.

Skills & Ability

- Microsoft Office
- HMIS
- Public Speaking
- 10 years in Homeless Services
- Coordinated Entry System
- Motivational Interviewing
- Trauma Informed Care
- Data Driven Outcomes

- Program Budget Oversight
- Community Outreach
- Excellent Communication Skills
- Written and Oral Presentations
- Program Development and Growth
- 6 years of Supervision Experience
- Microsoft Dynamics- D365
- Federal, State, Local Compliance

Experience

11/2021- Current *Director of Community Development, Community Action Partnership of Kern*

Directs, supervises, and monitors all Agency contracts and/or grants that pertain to homeless and housing services. Ensures program compliance with federal, state, and local regulations. Provides direct supervision and oversight to the Coordinated Entry System (CES), M Street Navigation Center, Housing, and Re-Entry programs. Performs internal quality control activities to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts are being met within required timeframes. Develops, reviews, and coordinates budget preparation, monitors expenditures and revenues for assigned program/contracts. Evaluates program effectiveness, compliance, and makes recommendations as needed. Serves as a liaison on the county-wide homeless collaborative to ensure that the needs of the homeless population are being met. Provide effective presentations to the Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.

10/2018- 10/2021 *Coordinated Entry System (CES) Program Supervisor, Community Action Partnership of Kern*

The Coordinated Entry System (CES) is responsible for providing oversight, leadership, and direction for the Bakersfield-Kern Regional Homeless Collaborative CES. As the Program Supervisor, I was responsible for program development, implementation, management, and evaluation of a newly established

program. I developed Policies and Procedures in accordance with federal, state, and local guidelines. Established and coordinated program services, policies, and procedures to ensure compliance with data quality requirements and conformity with federal, state, and local regulations, as well as best practices. Evaluate programs using outcome data to determine effectiveness of program components. Provide quarterly presentations to the CAPK Board of Directors as well as the BKRHC Governing Board. CES is also responsible for providing training for the entire CoC on HMIS, the Vulnerability Index Service Prioritization Decision Tool (VI-SPDAT) and the Quick Referral Tool (QRT). During my time with CES, we were able to grow the program from one funding source to seven funding sources and have increased the budget from $237,000 with 3 FTEs to $618,224 and 10 FTE's. Responsible for interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and service providers, as appropriate.

1/2020-6/2021 *Homeless Program Supervisor, Community Action Partnership of Kern*

Responsible for the monitoring of day-to-day operations and staff specifically related to CES and HMIS, case management, services providers, and client support to ensure compliance with federal, state, and local regulations. Ensured ongoing communication to center staff in a timely manner. Monitored related and/or assigned electronic reports to ensure all mandatory requirements are met. Prepared and submitted accurate and timely reports, assessments, and correspondence as required. Ensured maintenance of required program files. Worked in collaboration with shelter staff to implement strategies, techniques, and/or recommendations. Was responsible for providing document planning and program implementation. Provided technical assistance and guidance to shelter staff, service providers and community/volunteers. Conducted performance evaluations based on measurable and objective criteria. Ensured that personal and professional development plans are implemented for supervised staff. Completed disciplinary plans of action as identified to maintain program compliance. Assisted in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and service providers, as appropriate. Ensured client records, individual case files, daily log and service statistics were maintained in an accurate and timely manner. Prepared, conducted, and attended all meetings, trainings, and conferences as assigned. Maintained safe and functional work environment. Was proactive in cooperation with other center staff, partners, volunteers, and clients in achieving the monthly shelter and program goals. In the 13 months of operation, under my supervision and the direction of the program manager, the Housing Navigators were able to successfully place 56 residents in permanent housing.

04/2017-10/2018- *Case Manager- Supportive Services for Veterans and Families (SSVF), California Veterans Assistance Foundation*

Assessed housing needs of clients and developed a Housing Stability Plan, assisted clients in the process of obtaining and maintaining housing. Assisted clients in securing income, review monthly budget, assist clients with job searches, resumes, and mock interviews. Conducted housing inspections, provided outreach to the community, worked closely with, and developed relationships with property managers, document case notes, and reported client progress in HMIS and client files, assessed and made referrals on client's behalf to available community resources. During my time at CVAF, I assisted with the following: 40 clients with permanent housing, 7 clients achieved full time employment, 7 clients with successful award of VA benefits, and 4 clients with SSI/SSDI.

12/2015-4/2017- *Member Service Representative, Nationwide Mutual Insurance Company*

Assisted Nationwide members via inbound calls, servicing homeowner/auto insurance policies. Able to answer complex billing questions, processed requests for changes to policies and answered any other inquiries. During my time at Nationwide, I was able to achieve the following stats: After call work @ 25% or below (business unit is @ 32%) Average Handle Time @ 550 seconds (business unit is @ 650) Voice of Costumer Rating 100%

08/2008-03/2014- *Program Manager, New Arising Destiny Center (NADC)*

Established, organized, and maintained record keeping, tax preparation, obtained 501(c)3 status, coordinated and oversaw programmatic budgeting and fiscal reporting. Community outreach, advocacy, and public education. Established and maintained effective working relationships with diverse agencies, service providers, community groups such as Kern County Superintendent of Schools (Project 180), Kern Juvenile Probation Department, and the City Anti-Gang Committee and Safe Streets Projects. Was responsible for program development, implementation, and management. Developed policies and procedures, case management, and program guidelines. Supervised, trained, and evaluated program staff and House Manager. Practiced conflict resolutions and problem-solving techniques. Establish and maintain program budget.

10/2002-08/2008- *Reimbursement Representative, Pacific Pulmonary Services*

04/1998-10/2002- *Rehab Tech II/Medical Records Clerk/Outpatient Receptionist, HealthSouth Rehabilitation Hospital*

Working Groups

Housing Outreach Partnership Inc. Board Member- the mission of the Housing Outreach Partnership Inc. is to engage in outreach towards landlords and property owners to educate them on the benefits, programs, and strategies for renting to homeless individuals.

Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Governing Board Officer- The work of the BKRHC is maintained and conducted by a twenty-one-member Governing Board, authorized by the Voting Members of the collaborative to conduct the work and structure defined in BKRHC's Governance Charter. The Governing Board directs the work of BRHKC, the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program and Emergency Solutions Grant (ESG) program support.

Built for Zero Campaign, Community Solution -Builds and maintains standardized By Name lists for Veterans and Chronically Homeless to ensure the most up-to-date information from outreach, HMIS, shelters, and homelessness stakeholder providers, and maximize Housing First connections.

Connected Community Network (CCN) - The purpose of the CCN is to create linkages between hospitals, clinics, and local community organizations that provide services vital to underserved populations. The broader goal is to construct a community solution – consisting of a network of community partners to address the social determinants of health and link individuals to appropriate community resources. These resources meet a variety of social and economic needs, including stable and affordable housing; maternal, infant, and child health; chronic disease management programs, healthy food, and mental health and substance abuse counseling. Through Community Action Partnership of Kern and the

Coordinated Entry Program and 211 Call Center, we are a key role in linking populations to good health outcomes via linkages and referrals to social services.

Affordable Housing Project- Housing and Community Development (HCD) working group to research and discuss opportunities for housing available to low to moderate income families. Meets semiannually.

Homeless Action Planning, Adventist Health- The purpose of this workshop is to discuss data elements throughout our community and discuss how that data is being used.

KCNC Leadership Program 2020- The program focus is on skills-training to build the strength of local organizations and nurture natural leaders in communities where they are already engaged in local collaborative groups and citizen action mobilization efforts.

Bakersfield Chamber of Commerce Leadership Bakersfield Program 2022- Leadership Bakersfield is a 10-month program with a 33-year tradition that brings together a group of 32 individuals from across the city and asks them to step out of their daily lives, open their minds and imagine how they can help create a better Bakersfield. LB graduates will gain the knowledge and confidence to effectively lead Bakersfield into the future by meeting and interacting with current leaders, discover more about their own individual leadership styles study local issues and cultivate appreciation for differing perspectives.

Education

1997-1998- San Joaquin Valley College- Associates of Science-Rehab Nursing

2021- Current University of La Verne- Bachelor of Science- Public Administration

Ryan Dozier

Bakersfield, California, United States

✉ ryandozier@icloud.com

in linkedin.com/in/ryandozier

Summary

I have over ten years of experience in Information Technology, including over 10 years of experience in data analytics.

I was a leader during a deployment of a new operating system to a Fortune 500 corporation as well as being the lead on multiple projects as a Lean Sigma facilitator. This saved the company money and time which was reinvested into other projects.

During my time as the Information System Manager and IS Business Analyst at CAPK, I have developed many of the processes they currently use for data storage, utilization, and governance. Many of the projects I lead were building new applications within Dynamics 365, the Power Platform, Micrsoft Power BI, or other technology stacks.

Currently the IT Administrator for CAPK

Experience

Information Technology Administrator

Community Action Partnership of Kern

Feb 2023 - Present (1 month)
Leading both the Information System and Information Technology Departments, it is my job to develop governance and strategic goals for both departments that align with agency goals.

Information System Manager

Community Action Partnership of Kern

Aug 2021 - Feb 2023 (1 year 7 months)
Under general direction of the Director of Operations, the Information Systems Manager is responsible for identifying user needs to develop systems from concept to user acceptance surrounding Dynamics CRM, SharePoint and other related technologies.

Information System Business Analyst

Community Action Partnership of Kern

Nov 2020 - Aug 2021 (10 months)
Developing business solutions utilizing a CRM system.
Developing and deploying business solutions utilizing Power Apps, Power Automate, SharePoint, Dynamics CRM (365).
Building reports and dashboards utilizing Power BI.
Designing, planning, implementing, testing, and deploying custom solutions for our various programs.
Leading multiple companywide projects that affect every department and functional group.
Developing reports or adding automation to processes utilizing APIs from various vendor, such as GoToAssist, Abila, Microix, and other agency specific software.

Designing and deploying a Contract Management System built inside Power Apps.

Designed a system and workflow that allowed employees to submit pictures for verification that a process was complete.

Modernizing SharePoint and re-rolling out with user training, partnering with key stake holders to champion their department internal pages to have a higher employee stake.

Data Analyst

Bakersfield Family Medical Center

Jan 2020 - Nov 2020 (11 months)

Convert Crystal Reports into SSRS utilizing Microsoft Report Builder and Power BI

Design and implement new reporting solutions built on TSQL queries

Maintain and Support current reporting solution, CRD, and implement changes as needed by the business.

Supporting, troubleshooting, and deploying new SSIS, SSRS, and Stored Procedures in Microsoft SQL Server.

Developed innovated ways to reduce software purchase cost by utilizing current systems to their maximum efficiency.

Project Manager

Kern Community College District

Oct 2017 - Dec 2019 (2 years 3 months)

Currently building the Project Management Process for KCCD utilizing the PMI standards adapted to fit KCCD needs while utilizing SharePoint as a workflow.

Managing two projects with one moving to a cloud environment and ensuring KCCD obtains the best possible outcome. Ensuring timeliness are meet and communication with key stakeholders is accomplished.

Assessing all internal applications and determine current SLA's, cost analysis, feasibility to move to the cloud and recommend a future strategy by assisting in the creation of the Information Technology road map

Quality Improvement Analyst

Kern Health Systems

Sep 2016 - Dec 2016 (4 months)

Primary responsibility was to understand and track our HEDIS scores. I spent a majority of my time reading and understanding the entire HEDIS process and what measures we had to report on. It was my responsibility to find opportunities to increase our overall score to meet the minimal percentage level.

Our goal was to be at the high percentage level so I would help develop improvement plans to meet them.

Besides HEDIS, I spent my time working with; the quality improvement department or QI, disease management, IT report and services department, and with the Project Management team.

My duties as the business analyst were to build detail reports from claims, CARE, lab data, and encounter data utilizing SQL. These reports were used for analysis and for our various improvement

plans. I would also do cross-functional reports for other departments, tying them back to a process for weekly, monthly, or bi-monthly reports.

In addition to developing reports, I would also deploy and track our various improvement plans to see if our efforts were achieving our goals and would come up with recommendations to improve our plans based on the data.

Data Analyst
Chevron
Oct 2013 - May 2016 (2 years 8 months)
Developing solutions to track cost and work processes to insure we are meeting demands and staying under budget. Also having a full understanding of the entire EAM, D7i, work flow process as well as understanding the back end interface, Oracle, to pull data and create dynamic reporting tools and scorecards.

Managing the yearly budget by providing key detail information about our spending habits and projecting out future cost based on historical information. Also managing business partners cost and questions and verifying charges that hit our budget.

Another responsibility is to work with other functional groups in determining if certain cost should be on our budget and remapping charges to the appropriate budget. This can also include working directly with business partners to ensure invoicing is accurate.

I am also currently helping out a Project Team to help bring an major application into compliance by identifying security risk, configuration issues, and supporting the current user base.

Data Analyst / Engineer Tech
Chevron
Jun 2011 - Oct 2013 (2 years 5 months)
Primary role is to provide support for the Technical Team. This includes running Oracle and SQL queries that pull data into excel spreadsheets for reports. Scheduling work in the field and processing invoices and tracking spending making sure not to exceed budget. Frequently dealing with the Department of Conservation to make sure we are compliant and also to send official documents.

Safety was another major part of this job. This includes attending monthly safety meetings. Participating in incident free operations leadership meetings. As well as do commentary drives and behavior based safety training.

Data Analyst/DBA, I/T Specialist
Chevron
Jan 2010 - Jun 2011 (1 year 6 months)
Primary role is to monitor, update, and query data from Microsoft Access Databases, Microsoft SQL Server, Oracle Databases, and Excel Spreadsheets for reports. These reports vary from historical and daily production data, statistical data, and maintenance data. Along with using SQL server management tools, I also develop excel reports based on the data I pull from various storage locations, which are updated and checked regularly for accuracy.

Training courses in Lowis, in field training, and Operations training for LACTs, Wells, and Catalyst. Learning about the business operations helped me master my knowledge of our data that I used in varies reports, Excel documents and Access databases.

Besides these daily routines I would also help Production Engineers, Facility Engineers, and Steam Engineers gather data and take field trips to discuss best practices and/or do behavioral based safety observation on working crews in the field.

Desktop Analyst, I/T Specialist
Chevron

May 2009 - Jan 2010 (9 months)
One of many desktop support analysts. Primary role is to provide excellent customer service, mange trouble tickets, and resolve Windows PC , network, and software issues. Other duties involved supporting 64bit operating system, Linux/Unix, setting up classes, audio visual support, asset inventory tracker, video conferencing support, virtual machine development and deployment, cell phone and blackberry support. Also helped troubleshoot and resolve Multi---Function Printers as well as coordinate installs for them and breakdowns. Another role was to be 2nd
level of support and
provided feedback to 3rd
level and up to help resolve tickets. Communication between teams is
important in this role as well as safety amongst us and team work.

Lead Technical Analyst, I/T Specialist
Chevron

Aug 2008 - May 2009 (10 months)
Primary technical contact for critical issues a hardware and deployment upgrade, XP to Vista. Served as lead over two different teams. Task included resolving all major technical failures in a timely fashion, training team members with customer service and migrating data and software, and also providing technical expertise for application upgrades. Prepared technical documentation and training for team, to assist in daily routines, which was used for other groups and business units throughout Chevron. In---depth knowledge of XP, Vista, and deployments required.

Application Integrator, I/T Specialist
Chevron

Aug 2008 - May 2009 (10 months)
One of three application integrators that preformed software evaluations for a platform. Task included evaluating software on new platform, troubleshooting application issues, escalating any unsolvable issue to in house application team or third party software designers and provided mitigation software through virtual machines. Developed documentation for implanting applications on new platform. In---depth knowledge of XP, Vista, and application readiness required.

Desktop Analyst, I/T Specialist
Chevron

Jan 2006 - Aug 2008 (2 years 8 months)
One of many desktop support analysts. Primary role is to provide excellent customer service, mange

trouble tickets, and resolve Windows PC , network, and software issues. Other duties involved supporting 64bit operating system, Linux/Unix, setting up classes, audio visual support, asset inventory tracker, video conferencing support, virtual machine development and deployment, cell phone and blackberry support. Also helped troubleshoot and resolve Multi---Function Printers as well as coordinate installs for them and breakdowns. Another role was to be 2nd
level of support and
provided feedback to 3rd
level and up to help resolve tickets. Communication between teams is
important in this role as well as safety amongst us and team work.

Licenses & Certifications

in **SQL Server: Reporting Services** - LinkedIn

Skills

Visio • Programming • Microsoft Dynamics • Azure Data Factory • JavaScript • Python (Programming Language) • Transact-SQL (T-SQL) • Microsoft Power BI • Data Analysis • Microsoft Office

Joseph Aguilar

Objective:

An energetic program manager looking to continue to apply my experience and skills as part of a impactful agency. Able to maintain efficient program day-to-day operations by applying strong document management, homeless services knowledge, community relationships, and resource coordination skills. Looking to continue to ensure the success, advocacy, and growth of the CES program and staff.

Skills:

- HMIS Knowledge and Information Input
- Great Communication Skills and Reliable
- HUD Homelessness Definitions and Guidelines
- Bilingual - Spanish and English
- Knowledge of Microsoft and Apple Programs
- Coaching - One on One / Team
- Homelessness Social Services and Agencies Knowledge
- Outlook System Knowledge
- Supervisory Experience

- Hiring and Training Skills
- Assessment Intake (VI-SPDAT/PR-SPDAT/VI-TAY)
- Outreach and Client/Agency Interaction
- Homeless, CAPK RA, and At-Risk Match Call and List Procedures and Policies
- Confidential Data Protection
- Program Guidelines and Polices Implementation

Experience:

Community Action Partnership of Kern   October 2022- Current
   CES Program Manager

The Program Manager is responsible for supervising the day-to-day operations of CES homeless navigators, CES Supervisor, volunteers, and paid-to-work interns. The manager works with community service providers to build relationships within the community, provide advocacy, and assists with promoting CES connection to benefits and housing. The manager implements best practices for staff, trainings, coordination of outreach events, and works as part of the team within the Bakersfield Kern Regional Homeless Collaborative. Manager is responsible for all reporting and call center outcomes to be delivered to stakeholders, continuum of care, and agency directives.

- Proactively administered day-to day procedures, policies, and training.
- Assisted in polices and administration of the policies and procedures, including SWOT analysis.
- Effectively implemented and ensured that over 10,000 clients were contacted within our 24-hour time expectation.
- Provide monthly updates to BKRHC executive director and followed up with the narrative of our homeless response system.
- Provide training and support to new hire staff members and ensures continuous comprehensive training to the staff and ensuring best practices such as motivational interviewing is implemented.
- Aided in starting up the Cal-Aim Program within CAPK and ensure that intakes, questionnaires, and over the phone support was provided within a timely manner.
- Provides feedback to call times, call processes, and couching to over the phone navigators and case managers.
- Nominated as CES Secretary for the CES Committee Meeting and Co-Chair for our HMIS Committee Meeting.
- Effectively implementing best practices in leadership and applying the leadership program from BC College to day-to-day operations.
- Part of Human Resources working group to assist in agency retention efforts and growing our staff.
- Ensured CES trainings to community members and CoC members, including but not limited to all Kern County DHS offices, Dignity Health, homeless providers, Kern County Superintendent of Schools, Family Resources Centers, and more.
- Accepted to participate in being a Certified Community Action Professional.

Community Action Partnership of Kern   November 2021- September 2022
   CES Program Supervisor

The Program Supervisor is responsible for supervising the day-to-day operations of CES homeless navigators. The supervisor works with community service providers to build relationships within the community, provide advocacy, and assists with promoting CES connection to benefits and housing. The supervisor implements best practices for staff, trainings, coordination of outreach events for CES, and work as part of the team within the Bakersfield Kern Regional Homeless Collaborative.

- Proactively administered day-to day CES procedures, policies, and training.
- Assisted in polices and administration of the CES policies and procedures, including SWOT analysis.
- Effectively implemented and ensured that over 10,000 clients were contacted within our 24-hour time expectation.
- Provide monthly updates to BKRHC executive director and followed up with the narrative of our homeless response system.
- Aided in the implementation of homeless verification to aid the efforts our street outreach providers.
- Provide training and support to new hire staff members and ensures continuous comprehensive training to the staff.
- Nominated as CES Secretary for the CES Committee Meeting and Co-Chair for our HMIS Committee Meeting.
- Effectively implementing best practices in leadership and applying the leadership program from BC College to day-to-day operations.
- Part of Human Resources working group to assist in agency retention efforts and growing our staff.
- Ensured CES trainings to community members and CoC members, including but not limited to all Kern County DHS offices, Dignity Health, homeless providers, Kern County Superintendent of Schools, Family Resources Centers, and more.
- Effectively implementing a continuous relationship with Stanislaus County and aiding Director of Community Development in setting process changes to take on Stanislaus County CES.
- Accepted to participate in being a Certified Community Action Professional.

Community Action Partnership of Kern   November 2019- November 2021
  CES Program Specialist

The Program Specialist assesses individual client resource needs, strengths, and barriers. The specialist coordinates, refers, and delivers services to meet the short-term needs of individuals and families, which includes connection to housing supports, emergency services, asset development programming, case coordination, and other resources that move individuals and families towards self-sufficiency.

- Aid CES Program Supervisor in administration of day-to day CES procedures, policies, and training.
- Assisted in polices and administration of the rental assistance program referral for CAPK, Housing Authority, and Bakersfield Homeless Center, including data collection and check request forms for finance.
- Evaluated over 10,000 clients as a direct result of COVID-19 pandemic and community needs of homeless, at risk, and rental assistance referrals.
- Aided in eligibility screening, check request submission, check request data management, gathering of documentation, and reviewing all documentation for CES Program Supervisor and Director approval.
- Aided in the opening of the M St. Low Barrier Navigation Center, providing intakes, case management, procedural updates, and advocacy for shelter services.
- Provide training and support to new hire staff members and ensures continuous comprehensive training to the staff.
- CES committee work within the CoC groups and actively part of the Homeless Outreach Committee, Youth BNL meetings, Youth and Veteran case conferences, Elderly BNL, and any other directed by CES Program Supervisor
- Assists with staff scheduling preparation of reports and participation in the design of new systems, as required.
- Implement call center policies, practices, and procedures related to the database management, QRT tracking excel sheet, CRM system, and CAPK Rental Assistance working excel sheet.
- Administrate, prioritize, and ensure CoC procedures are implemented on the Homeless and At-Risk Prioritization lists.
- Provide weekly reports directly to CoC to ensure compliance and data within CoC and to the public.

- Aid in CoC Homeless Collaborative trainings to all service providers and ensure that all HUD guidelines and procedures are implemented among all providers.

Community Action Partnership of Kern   July 2019- November 2019
  Homeless Navigator

The Homeless Navigator works with the homeless community and assessment point service providers to build relationships with the homeless community, provide advocacy, and assist with connection to benefits and housing. The primary goal is to identify unsheltered homeless individuals through community referrals from direct homeless providers and social service agencies and permanent housing.

- Training to new members and proactively moving the QRT list daily.
- Provided motivational interviewing to facilitate clients' referrals based under HUD definition.
- Aided CES Program Specialist with community queue referrals, data quality, and document management.
- Exceeded call volume at 45-50 calls daily versus the average of 20-30.
- Aided in community outreach to promote education on CAPK homeless services.

Conduent   Nov 2015- June 2019
  Supervisor

The Call Center Supervisor leads and manages all activities associated with the USAC Programs Call Center and Enrollment operations in order to meet and exceed contractual obligations to the client. Delivers all KPI's of the immediate team, including quality, productivity, and compliance parameters. The Supervisor is responsible for implementation of policies under different contractual obligations and analyzing best practices for continuous improvement.

- Developed and managed project plans to expand our current scope of support provided under contract with third party vendor.
- Trained end-users in best practices to minimize errors and protect key data such as client information, third party confidential resolution pages, and site plans for maximizing work force.
- Maintained quality-focused performance benchmarks and schedules when directing project teams of 30-40 team members.
- Exceeded business needs target goals such as team Customer Satisfaction goal of 96% (business team goal of 88%), After Call Work of 1.26 (business team goal of 2), Average Handle Time of 17.5 (business team goal of 19) and maintained Dissatisfied Surveys at a low of 4% (business average of 12%).
- Formed part of the hiring committee, which included hiring, training, and one-on-one couching for new hires, placing them into one of the 22 teams. Successful employee retention rate was at 90% verse site average at 55%.
- Promoted from Supervisor I to Mac + Supervisor II within the first month of the Mac + program opening. Maintaining a continuous customer satisfaction of 90% versus the Mac site average of 71%.

Conduent   June 2015-Nov 2015
  Call Center Advisor

The Call Center Representative supports the third-party vendor's customers as a first point of contact and resolving questions concerning their accounts. The representative actively listens to the clients' customers by utilizing customer service experience, passion, and creativity to meet their needs and deliver a world-class experience across every interaction they have with their clients. In this role they do not only help customers with their account issues via telephone, email and/or website inquiries, but also provide them with exceptional customer service.

- Maintained composure and patience in face of difficult customer situations, applying de-escalation techniques and positive customer support.
- Consulted via telephone to understand user problems, run through testing scripts, and ask probing questions to locate root causes.
- Drafted technical documents, including whitepapers, user manuals, implementation documentation and support base entries.

- Exceeded business expectations in the following areas: After Call Work at 0.75 (business average was 2), Customer Satisfaction Surveys at 92% (business average was at 82%), Average Call Times at 14.32 minutes (business average was at 18.2 minutes)

Bank of America   Dec 2014- May 2015
> *Bank Teller*

A BOA Bank Teller has the primary responsibility or supporting all client needs including discussions and/or activities typically focused on the most complex clients. Bank tellers monitor and execute all tasks required to fulfill the client service plan and meet day-to-day inquiries from the client.

- Exceeded in performance, banker conversations, and strived to meet targets and bank regulations. Average client to relationship bank teller referrals was at 5 per day versus personal at 10 per day.
- Met or exceeded sales goals by promoting bank products and services in every interaction.
- Promoted facility security by monitoring customer behaviors and following established protocols to protect individuals and assets. Assumed the responsibility of security training for all new staff members.
- Processed 50 customer transactions hourly while demonstrating extreme attention to detail.
- Identified customer financial needs, goals, and objectives and offered appropriate financial products to suit needs.

Education:

- California State University Long Beach   Fall 2012-Spring 2015
  Long Beach, California 90840
  Area of Study: Sociology, B.A., Third year
- Bakersfield College   Summer 2022- Current
  Bakersfield, California 93305
  Intro To Leadership

Work Groups:

- *Coordinated Entry Committee*- Facilitates Coordinated Entry and Assessment for Kern in compliance with HUD CoC requirements, and enveloping processes and procedures that maximize BKRHC member resources; collaborate with community partners and seeks to serve the full County of Kern. Annually reviews the Coordinated Entry and Assessment Plan for Board approval.
- *Homeless Youth Committee*- Strategizes ways to engage, count and serve homeless youth 24 years and younger in Kern County. The Committee collaborates with school personnel, youth agencies, child welfare, law enforcement, and other agencies committed to ending youth homelessness. The committee conducts outreach and hosts events geared towards homeless youth. The committee collects data on homeless youth through surveys and focus groups.
- *Homeless Outreach Committee*- Strategies ways to engage and serve homeless clients within County of Kern. Assisting in planification for outreach to connect and/or educate clients to all homeless services within the CoC. The committee conducts outreach and hosts events geared towards community involvement and homelessness assistance.
- *Case Conferencing (Multiple Populations)*- Case conferencing work groups meet weekly to conference on different populations that we serve within Kern to help aid in client assessment and barriers to housing. The case conferencing is geared to help aid in stopping client homelessness chronicity in populations such as homeless youth, homeless veteran, elderly population, and homeless families.
- *HMIS/Data Quality*: Coordinates the BKRHC Homeless Management Information System (HMIS) processes including application implementation; facilitates staff training; prioritizes technical support issues; ensures data collection processes and quality are in accordance with HUD standards; reviews HMIS policies and recommends best practices on data quality collection; reporting; HIPAA Compliance, and security.

- *CRM Work Group*: Proactively worked with the WIPFLI team to integrate the CRM system within CES and CAPK Rental Assistance program. Aided in creating and resolving sandbox technical issues and made it more customer friendly. Aided in creating the rental assistance questionnaire and addressing both client and CAPK user-end concerns. Assisted in translating all questions and website statements from English to Spanish.

**Kern Family
Health Care.**

HOMELESS MANAGEMENT INFORMATION SYSTEM

PROPOSAL

Presented To:

BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE

Prepared By:

KERN HEALTH SYSTEMS

Kern Family Health Care®

2900 Buck Owens BLVD.
Bakersfield, CA 93308

February 28, 2023

Dear Dr. Anna Laven,

Kern Health Systems appreciates the opportunity to present our proposal to become the lead agency operating the Homeless Management Information System (HMIS). We are confident in our ability to operate and manage HMIS for the homeless and housing service delivery providers in Kern County.

While we recognize the challenges organizations face maintaining operational excellence, we will provide ample training so that providers continue delivering high quality care. Through that knowledge, we help our providers avoid the common pitfalls that can occur in housing and homelessness projects of this size and complexity. We pride ourselves on the results we deliver to our partners, which is why they look to us first to help with strategy, operational analysis, regulatory compliance, including but not limited to technical evaluation, deployment, and remediation.

As recipients of $19M from DHCS, we are committed to integrating healthcare and homelessness. We understand that housing and homelessness in Kern County is evolving with the influx of those who are unsheltered and the lack of inventory available for existing and new providers; Kern Health Systems is built to be flexible for these changes, enhancements, omissions, and additions. As the lead agency on this critical initiative, we are confident we can deliver streamlined results with a focus on high quality deliverables.

We look forward to this opportunity with the CoC.

Sincerely,

Emily Duran

Emily Duran, MSA
Chief Executive Officer
Kern Health Systems

Phone
661-664-5000

Email
emily.duran@khs-net.com

Organizational Overview

Kern Health Systems (KHS) is a public agency formed under Section 14087.38 of the California Welfare and Institutions Code. KHS began full operations on September 1, 1996, and currently serves over 350,000 Medi-Cal participants in Kern County. Our mission is to improve the health status of our members through an integrated managed health care delivery system. In addition, KHS has approximately 520 employees that perform the following medical and administrative functions for KHS:

·Member Services & Member Engagement

·Enterprise Development

·Project Management

·Utilization Management

·Population Health Management

·Health Education Services

·Quality Improvement Management

·Enhanced Care Management

·Community Support Services

·Health Equity

·Medicare

·Pharmacy

·Member Engagement

·Claims Payment & Processing

·Provider Network Management

·Marketing & Public Affairs

·Compliance

·Human Resources

·Accounting

Kern Family Health Care.

In addition to the medical and administrative functions listed above, Kern Health Systems' Information Technology and Business Intelligence departments are highly specialized and experienced teams made up of dedicated experts in the fields of network engineering, software development, system administration, and complex data analysis.

These departments stay abreast of the latest developments in technology and strive to provide the best possible user interface for our consumers and clients. Moreover, our BI and IT departments have designed, created, and implemented multiple bilateral exchanges between agencies for seamless data integration, with emphasis on quality control and security specifications.

Additionally, our Population Health Management, Enhanced Care Management, and Community Support Services Departments populations of focus include those who are unsheltered, unhoused, experiencing homelessness or at risk of experiencing homelessness.

PROJECT PROPOSAL

Population Health Management – KHS began preparation for PHM in early 2021 with the procurement of a FEC to provide consultative services to define and align the organization with a PHM MOC and program framework and design to meet the regulatory requirements under CalAIM. The PHM component of CalAIM include:

- PHM Strategy and Program Description
- Population Needs Assessment
- Population Segmentation and Risk Tiering
- Population Reassessment Process
- IRA Process
- Provider Referral Process
- Wellness and Prevention Services
- Members with Emerging Risk Management Process
- Medical Director Program Oversight Process
- Predictive Analytics Method
- Case Management (Complex and Basic)
- Care Coordination Services
- Transitional Services
- PHM Functional Organizational Model
- PHM Resource Staffing Model
- Delegation Oversight Compliance Process
- Communication Process

Kern Family Health Care.

Enhanced Care Management– Kern Health Systems (KHS) offers the Enhanced Care Management (ECM) benefit for eligible Kern Family Health Care (KFHC) Members. These services help coordinate the Member's physical, behavioral, developmental, oral health, long term services and supports (LTSS), and services that address social determinants of health. ECM provides care coordination services lead by a care team. The ECM care team will work together with the individual's health care providers including their doctors, specialists, pharmacists, case managers, and others, to coordinate the needed care and services.

Individuals enrolled in ECM will receive services including:

- A Comprehensive Assessment and Care Management Plan
- Enhanced Coordination of Care
- Health Promotion Services
- Comprehensive Transitional Care
- Member and Family Supports
- Coordination and Referral to Community and Social Support Services

Kern Family Health Care.

PROJECT PROPOSAL ──

Kern Family Health Care Members may qualify for ECM if they are within one (1) or more of the following Populations of Focus:

Adults experiencing homelessness:

- Lacking adequate nighttime residence
- Living in a shelter
- Imminently losing housing in next 30 days
- Victims fleeing domestic violence
- Adults who have been admitted to the hospital three (3) or more times in the past six (6) months or have visited the Emergency Department five (5) or more times in the past six (6) months
- Adults experiencing a serious mental illness or suffering from a substance use disorder.

Community Support Services– Kern Health Systems (KHS) offers Community Supports Services (CSS) for Kern Family Health Care (KFHC) members that are eligible. The Community Supports Services program is part of the CalAim initiative, which provides members with no-cost, wrap-around services to address complex medical and behavioral health needs. The program also addresses social determinants of health which impedes the ability to achieve positive health outcomes. KHS' CSS program works with local community-based organizations, network providers, and hospitals to help members get support for housing, food, and other medical support services. Currently, Community Supports Services offers the following services:

- Housing Transition Navigation Services
- Housing Deposits
- Housing Tenancy and Sustaining Services
- Short-Term Post-Hospitalization Housing

- Recuperative Care (Medical Respite)
- Caregiver Respite Services
- Medically Tailored Meals
- Sobering Centers
- Asthma Remediation

Kern Family Health Care.

————————————————————————

Organizational Location & Contact Information

Kern Health Systems corporate building is located at:

Kern Health Systems, Inc. 2900 Buck Owens BLVD.

Bakersfield, CA 93308 661-664-5000

EIN: 77-0392231

Standing with State: Good

Primary Contact's Name:

Emily Duran, MSA

Chief Executive Officer

Kern Health Systems

Emily.Duran@khs-net.com

Kern Family Health Care.

Organizational Capacity

Strategic Planning & Oversight:
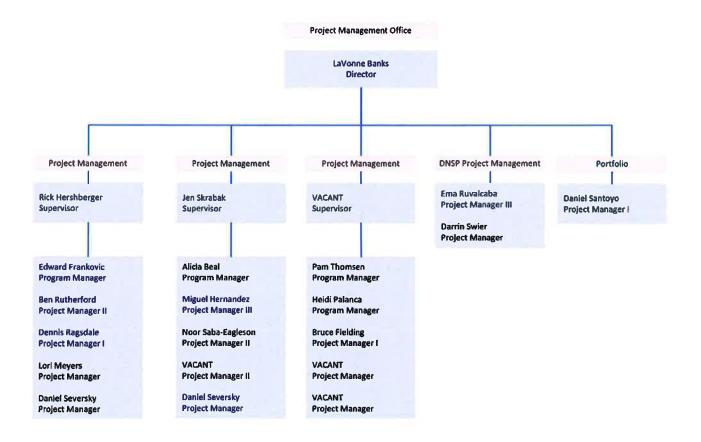
Since its inception, Kern Health Systems has extensive experience with strategic planning and forecasting by understanding our operational capacity. We are able to successfully implement and sustain strategic plans by outlining goals and objectives, mitigating for challenges while anticipating success, and being proactively flexible and pivot to navigate unforeseen circumstances.

For close to three decades, our organization has refined and streamlined our approach to stakeholder engagement and have a positive reputation as it relates to collaboration with community organizations and service delivery providers alike. We continue to work with local and state agencies providing social services some of which provide direct homeless services and integrate wrap-around health care services. Though we do not have formal experience with HMIS and CES, we are confident in our ability to utilize complex structured systems that have the capacity to support CES and HMIS.

Project Management & Administration:
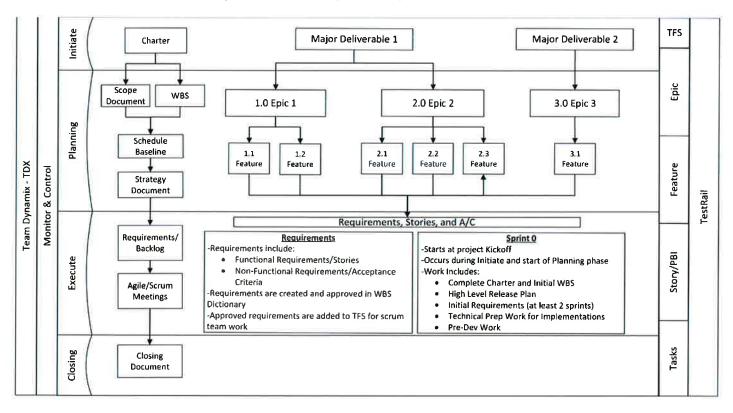
Kern Health Systems has an expansive experience with project administration and management, as well as with grant creation, application, administration, and oversight. The company employees a dedicated Project Management Office (PMO) that in 2023 consists of twenty-one (21) employees (Exhibit 1).

PROJECT PROPOSAL

Project Management & Administration Continued:

In 2020, KHS was recognized by the global Project Management Institute (PMI) as a Project management Office of the Year award with two other finalists (Kern Health System | PMI PMO of the Year).

The Project Management team leverages a workflow that closely a aligns the PMI methodology with the Agile Alliance (https://www.agilealliance.org/) to manage and execute the KHS Corporate Portfolio (Exhibit 2).
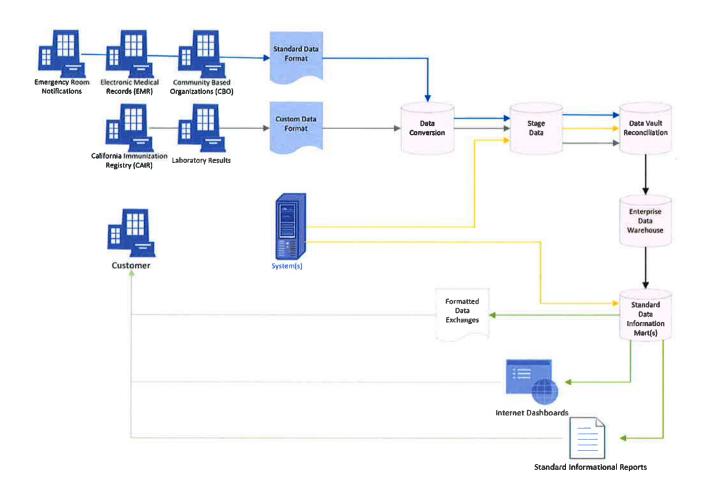
Relevant and recent successful projects that the KHS PMO have managed include Core Eligibility conversion and upgrades for 365,000 lives; Population Health Management System development for multiple large segments (i.e., 10K lives or more) of the health plans population; and bi-directional data exchanges with Community-Based Organizations (CBOs). These work efforts represent the organization's ability to manage complex and large projects with internal and external entities to accomplish new systems with data driven engagements.

Finally, the KHS PMO leverages the TDX project management system from the TeamDynamix software company (Project Management - PPM | TeamDynamix) to store project plans, resource plans, risk registers, and other project management tools and artifacts. Data from the TDX project management system is stored in the KHS Enterprise Data Warehouse (EDW) for analytics and reporting (Exhibit 3 - following page). This provides management with visibility into any of the thirty (30) plus projects in flight during the year to ensure that projects are on schedule and at or below budget.

PROJECT PROPOSAL

Exhibit 3

Kern Family Health Care.

Technology, Help Desk, Training, and Support
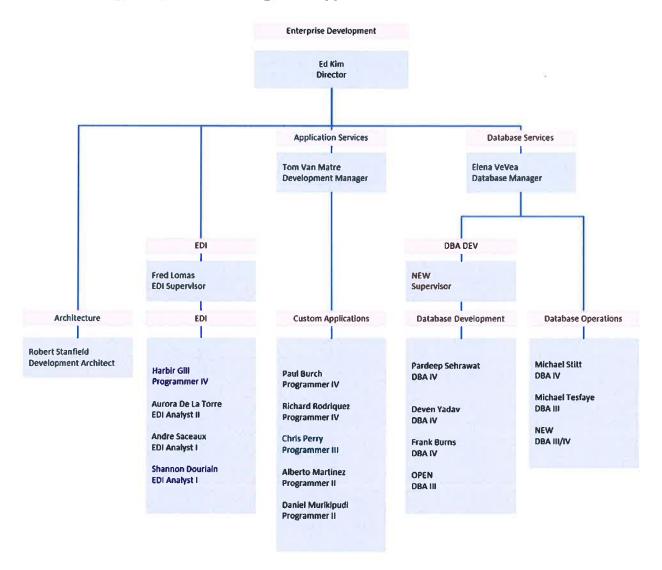
The data center and technology partners that KHS as acquired and established over the years, and is contained therein the data center, located at 2900 Buck Owens Boulevard will support the County HMIS system **(Exhibit 8)**. KHS has over 35 physical notes that support over one thousand virtual environments and one petabyte (PB) of physical storage. The technology that KHS leverages is a Hyper-Converged Infrastructure (HCI) which provides significant flexibility for system disaster recovery (DR), information security (InfoSec), and systems uptime **(Exhibit 9)**.

This HCI technology allows KHS to maintain multiple application environments (i.e., Test, UAT, and Prod) that contain approximately 900 Microsoft databases. The technology teams that install, configure, maintain, and monitor this large system footprint are three departments: Enterprise Configuration; Enterprise Development; and Information Technology Operations **(Exhibit 7)**. This team is responsible for ensuring that system training and security, in concert with the Corporate Training team, are completed annually using KHS training tools, and that third party security audits are conducted on an annual basis. One core function that this team provides to internal and external customers is the Help Desk.
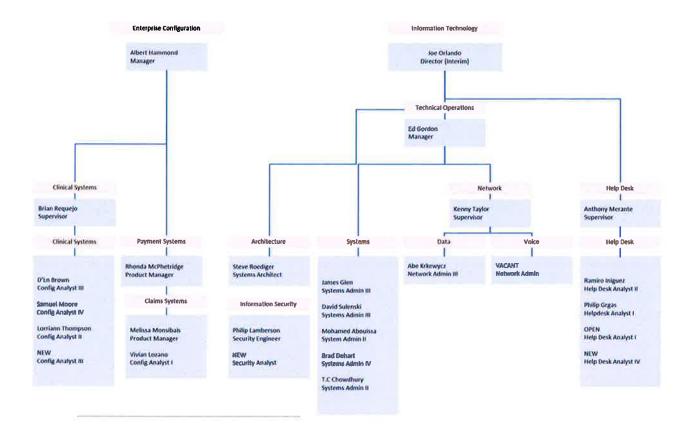
KHS utilizes the Microsoft Service Manager tool to intake, monitor, and complete all incidents that are reported via email, telephone, or the self-service help desk portal. Finally, KHS imports the Service Manger database from the help desk system for recurring data reports to ensure that all incidents are completed timely and to the satisfaction of the customer.

Kern Family Health Care.

PROJECT PROPOSAL

Technology, Help Desk, Training, and Support Exhibit 7:

Enterprise Development

Ed Kim
Director

Application Services

Tom Van Matre
Development Manager

Database Services

Elena VeVea
Database Manager

EDI

Fred Lomas
EDI Supervisor

DBA DEV

NEW
Supervisor

Architecture

Robert Stanfield
Development Architect

EDI

Harbir Gill
Programmer IV

Aurora De La Torre
EDI Analyst II

Andre Saceaux
EDI Analyst I

Shannon Douriain
EDI Analyst I

Custom Applications

Paul Burch
Programmer IV

Richard Rodriquez
Programmer IV

Chris Perry
Programmer III

Alberto Martinez
Programmer II

Daniel Murikipudi
Programmer II

Database Development

Pardeep Sehrawat
DBA IV

Deven Yadav
DBA IV

Frank Burns
DBA IV

OPEN
DBA III

Database Operations

Michael Stitt
DBA IV

Michael Tesfaye
DBA III

NEW
DBA III/IV

Kern Family
Health Care.

PROJECT PROPOSAL

Technology, Help Desk, Training, and Support Exhibit 7B:

PROJECT PROPOSAL

Technology, Help Desk, Training, and Support Exhibit 8:

Kern Family Health Care.

PROJECT PROPOSAL

Technology, Help Desk, Training, and Support Exhibit 9:

Technology Partners: Cisco, FORTINET, COTIVITI, Dell, SAP, VMware, rubrik, Juniper Networks, Microsoft, edifecs, Sage, Cognizant, zeomega, HealthX, symplr, APC, Microsoft Azure, NUTANIX, Check Point

Kern Family Health Care.

PROJECT PROPOSAL
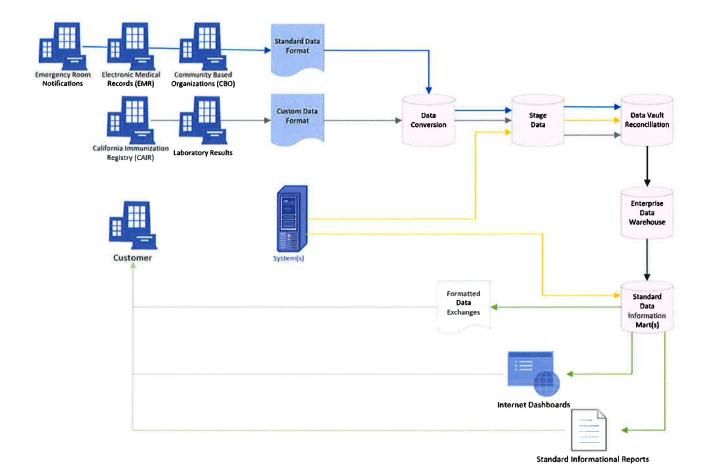
Data Management & Reporting

Kern Health Systems has an established Business Intelligence (BI) Department with twenty-two (22) employees that specialize in three core areas: Data Visualizations & Reporting; Data Analytics; Process Improvement; and Data Presentation (Exhibit 4). Primary tools that the Business Intelligence department utilizes are SQL Enterprise Edition Servers & Databases, Microsoft PowerBI, SSQL Server Reporting Services (SSRS), Business Objects, and Microsoft Excel.

PROJECT PROPOSAL

The relevant functions that the Business Intelligence teams provides to KHS are data architecture and standardization; data lineage; data definitions and presentation for data dashboards for the Intranet and Internet, Formatted Data Exchanges, and Standard Informational Reports (Exhibit 3).

All of these structured data outputs (i.e. data dashboards, formatted data exchanges, and standard reports) leverage the Data Vault 2.0 EDW architecture (a subject-oriented, integrated, time-variant and non-volatile collection of data approach), standard data Extract, Transfer, and Loading (ETL) techniques with data governance tools to categorize, organize, and source data to provide a consistent data presentation source to eliminate data misinterpretation to the customer.

Brief examples of the data visualization techniques, from dashboards to spreadsheets, can be found in **Exhibit 5**. Additional functions that the Business Intelligence department provides are technical documentation; process analysis and documentation; process design; and self-service reporting.

Kern Family Health Care.

Organizational Administration

Organizational Administration - Finance & Accounting

Kern Health Systems (KHS) is a public agency and as such complies with the rules and regulations contained in the California Governmental Code Section 6250 et. Seq. In addition, KHS complies with purchasing authority granted by the KHS Governing Board. All HMIS program expenses will be made in accordance with KHS' internal policy for acquisitions and payment of expenditures. The KHS internal policy for expenditures outlines procedures which adhere to "best purchasing practices" that provide for effective and expedient procurement of goods and services necessary to support Kern Health Systems' operation needs and budgetary controls, while enduring that company resources are protected and maximized. Accounting software is used to record financial transactions and prepare financial reports for review, including those needed for HMIS reporting. All financial records to support expenses related to HMIS, including invoices, check copies, related bank statements, and other supporting documentation will be maintained in accordance with KHS internal policies and made available as requested.

Organizational Budget Narrative:

KHS has proposed a budget for HMIS Operations and Administration (please see following page). KHS has provided two options: Option A) is a full proposal; and Option B) is to only host HMIS. **Option A** has outlined the start-up staffing which include teh help desk analyst and grant coordinator and includes in-kind positions of project manager, database administrator, systems administrator, and director of business intelligence as found in the staffing plan. **Option B** has outlined all of those listed above omitting the Grants Coordinator position. Both options carry a benefit at 30% of personnel expense as well as an 8% Administration and Underwriting Fee,

Kern Family Health Care

Organizational Administration

Organizational Administration - Finance & Accounting

Kern Health Systems (KHS) is a public agency and as such complies with the rules and regulations contained in the California Governmental Code Section 6250 et. Seq. In addition, KHS complies with purchasing authority granted by the KHS Governing Board. All HMIS program expenses will be made in accordance with KHS' internal policy for acquisitions and payment of expenditures. The KHS internal policy for expenditures outlines procedures which adhere to "best purchasing practices" that provide for effective and expedient procurement of goods and services necessary to support Kern Health Systems' operation needs and budgetary controls, while enduring that company resources are protected and maximized. Accounting software is used to record financial transactions and prepare financial reports for review, including those needed for HMIS reporting. All financial records to support expenses related to HMIS, including invoices, check copies, related bank statements, and other supporting documentation will be maintained in accordance with KHS internal policies and made available as requested.

Organizational Budget Narrative:

KHS has proposed a budget for HMIS Operations and Administration (please see following page). KHS has provided two options: Option A) is a full proposal; and Option B) is to only host HMIS. **Option A** has outlined the start-up staffing which include the help desk analyst and grant coordinator and includes in-kind positions of project manager, database administrator, systems administrator, and director of business intelligence as found in the staffing plan. **Option B** has outlined all of those listed above omitting the Grants Coordinator position. Both options carry a benefit at 30% of personnel expense as well as an in-kind 8% Administration and Underwriting Fee.

KERN HEALTH SYSTEMS

Kern Family Health Care.

21

Organizational Administration

Both options have HMIS software and licenses expenses as outlined under the operating expense line-item.

Organizational Administration

Plan for research of and application for potential and sustainable funding:

Kern Health Systems (KHS) will sustain funding of HMIS as a part of our regular operations and expects when the local CoC, City, & County apply for ongoing HHAP funds, that a request for funds for HMIS support be included as is the current process.

Provide proposed plan for stakeholder feedback and implementations of process:

KHS will hold and attend regular meetings and seminars for ongoing and continued stakeholder engagement and feedback for user support and/or process improvement where necessary.

ORGANIZATIONAL BUDGET

Kern Family Health Care.

PROJECT PROPOSAL

Option A Proposed Budget

Kern Health Systems: HMIS RFP Proposed Budget

Organization Name:	Kern Health Systems
Project Title:	HMIS RFP

PROJECT BUDGET	CoC BUDGET REQUEST	IN-KIND	Total Budget
OPTION A			
START UP/IMPLEMENTION - PERSONNEL/STAFFING EXPENSES			
Salary .50 FTE Project Manager		$ 55,404.00	$ 55,404.00
Salary – In-Kind 1.0 FTE Database Administrator		$ 130,992.00	$ 130,992.00
PERSONNEL/STAFFING EXPENSES			
Salary 1.0 FTE Help Desk Analyst .50 FTE Grant Coordinator	$ 128,187.20		$ 128,187.20
Salary – In-Kind .50 FTE Systems Administrator .25 FTE Director of Business Intelligence		$ 115,415.00	$ 115,415.00
Total Personnel	$ 128,187.20	$ 301,811.00	$ 429,998.20
Total Benefits (30 % of Personnel)	$ 38,456.16	$ 90,543.30	$ 128,999.46
Total Personnel/Benfits	$ 166,643.36	$ 392,354.30	$ 558,997.66
OPERATING EXPENSES			
HMIS Software Expense			
Platform License	$ 7,416.00		$ 7,416.00
Administrator Users	$ 1,854.00		$ 1,854.00
Manager Users (16 licenses at $927 per license)	$ 14,832.00		$ 14,832.00
Enterprise Users (101 licenses at $566.20 per license)	$ 56,176.20		$ 56,176.20
Data Analysis (2 licenses at $1236 per license)	$ 2,472.00		$ 2,472.00
Agency License (27 licenses at $120 per license)	$ 3,240.00		$ 3,240.00
HMIS Software Expense - In-Kind			
Data Import Tool		$ 6,180.00	$ 6,180.00
Clarity Shield		$ 60.00	$ 60.00
Training Site License		$ 3,090.00	$ 3,090.00
Customer Data Model		$ 14,400.00	$ 14,400.00
Technical Support/Help Desk		$ 26,150.00	$ 26,150.00
Total HMIS Software Expense	$ 85,990.20	$ 49,880.00	$ 135,870.20
Total Operating Expenses	$ 85,990.20	$ 49,880.00	$ 135,870.20
OTHER EXPENSES			
Total Administration and Underwriting Fee @ 8%		$ 55,589.43	$ 55,589.43
Total Other Expenses	$ -	$ 55,589.43	$ 55,589.43
TOTAL EXPENSES (Personnel + Operating + Other Costs)	$ 252,633.56	$ 497,823.73	$ 750,457.29

Kern Family Health Care.

PROJECT PROPOSAL

Option B Proposed Budget

Kern Health Systems: HMIS RFP Proposed Budget			
Organization Name:	Kern Health Systems		
Project Title:	HMIS RFP		
PROJECT BUDGET		**OPTION B**	
	CoC BUDGET REQUEST	**IN-KIND**	**Total Budget**
START UP/IMPLEMENTION - PERSONNEL/STAFFING EXPENSES			
Salary .50 FTE Project Manager		$ 55,404.00	$ 55,404.00
Salary – In-Kind 1.0 FTE Database Administrator		$ 130,992.00	$ 130,992.00
PERSONNEL/STAFFING EXPENSES			
Salary 1.0 FTE Help Desk Analyst	$ 62,691.20		$ 62,691.20
Salary – In-Kind .50 FTE Systems Administrator .25 FTE Director of Business Intelligence		$ 115,415.00	$ 115,415.00
Total Personnel	$ 62,691.20	$ 301,811.00	$ 364,502.20
Total Benefits (30 % of Personnel)	$ 18,807.36	$ 90,543.30	$ 109,350.66
Total Personnel/Benfits	$ 81,498.56	$ 392,354.30	$ 473,852.86
OPERATING EXPENSES			
HMIS Software Expense			
- Platform License	$ 7,416.00		$ 7,416.00
- Administrator Users	$ 1,854.00		$ 1,854.00
- Manager Users (16 licenses at $927 per license)	$ 14,832.00		$ 14,832.00
- Enterprise Users (101 licenses at $566.20 per license)	$ 56,176.20		$ 56,176.20
- Data Analysis (2 licenses at $1236 per license)	$ 2,472.00		$ 2,472.00
- Agency License (27 licenses at $120 per license)	$ 3,240.00		$ 3,240.00
HMIS Software Expense - In-Kind			
- Data Import Tool		$ 6,180.00	$ 6,180.00
- Clarity Shield		$ 60.00	$ 60.00
- Training Site License		$ 3,090.00	$ 3,090.00
- Customer Data Model		$ 14,400.00	$ 14,400.00
- Technical Support/Help Desk		$ 26,150.00	$ 26,150.00
Total HMIS Software Expense	$ 85,990.20	$ 49,880.00	$ 135,870.20
Total Operating Expenses	$ 85,990.20	$ 49,880.00	$ 135,870.20
OTHER EXPENSES			
Total Administration and Underwriting Fee @ 8%		$ 48,777.84	$ 48,777.84
Total Other Expenses	$ -	$ 48,777.84	$ 48,777.84
TOTAL EXPENSES (Personnel + Operating + Other Costs)	$ 167,488.76	$ 491,012.14	$ 658,500.90

Kern Family Health Care®

STAFFING PLAN

Kern Family Health Care.

LEADERSHIP
Team

RICHARD PRUITT

Chief Information Officer

Richard Pruitt is the Chief Information Officer (CIO) for Kern Health Systems (KHS) and brings over two decades of expertise in technology. As the CIO and as part of the Executive Leadership Team at KHS, Richard collaborates with his colleagues and provides strategic leadership, forecasting a vision for a robust technology operating system, and provides his expertise and guidance in ensuring an effective and efficient technology system organizational-wide. He is responsible for all information systems and security; telecommunications; systems analysis and data interchange; application development; data management and analytics; and project management for the organization. Prior to joining KHS, Richard began his technology career in the military and after an eight-year career in the Communications and Electronics field of the United States Army proudly serving in California, Colorado, Korea, Germany, and Bosnia during the Gulf War and Operation Joint Endeavor, he returned to his hometown of Bakersfield to serve his community. Richard has worked in various capacities in the private and public government and business entities and has held roles within other organizations such as a Network Engineer, Systems Administrator, Automation Manager, and Director prior to his role as the CIO of Kern Health Systems. He is affiliated with the Veterans of Foreign Wars and a member of Information Systems Security Association and The Accredited Standards Committee. His professional and educational background in Business Administration and Information Technology intersect to provide a high-quality whole-systems approach to ensuring internal and external data integration.

LEADERSHIP
Team

CESAR DELGADO

Director Business Intelligence

With over 20 years of experience in technology and data analytics coupled with his education in Computer Information Systems, Cesar Delgado is the Director of Business Intelligence for Kern Health Systems (KHS). Prior to working at KHS, Cesar began his technology and data analytics career in various capacities in the private vertical markets and has worked for companies within the Fortune 500 list. Cesar has worked in the Business Process Outsourcing (BPO) in various areas such as Information Technology Services, Higher Education, Payroll Management and Healthcare. Cesar has held roles with other organizations such as a Project Support Specialist, Infrastructure Management Analyst, Manager Information Technology, Data Analytics and Reporting Supervisor, and Data Operations Manager. As an East Bakersfield Native, Cesar recognizes the need for accessibility to resources through technology and through his analysis of data, he strongly advocates and implements processes that streamline the technological experience for those KHS serves and contracts with. He is responsible for the execution of comprehensive business intelligence strategies for the entire organization which includes, but is not limited to data analytics, data architecture, data governance, and data visualization. Effectively and efficiently collaborating with all layers of KHS Management, including the Executive team, and his Business Intelligence Team, Cesar provides transformational leadership, clear vision, and lends his expertise in simple and complex data analytics both in clinical and operational areas.

KERN HEALTH SYSTEMS
Staffing Plan

Help Desk Analyst

Provides entry-level support for incident/problem ticket resolution over the help desk, reviews outstanding and unresolved incident/problem tickets for follow-up and provides status and updates to the incident/problem submitter. The incumbent ensures an easy transition of incident/problem tickets that require escalation to the Systems or Network Administrators. Maintains, coordinates, and installs conference and training room equipment.

Systems Administrator IV

Responsible for all aspects of the network and systems administration for Kern Health Systems (KHS) including: implementation and maintenance of the underlying technical architecture, assists with the creation of the technical roadmap, operational implementation and design strategies of technology, the design and implementation of technology standards, technical project management, and monitors, reviews, and approves the Network and System Administrator technical decisions prior to implementation. Is also proficient in the various systems, networks, and telecommunications theories, architectures, designs, and implementations and will have the final technical responsibility, prior to management, for all networking aspects, client-server systems, information security, and disaster recovery strategy.

KERN HEALTH SYSTEMS
Staffing Plan

Project Manager III

Facilitates, directs and manages the project team in the creation of project artifacts including the project charter, scope statement, requirements, work breakdown structure, resource loaded schedule, budget, communication plans, RAID log, etc. Monitors and controls the execution of the project to the successful delivery of the scope, schedule, budget, goals and benefits of the project. Drives team and stakeholder communications for all projects and presents effective report outs for stakeholders. Builds, develops and nurtures business and technical relationships vital to the success of the project. Collaboratively creates Return on Investment (ROI) models with project owners or stakeholders and establish operational ROI tracking. Mentor project managers in all aspects of project management including leadership and methodology.

Database Administrator IV

Responsible for all aspects of the organizations database management strategy, integrity, and design with subject matter expertise of the data stored within the database systems. This includes database design; table definition design and creation; ETL (Extract Translate and Load) design and development from conception to implementation; database maintenance, tuning, backup and upgrades. Lead discussions and mentor application and database development staff with database design, automation and validation of data load routines involving application databases. Architect, create, and document database designs, schemas, and data flow diagrams. Strategize, create and develop the data warehouse design, setup, and maintenance to include extracts and data schemas. Provide project management or participate as the technical decision maker in a project, as it applies to database technology, storage, or warehousing.

KERN HEALTH SYSTEMS
Staffing Plan
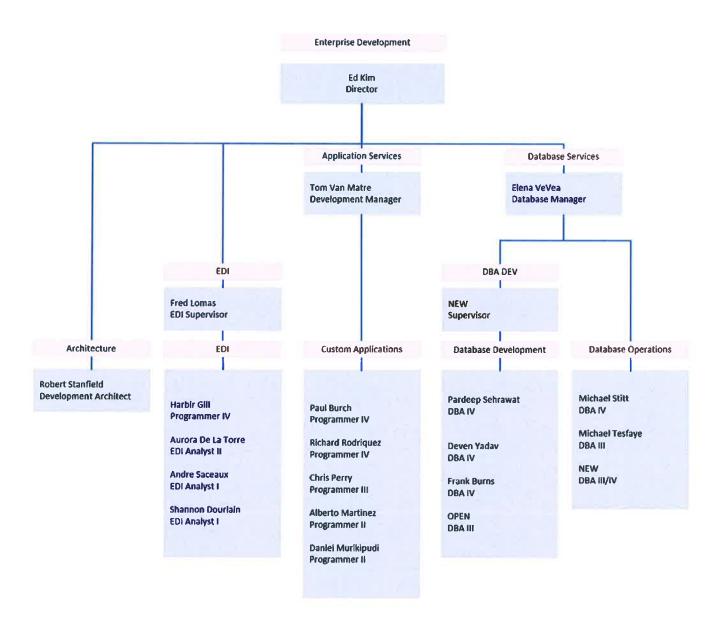
Director of Business Intelligence

Responsible for assisting the Chief Information Officer in the development and execution of a comprehensive business intelligence strategy for the organization through the management of assigned technical teams. The Director of Business Intelligence will lead a highly talented team of multi-disciplinary resources that are responsible for the following: information architecture; organizational data development and visualizations; reporting and analytics; business process improvement; and data governance to leverage and promote data driven decision-making for Kern Health Systems (KHS). The Director must be capable of drawing sound conclusions; interpret and follow detailed and precise written and oral instructions; prepare clear, complete, and concise reports for review; manage, evaluate, and train assigned staff; and have the ability to work well and effectively communicate with people of various professional, vocational and educational backgrounds.
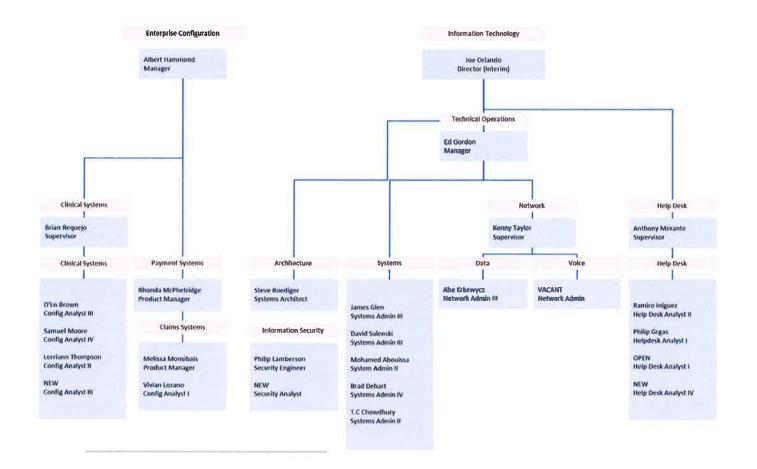
Grants Coordinator

Manages the full grant and alternative provider payment arrangements lifecycle. The grant and contracting process follows a linear lifecycle that includes developing grant and alternative provider payment arrangements, publishing the grants, making award decisions, and successfully implementing the award. Oversee the organizational implementation of grants and special contract terms and conditions.

PROJECT PROPOSAL

Enterprise Development

Ed Kim
Director

Application Services

Tom Van Matre
Development Manager

Database Services

Elena VeVea
Database Manager

EDI

Fred Lomas
EDI Supervisor

DBA DEV

NEW
Supervisor

Architecture

Robert Stanfield
Development Architect

EDI

Harbir Gill
Programmer IV

Aurora De La Torre
EDI Analyst II

Andre Saceaux
EDI Analyst I

Shannon Dourlain
EDI Analyst I

Custom Applications

Paul Burch
Programmer IV

Richard Rodriquez
Programmer IV

Chris Perry
Programmer III

Alberto Martinez
Programmer II

Daniel Murikipudi
Programmer II

Database Development

Pardeep Sehrawat
DBA IV

Deven Yadav
DBA IV

Frank Burns
DBA IV

OPEN
DBA III

Database Operations

Michael Stitt
DBA IV

Michael Tesfaye
DBA III

NEW
DBA III/IV

KERN HEALTH SYSTEMS

Kern Family
Health Care.

PROJECT PROPOSAL

Enterprise Configuration

Albert Hammond
Manager

Information Technology

Joe Orlando
Director (Interim)

Technical Operations

Ed Gordon
Manager

Clinical Systems

Brian Requejo
Supervisor

Network

Kenny Taylor
Supervisor

Help Desk

Anthony Merante
Supervisor

Clinical Systems	Payment Systems	Architecture	Systems	Data	Voice	Help Desk
D'Ln Brown Config Analyst III	Rhonda McPhetridge Product Manager	Steve Roediger Systems Architect	James Glen Systems Admin III	Abe Krkewycz Network Admin III	VACANT Network Admin	Ramiro Iniguez Help Desk Analyst II
Samuel Moore Config Analyst IV	**Claims Systems**	**Information Security**	David Sulenski Systems Admin III			Philip Grgas Helpdesk Analyst I
Lorriann Thompson Config Analyst II	Melissa Monsibais Product Manager	Philip Lamberson Security Engineer	Mohamed Abouissa System Admin II			OPEN Help Desk Analyst I
NEW Config Analyst III	Vivian Lozano Config Analyst I	NEW Security Analyst	Brad Dehart Systems Admin IV			NEW Help Desk Analyst IV
			T.C Chowdhury Systems Admin II			

KERN HEALTH SYSTEMS

Kern Family Health Care.

30

TRANSITION PLAN

Kern Family Health Care.

PROJECT PROPOSAL

ITEM	STAGE	GOAL	STAGE TASKS	OUTCOME
1	Initiate	Prepare Project for Team	Set Project Goals & Scope Create Project Charter Finalize Project Scope Define Stakeholders Establish High-Level Schedule/Milestones Define Deliverables/Outcomes Estimate Resources	Agreement on Project Scope Resource Requirements Tentative Milestone Dates Expected Project Completion Date
2	Planning	Team Kick Off / Start Sprint 0 / Initial Analytics	Establish Communication Plan Establish Risk Management Plan Perform System Analysis with BitFocus Perform System Analysis with KBHRS Initial Work Break-Down Sessions (WBS)	HMIS System Requirements Cutover Strategy Approach Physical & Logical System Diagrams InforSecurity (InfoSec) Requirements
3	Execution	Iterative Development / Work Execution / Continuous Decomposition	Daily Standup/Scrum Continuous Decomposition/WBS Sessions Proactive Backlog Grooming Release Planning Iteration Planning Iteration Execution Impediment Management Iteration Retrospective	Server(s) Build Complete Database(s) Installation/Configuration Complete Application Installalation/Configuration Complete Penetration Scan Analysis/Remediation System User Acceptance Testing (UAT) System Migration to Production Post Production Testing
4	Close	Prepare to Close Project and Migrate to Operations	Approve Operational Readiness Create Post Project Analysis Documents	Policy and Procedures Signed Desktop Procedure Training
5	Monitor & Control	Ensure that the Project is on Path for Success	Review Project Budget Review Adherence to Schedule Review Project Costs Monitor Resource Plan Maintain Risk Register	Project Status Actual Project Costs

PROJECT PROPOSAL

REFERENCE LETTERS

KERN HEALTH SYSTEMS

Kern Family
Health Care.

33

Reference Letters

CLINICA SIERRA VISTA

KERN MEDICAL

BITFOCUS

Kern Family
Health Care.

Kern County

Arvin Community
Health Center / Dental

Baker Street Village Community
Health Center

Central Bakersfield Community
Health Center

Delano Community Health Center

East Bakersfield Community
Health Center

East Bakersfield Dental Center

East Niles Community
Health Center / Dental

Family Health Center / Dental

Frazier Mountain Community
Health Center

Greenfield Community
Health Center / Dental

Kern River Health Center

Kern Valley Medical Center

Lamont Community
Health Center / Dental

McFarland Community
Health Center

North of the River Community
Health Center

Old Town Kern Community
Health Center

South Bakersfield Community
Health Center

West Delano Dental Center

34ᵗʰ Street Community
Health Center

Fresno County

Easton Community
Health Center

Elm Community
Health Center

Elm Dental Center

Elm Women's & Peds Community
Health Center

Garland Community
Health Center

Gaston Middle School
Health Center

Health Care for the Homeless

North Fine Community
Health Center

Orange & Butler Community
Health Center

Regional Medical Community
Health Center / Dental

West Fresno Community
Health Center / Dental

West Shaw Community
Health Center

Inyo County

Death Valley Health Center
• Shoshone
• Town Of Baker

Celebrating Over 46 Years Serving Our Communities

Corporate Office
1430 Truxtun Avenue, Suite 400, Bakersfield, CA 93301
Mailing Address: P.O. Box 1559, Bakersfield, CA 93302-1559
Business: (661) 635-3050 • Fax: (661) 869-1503 • www.clinicasierravista.org
Fresno Division
1945 N. Fine, Suite 116, Fresno, CA 93727

2/23/2023

Dr. Anna Laven
Executive Director
Bakersfield-Kern Regional Collaborative
1900 E. Brundage Lane
Bakersfield, CA 93307

Dear Dr. Laven:

I am writing this recommendation letter in support of Kern Health Systems' (KHS) application as the lead agency operating HMIS. Our organization has partnered with Kern Health Systems since the inception of Kern Health System as a contracted provider. Over the last few years, CSV and KHS have partnered in providing quality health care services for the community and most recently with the Enhanced Care Management (ECM) program. This collaborative care program relies heavily on data and information exchange and CSV is extremely pleased with the quality of the KHS services. During the implementation of this program, it has been a pleasure working with the KHS technology and operations team and a few examples of their high-quality technology services include:

- Clinical and Quality Data Exchanges to Enhance Patient Outcomes
- Population Health Risk Assessment and Analytics
- Program Fiscal Reporting and Analytics

I have seen first-hand how KHS is able to seamlessly integrate technology solutions into operations and provide a superior level of service. I fully support KHS for the provision of HMIS operations as they have the knowledge and experience to deliver exceptionally well. I trust that the CoC's experience will be as positive as ours has been.

If I can answer any additional questions regarding our organization's experience with KHS, please feel free to contact me. I can be reached via phone (661) 635-3050 and email (Olga.Meave@clinicasierravista.org).

Thank you,

Olga Meave, MD
Chief Executive Officer

PROGRAMS INCLUDING:
WIC (30 locations) • BEHAVIORAL HEALTH • PERINATAL CARE (CPSP) • CHDP • FAMILY PLANNING • CDP • AFLP • ADOLESCENT SERVICES • MEDICALLY VULNERABLE INFANTS • MOBILE MEDICAL/DENTAL • HIV/AIDS SUPPORT SERVICES • NEIGHBORHOOD PARTNERSHIPS • HEALTH INSURANCE ASSISTANCE PROGRAM

Providing medical, dental, behavioral, case management and education, and social services to the people of Kern, Fresno and Inyo Counties since 1971.

+KernMedical

February 23, 2023

Dr. Anna Laven
Executive Director
Bakersfield-Kern Regional Collaborative
1900 E. Brundage Lane
Bakersfield, CA 93307

Dear Dr. Anna Laven,

I am writing this recommendation letter in support of Kern Health Systems' (KHS) application as the lead agency operating HMIS. Our organization has partnered with Kern Health Systems since the inception of KHS, and I have personally worked with KHS for nine (9) years in a variety of capacities. We are not only extremely pleased with the quality of their services, but we are equally impressed with the knowledge and expertise their team has with data and systems.

A few examples of their high-quality IT and BI services include:
- Database Architecture and Design
- Business Analytics and Reporting
- Enterprise Systems

I have seen first-hand how KHS is able to seamlessly integrate technology solutions into operations and provide a superior level of service. I fully support KHS for the provision of HMIS operations as they have the knowledge and experience to deliver exceptionally well. I trust that the CoC's experience will be as positive as ours has been.

If I can answer any additional questions regarding our organization's experience with KHS, please feel free to contact me. I can be reached via phone at 661-326-2102 or email Scott.Thygerson@kernmedical.com.

Respectfully,

Scott Thygerson
Chief Executive Officer

6200 Tennyson Parkway, Suite 200
Plano, Texas 75024
214.618.9880 | www.ZeOmega.com

♨ zeomega

February 15, 2023

Dr. Anna Laven
Executive Director
Bakersfield-Kern Regional Collaborative
1900 E. Brundage Lane
Bakersfield, CA 93307

Dear Dr. Anna Laven,

I am writing this recommendation letter in support of Kern Health Systems' (KHS) application as the lead agency operating the county Homeless Management Information System (HMIS). Our organization has partnered with Kern Health Systems for over five (5) years with the ZeOmega Health Management Platform. We are not only extremely pleased with the relationship with KHS, but we are equally impressed with the knowledge and expertise their team has managing the ZeOmega data and system.

A few examples of their high-quality IT and BI services include:

- Data management and reporting
- System Management and Maintenance
- System Integration

I have seen first-hand how KHS is able to seamlessly integrate technology solutions into operations and provide a superior level of service. I fully support KHS for the provision of HMIS operations as they have the knowledge and experience to deliver exceptionally well. I trust that the CoC's experience will be as positive as ours has been.

If I can answer any additional questions regarding our organization's experience with KHS, please feel free to contact me. I can be reached via phone 214-618.9880 and email sam@zeomega.com.
me.

Thank you,

DocuSigned by:

Sam Rangaswamy
6A198747191D464

Sam Rangaswamy
CEO, Founder, and Chairman of the Board
ZeOmega
214-618-9880
sam@zeomega.com

PROJECT PROPOSAL

For Questions:

Kern Health Systems, Inc.

2900 Buck Owens BLVD.

Bakersfield, CA 93308

661-664-5000

Primary Contact's Name:

Emily Duran, MSA

Chief Executive Officer – Kern Health Systems

Emily.Duran@khs-net.com

Secondary Contact's Name:

Amisha Pannu, MSA

Senior Director | Provider Network Management

Kern Health Systems

Amisha.Pannu@khs-net.com

KERN HEALTH SYSTEMS

Kern Family Health Care®

35

Agency	I. Strategic Planning & Oversight				II. Project Admin. & Mgt.				Help Desk & Support	
	A. 3 pts	B. 3 pts	C. 3 pts	D. 1 pt	A. 2 pts	B. 3 pts	C. 2 pts	D. 3 pts	A. 2.5 pts	B. 2.5 pts
KHS	2.70	2.50	2.20	0.70	2.00	3.00	1.70	2.50	2.30	2.10
CapK	2.30	2.80	3.00	1.00	1.80	2.40	1.70	1.80	1.80	1.90

Agency	Reporting		HMIS Administration Plan					
	A. 2.5 pts	B. 2.5 pts	A. 5 pts	B. 5 pts	C. 10 pts	D. 5 pts	E. 2.5 pts	F. 2.5 pts
KHS	2.10	2.50	4.00	4.00	8.30	2.60	1.90	1.10
CapK	2.10	1.70	2.90	3.60	4.90	2.60	1.90	1.80

Agency	Staffing Plan							Operational budget & financial		
	A. 3 pts	B. 2 pts	C. 2 pts	D. 2 pts	E. 3 pts	F. 1 pt	G. 2 pts	A. 5 pts	B. 5 pts	C. 5 pts
KHS	2.90	1.70	2.00	1.70	3.00	1.00	2.00	4.00	4.70	4.00
CapK	3.00	1.70	0.10	1.50	1.70	1.00	1.10	3.60	3.60	2.90

Agency	References			Total		
	A. 3.33 pts	B. 3.33 pts	C. 3.34 pts		Pts Avail	%
KHS	3.33	3.33	3.34	85.20	100	85.20%
CapK	3.33	3.33	3.34	72.20	100	72.20%

Date: March 14, 2023

To: Bakersfield-Kern Regional Homeless Collaborative
         BKRHC Governing Board
         BKRHC Executive Board

CC: HMIS Lead Agency RFP Ranking Panel

From: Allyson Baptiste, Ranking Panel Facilitator (non-conflicting party/no vote)

Re: HMIS Lead Agency RFP Ranking Panel Results & Recommendations

The following document outlines the Ranking Panel outcomes for the 2023 HMIS Lead Agency RFP:

1. Excel document titled "HMIS Lead Agency RFP Individual Question Scores"

It is important to note the following information:

1. The ranking panel consisted of 7 non-conflicting members (representing the CoC, City of Bakersfield, County of Kern, HMIS & at-large subject experts).
2. The HMIS Lead Agency RFP, individual agency proposals, CoC Ranking Policy & HMIS Lead Agency scoring sheet were all utilized to determine the results during the panel.
3. Two agencies submitted proposals: Community Action Partnership of Kern (CapK) & Kern Health Systems (KHS)

Conclusion:
1. Overall, the ranking panel believed that both CapK & KHS would be able to function as HMIS Lead Agencies; however, KHS had a stronger presentation of their capacity and resources to both run and sustain HMIS long-term.
2. In the KHS proposal, 2 budgetary options are offered:
   a. Option 1 (includes a Grants Coordinator position)
   b. Option 2 (does not include a Grants Coordinator position)
   c. For both options, KHS is willing to offer a significant amount of in-kind assistance.
   d. The panel recommends that a contract be set forward for Budget Option #1, as a Grants Coordinator would be helpful for service coordination of HMIS.
3. The panel would like to inform KHS that it is important to prioritize the following areas once the HMIS contract begins:
   a. Providing cross-systems data analysis (including being able to see outcomes through a dashboard)
   b. Having the help desk be easily accessible & give quick responses
   c. Making the transition from KBHRS to KHS as seamless as possible
   d. Training the KHS HMIS staff on "homeless lingo" that HMIS agency leads may use when requesting assistance (i.e. understanding what an active vs. exiting client is, etc.)

It is recommended that appeals be submitted by the appeals deadline. If there are questions about appeals, please email Rick Ramos, Interim BKRHC Executive Director, at rick.ramos@bkrhc.org.