



Board Meeting

January 22, 2024 at 5:30 p.m.

Fresno EOC Board Room

1920 Mariposa Street, Suite 310

Fresno, CA, 93721

Join By Zoom:

https://fresnoeoc.zoom.us/meeting/register/tZAtf-ChrDktHdTxya7bfd9uiYS9_5W9f2pz



JANUARY 22, 2024 BOARD MEETING

1920 MARIPOSA STREET, SUITE 310, FRESNO, CA, 93721 AT 5:30 PM

1. CALL TO ORDER AND COMMUNITY ACTION

PROMISE:

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.

2. ROLL CALL

A. Roll Call - 5

3. APPROVAL OF DECEMBER 7, 2023 MINUTES

A. December 7, 2023 Board Meeting Minutes - 6

4. ADDITIONS TO THE AGENDA

(The Board may add an item to the agenda if, upon a two-thirds vote, the Board finds that there is a need for immediate action on the matter and the need came to the attention of the Board after the posting of this agenda.)

5. POTENTIAL CONFLICT OF INTEREST

(Any Board Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.) (FPPC §87105)

6. SEATING OF COMMISSIONERS

A. Seating of Commissioners - 10

7. INTRODUCTION OF NEW COMMISSIONERS

A. Introduction of New Commissioners - 11

8. ANNUAL ELECTION OF OFFICERS

A. Annual Election of Officers - 12

9. 2024 SIGNATORY AUTHORIZATION RESOLUTION

A. 2024 Signatory Authorization Resolution - 14

10. TRANSFORMING AND INSPIRING

A. School of Unlimited Learning - 16

11. FINANCIAL REPORTS

Action

Presenter

Approve

Approve

Hayes

Information

Hayes

Approve

Price

Approve

Hayes

Information

Lopez

Accept

Zapata

12. 2024 AGENCY BUDGET A. 2024 Agency Budget - 23	Approve	Zapata
13. EMPLOYEE POLITICAL & ADVOCACY ACTIVITIES POLICY A. Employee Political & Advocacy Activities Policy - 24	Approve	Dibie
14. GUARANTEED INCOME PROGRAM A. Advancing Fresno County Guaranteed Income Program - 31	Approve	Reyes
15. LOCAL CONSERVATION CORPS A. Congress Appropriations of Community Project Grant - 33	Approve	Riggins
16. HEALTH SERVICES A. Title X Equity-Based Funding - 34	Ratify	Thomas
17. SANCTUARY & SUPPORT SERVICES A. Human Trafficking Victim Assistance (HV) Program - 36 B. Homeless Services Proposal - 38	Approve Ratify	Gattie-Blanco
18. TRAINING AND EMPLOYMENT A. Career Skills Training Grant - 42 B. Strong Workforce Program Agreement - 43	Approve Ratify	Turner
19. HEAD START 0 to 5 MONTHLY UPDATE A. Head Start 0 to 5 Monthly Update - 45	Information	Pineda
20. APPROVAL OF CONSENT AGENDA Any Commissioner may pull any Consent Item for discussion or separate vote		
A. Finance Committee Items: December 13, 2023 1. November 8, 2023, Finance Committee Meeting Minutes - 47 2. Workers Compensation Policy Renewal - 50 3. Transit Systems Electrification RFP: Nuvve Holding Corp. Proposal - 58 4. Health Insurance Report (Information) - 190 5. Non-Competitive Procurement (Information) - 192	Approve	Garabedian
B. Program Planning and Evaluation Committee Items: December 18, 2023 1. November 27, 2023 Program Planning and Evaluation Committee Meeting Minutes - 193 2. Training and Employment: Good Jobs Challenge Subrecipient Agreement - 197	Approve	Arambula

3. Local Conservation Corps: CalFIRE Greater Sierra Forestry Corps Contractor Agreement - 199
4. Health Services: Public Awareness and Community Outreach Campaign Services Agreement – Amendment 1 - 201
5. Energy Services: 2021 Housing Rehabilitation and Home Repair Program – Onsite Monitoring Visit (Information) - 202
6. Sanctuary & Support Services: Fresno County Department of Social Services Program Review (Information) - 206
7. Sanctuary & Support Services: Project HOPE Bridge Housing Update (Information) - 207
8. Program Planning & Development: Grant Tracker (Information) - 208

C. Audit Committee Items: December 22, 2023

Approve

Martinez

1. August 17, 2023 Audit Committee Meeting Minutes - 213
2. Financial Audit Report - 215

D. Head Start County-Wide Policy Council Items:

Approve

Brown-Jenkins

1. Program Update Report (PUR) for October and November 2023 - 276
2. Head Start 0 to 5 Budget Modification FY 2023 - 282
3. Locally Designed Program Option (LDO) - 284

E. Advisory Board

Accept

1. October 17, 2023 SOUL Governing Council Minutes - 287
2. November 7, 2023 Head Start County Wide Policy Council Meeting - 289
3. December 5, 2023 Head Start County Wide Policy Council Meeting - 294

21. CHIEF EXECUTIVE OFFICER'S REPORT

Information

Reyes

- A. CEO Report - 297

22. PUBLIC COMMENTS

(This is an opportunity for the members of the public to address the Board on any matter related to the Commission that is not listed on the Agenda.)

23. COMMISSIONERS' COMMENT

Hayes

24. NEXT MEETING:

Saturday, February 24, 2024 Board Training. Location: TBD

25. ADJOURNMENT

BOARD OF COMMISSIONERS ROLL CALL 2024

#	Commissioner	Term Expiration	Target Area / Appointing / Nominating Org.	1/22	2/24 Board Training	3/18	4/15	5/20	6/4-8 CAPLAW Training	9/16	10/21	11/18	12/16
1	ARAMBULA, AMY	Dec 2024	31st Assembly District										
2	BAINES, OLIVER	Dec 2024	16 th Congressional District										
3	BONNER, ALYSIA	Dec 2024	Target Area F										
4	BROWN, EARL	Dec 2024	Target Area G										
5	BROWN-JENKINS, ZINA	Dec 2024	Head Start CWPC										
6	GARABEDIAN, CHARLES	Dec 2023	Board of Supervisors										
7	HAYES, LINDA R.	Dec 2024	Target Area H										
8	JAIME-MILEHAM, LUPE	Dec 2024	FCSS										
9	KING BRIAN	Dec 2025	Mayor's Appointment										
10	LEON, REY	Dec 2024	Target Area B										
11	MARTINEZ, DANIEL	Dec 2025	Target Area D										
12	MARTINEZ, JAMES	Dec 2025	Fresno Reel Pride										
13	MARTINEZ, LUIS	Dec 2025	14 th Senatorial District										
14	MCALISTER, BRUCE	Dec 2025	West Fresno Faith Based Organization										
15	MCCOY, BARIGYE	Dec 2024	Board of Supervisors										
16	MITCHELL, LISA	Dec 2025	Target Area E										
17	PACHECO, ALENA	Dec 2025	Target Area A										
18	PARRA, DANIEL	Dec 2024	Target Area C										
19	PIMENTEL, ROBERT	Dec 2025	SCCCD										
20	RODGERS, JIMI	Dec 2025	Association of Black Social Workers										
21	RUIZ, DAVID	Dec 2024	Juvenile Court										
22	ROMERO, MANUEL	Dec 2025	Central La Familia Advocacy Services										
23	TAYLOR, STEVEN	Dec 2024	NAACP										
24	VACANT	Dec 2024	Economic Development Corp.										
	Present = O	 	= 1 absent										
	Absent = X	 	= 2 absent										
	Teleconference = T	 	= 3 absent										

It is the Commissioner's responsibility to check the matrix, verify accuracy and inform the Secretary or designee if any changes are needed.



BOARD OF COMMISSIONERS MEETING
December 7, 2023 at 5:00 PM
3110 W. Nielson Conference Room
Fresno, CA 93706

MINUTES

1. CALL TO ORDER AND COMMUNITY ACTION PROMISE:

Linda Hayes, Board Chair, called the meeting to order at 5:09 P.M.

2. ROLL CALL

Present: Amy Arambula, Oliver Baines, Alysia Bonner, Earl Brown, Zina Brown-Jenkins, Charles Garabedian, Linda Hayes, Lupe Jaime-Mileham, Brian King, Rey Leon, James Martinez, Bruce McAlister, Lisa Mitchell, Alena Pacheco, Daniel Parra, Robert Pimentel, Itzi Robles, Jimi Rodger, Steven Taylor, and Ruben Zarate.

Teleconference: N/A

Absent: Daniel Martinez, Barigye McCoy, Sherry Neil, and David Ruiz.

3. ADDITIONS TO THE AGENDA

Public Comment: None heard.

No action required.

4. POTENTIAL CONFLICT OF INTEREST

Public Comment: None heard.

No action required.

5. CLOSED SESSION

The governing board conducts a performance appraisal of the CEO within each calendar year per CSBG Organizational Standard, Category 7, Standard 7.4.

Ken Price, Legal Counsel, had no action to report out of closed session.

No action required.

6. CEO COMPENSATION

A. Consideration of compensation recommendation from CEO performance and compensation *ad hoc* committee.

The Board of Commissioners is required to review and approve the CEO's compensation during each calendar year per CSBG Organizational Standards, Category 7, Standard 7.5.

After a comprehensive review, the appointed ad hoc committee recommends a 7.5% adjustment to the CEO's compensation, an increase to her base salary to \$227,862. Moreover, the committee recommends the agency to fund the CEO's health savings account.

Public Comment: None heard.

Motion by: Baines **Second by:** Parra
Ayes: All in favor.
Nayes: None heard.

7. APPROVAL OF OCTOBER 5, 2023 MINUTES

A. October 5, 2023 Board Meeting Minutes

Public Comment: None heard.

Motion by: Leon **Second by:** McAlister
Ayes: All in favor.
Nayes: None heard.

8. COMMISSIONERS APPRECIATION

Chair Hayes, thanked the following previous Commissioners for their years of services as Fresno EOC Board members: Itzi Robles and Ruben Zarate and provided them with an appreciation plaque.

Public Comment: None heard.

No action required.

9. FINANCIAL REPORTS

A. Agency Financial and Head Start Financial Status Report September 2023

Jay Zapata, Chief Financial Officer, presented a detailed report of the Agency Financial statements and the Head Start Financial Status Report as of Year-to-Date for September 2023.

Commissioner Garabedian stated to be in compliance with the CSBG Standards Category 8, Standard 8.7 the Board of Commissioners will receive financial reports updates at each regular Board meetings.

Public Comment: None heard.

Motion by: Leon **Second by:** J. Martinez
Ayes: All in favor.
Nayes: None heard.

10. 2024 CSBG BUDGET

Zapata, provided a detailed overview of the proposed 2024 CSBG Budget, itemizing the funds for the Agency's Focus Area and the Strategic Goals & Objectives.

Commissioner Arambula inquired about the possibility of providing an update mid-year of unspent funds and allocating funds towards CAP60. Emilia Reyes, Chief Executive Officer, stated an updated will be provided mid-year at the Executive Committee Meeting to reallocate funds towards CAP60.

Public Comment: None heard.

Motion by: Bonner **Second by:** Leon
Ayes: All in favor.
Nayes: None heard.

11. PROGRAM DASHBOARD AND IMPACT REPORT

A. School Of Unlimited Learning (SOUL)

Susan Lopez, School of Unlimited Learning Principal, provided a detailed CAP60 preview Data Visualization Dashboard of SOUL's 2022/2023 School Year and the Impact Report.

Commissioner Jaime-Mileham inquired about the Dashboard database received and the outcomes. Lopez stated the database received gives the program a better insight of what services students and families are needing for the students to be successful.

Commissioner Jaime-Mileham and Arambula continue in further discussion of additional features the database should capture.

Public Comment: None heard.

No action required.

12. 2023-2025 STRATEGIC PLAN YEAR-ONE

Reyes and Michelle L. Tutunjian, Chief Operating Officer/Deputy CEO, provided an overview and highlighted the 2023-2025 Strategic Plan and the 2024 & Beyond Plan.

Tutunjian provides a detailed overview of the following three (3) Strategic Objectives:

- Effective Program and Services
- Community Responsive Agency
- Advocacy for Poverty Reduction Policy

Reyes announced she has applied to become a Certified Community Action Professional (CCAP). As well as the Community Action 60 Years anniversary celebrating taking place on May 1, 2024, in Sacramento.

Public Comment: None heard.

No action required.

13. APPROVAL OF CONSENT AGENDA

Any Commissioner may pull any Consent Item for discussion or separate vote.

Public Comment: None heard.

Motion by: Leon **Second by:** Garabedian

Ayes: All in favor.

Nayes: None heard.

APPROVAL OF PULLED CONSENT AGENDA ITEMS

13A6 Access Plus Capital Transition Report

Commissioner Garabedian inquired about an update on the Access Plus Capital Transition Report. Reyes referred to legal counsel Price for guidance to confirm not disclosing of any potential litigation. Price stated he is actively working with Access Plus Capital and EPlus counsel to resolve transition issues. Zapata provides a brief update on the financials that are currently active.

Public Comment: None heard.

Motion by: Bonner **Second by:** Leon
Ayes: All in favor.
Nayes: None heard.

13E3 Excessive Absences Policy

Price provided a brief overview of the Excessive Absences Policy changes affecting Commissioners with three (3) or more absences.

Public Comment: None heard.

Motion by: Arambula **Second by:** Garabedian
Ayes: All in favor.
Nayes: None heard.

13F4 Cost of Living Adjustment

Nelson Dibie, Human Resources Officer, provided a brief overview of the Cost-of-Living Adjustment in the amount of 4.7%, for qualified employees to receive.

Public Comment: None heard.

Motion by: Bonner **Second by:** Garabedian
Ayes: All in favor.
Nayes: None heard.

14. PUBLIC COMMENTS

Jon Escobar, Food Services Director, shared with Commissioners and staff the Winter Bus Express Bus scheduled that is taking place from December 19, 2023, through January 5, 2024.

Public Comment: None heard.

No action required.

15. COMMISSIONERS' COMMENT

Commissioner Garabedian wishes Commissioners and Staff a Merry Christmas and a Happy New Year and will not be present at the January 22, 2024, Board Meeting.

Commissioner Mitchell congratulated Shawn Riggins, Local Conservation Corps Director and staff, for the amazing Halloween Safe Night Event that took place on October 31, 2023.

Commissioner Leon shared that he attended the SAVA Sacramento Academic & Vocational Academy event in Sacramento on how to transform lowriders into an electric vehicle.

Chair Hayes, wishes Commissioners and Staff a Merry Christmas.

No action required.

16. NEXT MEETING:

Monday, January 22, 2024 at 5:30PM at the Board Room

17. ADJOURNMENT

BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: N/A
Agenda Item #: 6	Director: N/A
Subject: Seating of Commissioners	Officer: Emilia Reyes

Recommended Action

The Bylaws Committee recommends ratification of the following Target Area Election results, Community Sector nominations and Public Official Appointments, commencing on January 1, 2024 for a two- year term.

Background

Public Official Appointments Appointing Body

Brian King	Mayor's Jerry Dyer Appointee
Robert Pimentel	State Center Community College District
Luis Martinez	14 th Senatorial District

* Agency is pending appointment letter from Board of Supervisors

Community Sector

James Martinez	Fresno Reel Pride
Bruce McAllister	West Fresno Faith Based Organization
Jimi Rodgers	Association of Black Social Workers
Manuel Romero	Centro La Familia Advocacy Services

*Agency is pending replacement appointment from Fresno County Economic Development Corporation

Target Sector

Alena Pacheco	Target Area A
Daniel Martinez	Target Area D
Lisa Mitchell	Target Area E

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the Board, Commissioners term will be effective January 1, 2024.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: N/A
Agenda Item #: 7	Director: N/A
Subject: Introduction of New Commissioners	Officer: Emilia Reyes

Background

The following Commissioners are new to the Fresno EOC Board and will have an opportunity to formally introduce themselves and share a bit of their background and goals for serving on the Board.

Manuel Romero : Community Sector

"I have dedicated my life to helping the poor and serving on the EOG Board will be a tremendous opportunity to put my experience, both work and personal, to work on behalf of EOC's client population. I am the son of migrant farmworkers, the third youngest in a family of 10 children, raised in Lamont, a small farmworker community in Kern County. I am fluently bilingual in English/Spanish and a strong advocate with excellent communication skills. I strongly support EOC's programs, and it would be an honor to represent Centro and serve alongside EOC's dedicated board members."

Luis Martinez: Public Sector

"I believe this would be a great opportunity to help my community advance in positive ways and have an input on programs and services provided by Fresno EOC."



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: N/A
Agenda Item #: 8	Director: N/A
Subject: Annual Election of Officers	Legal Counsel: Ken Price

Recommended Action

The recommendation is to nominate and approve Commission Officer positions of Chair, Vice Chair, and Treasurer.

Background

Per the agency's Bylaws, the Officers of the Commission shall consist of a Chair, Vice Chair, Secretary, and Treasurer, all of whom shall be elected from the members of the Commission with the exception that the CEO shall be appointed to serve as Secretary.


Officers shall be elected to serve until the next annual meeting of the Commission or until their successors shall have been elected and qualify. No Commissioner shall hold more than one office at the same time.

The agency's current Bylaws state the duties and powers of the Officers are as follows:

Chair shall: (1) be the chief volunteer officer of the Corporation, subject to the direction and control of the Board; (2) preside at meetings of the Board of Commissioners; (3) appoint the members of standing and of such special Committees with the approval of the Commission; (4) be ex-officio a member of all Committees; and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time. The Chair may vote on any matter before the Commission. The Chair shall be counted to determine the existence of a quorum.

Vice Chair. In the absence of the Chair or the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair and shall perform such other duties as the Commission may, from time to time, designate.

Treasurer shall: (1) oversee the Corporation's financial management practices, subject to the direction and control of the Board; (2) ensure that the Commissioners understand the financial situation of the Corporation (including ensuring that financial statements for each month are available for each meeting of the Board of Commissioners and are kept on file at the Corporation's principal office); (3) serve as Chair of the Finance Committee; (4) serve as an Authorized Check Signatory when the Chair is unavailable;



and (5) perform such other duties and have such other powers as the Board of Commissioners may determine from time to time.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

Once elected and approved by the Board, Officers will serve for a 12-month period.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: N/A
Agenda Item #: 9	Director: N/A
Subject: 2024 Signatory Authorization Resolution	Officer: Emilia Reyes

Recommended Action

Staff recommends approval of the 2024 Signatory Authorization Resolution to accurately reflect the agency's Board Chair, and Vice Chair representatives.

Background

On an annual basis, the Board adopts a Signatory Resolution where it authorizes the Board of Commissioners the ability to designate on its behalf appropriate staff members to bind the agency.

On January 22, 2024, the Board will nominate and approve Commission Officer positions which includes the Board Chair and Vice Chair.

Fiscal Impact

With this recommendation, the authorized signatures will have the ability to execute any and all contracts and transactions deemed appropriate to fulfill the program operations of the agency.

Conclusion

If the Board approves, the Signatory Authorization Resolution will be updated to reflect the Board's Chair and Vice Chair representatives to be effective January 22, 2024.



AUTHORIZED SIGNATORY RESOLUTION

WHEREAS, Fresno Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 20, 1965; and

WHEREAS, the Board of Commissioners of Fresno Economic Opportunities Commission is vested with the authority to execute any and all contracts and transactions it deems appropriate to the mission of the agency; and

WHEREAS, the Board of Commissioners is authorized to designate in its behalf officers and agents duly entitled to bind the corporation to any and all contracts and transactions;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of Fresno Economic Opportunities Commission on this, the 22nd of January 2024, hereby authorizes the Chairperson, Vice-Chair of the Board, Secretary of the Board/Chief Executive Officer, and Chief Operating Officer/Deputy CEO, to sign all grants, contracts and amendments, program documentation, fiscal documents, including loans, reports, and all other required documents necessary in fulfilling the program operations of the agency.

AUTHORIZED SIGNATURES:

NAME, Board Chair

Emilia Reyes, Board Secretary/Chief Executive Officer

NAME, Board Vice Chair

Michelle Tutunjian, Chief Operating Officer/Deputy CEO

Approved at the meeting of the Board of Commissioners on January 22, 2024 and effective as of January 22, 2024.

Ayes _____ Nays _____ Absent _____ Attest _____

Emilia Reyes, Board Secretary



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: School of Unlimited Learning
Agenda Item #: 10	Director: Susan Lopez
Subject: Transforming and Inspiring	Officer: Jack Lazzarini

Background

The information presented in this item is intended to keep the Board apprised of the Strategic Program Progress Report Year 1 for the 2022-2023 School Year, as well as highlight the clients we serve.

The focus of SOUL is to provide a comprehensive and fully accredited learning experience to the youth of Fresno. SOUL strives to offer an excellent educational option for those seeking a small school alternative to a large, traditional high school. It currently offers both classroom-based and independent study options for learning. Classroom-based students attend school daily while independent study students must attend a minimum of 1.5-hour long on-site sessions once a week, in addition to their remote curriculum, and can come in more often, as desired. All students receive case management assistance to assist them to overcome obstacles that may have previously hindered their education.

The strategic progress report highlights the poverty conditions the program sought to address, the methods used to address these poverty conditions, and the ways in which the program partnered with communities to build pathways out of poverty.

Participants in tonight's presentation include graduates from the Class of 2023 and a parent of a graduate.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Finance
Agenda Item #: 11	Director: Steve Warnes
Subject: Agency Financial and Head Start Financial Status Report October 2023	Officer: Jay Zapata

Recommended Action

The Finance Committee recommends acceptance for full Board consideration of the interim consolidated financial statements as of October 31, 2023, Agency and Head Start.

CSBG Organizational Standard

The governing board receives financial reports at each regular meeting that include the following per Category 8, Standard 8.7:

1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and
2. Balance sheet/statement of financial position.

Background

In accordance with the Agency's bylaws, the Finance Committee shall advise in the preparation and administration of the operating budget and oversee the administration, collection, and disbursement of the financial resources of the organization. Additionally, the Treasurer is to ensure the commissioners understand the financial situation of the organization, which includes ensuring that financial statements for each month are available for each meeting of the Board of Commissioners. Monthly financials for Fresno EOC (consolidated) and for Head Start are provided for review and acceptance.

Fiscal Impact

(A) Agency Statement of Activities and Statement of Financial Position:

As of October 31, 2023, the Agency had preliminary revenue of \$137,951,919 million, including \$39.5 million of in-kind contributions, and net operating loss of \$3,073,132. In comparison, the Agency had revenue of \$119,183,246 million

including in-kind of \$34.0 million as of the corresponding period of the preceding year.

(B) Head Start 0-5 Financial Status Report as of Year-to-Date October 31, 2023

This also represented in the following percentages.

Program Area	% of budget	Notes
Head Start – Basic	74%	
Head Start – Training & Technical Assistance (T&TA)	49%	Additional Training planned for Q1 2024

Program Area	% of budget	Notes
Early Head Start – Basic	68%	
Early Head Start – T&TA	25%	Additional Training planned for Q1 2024

Conclusion

Acceptance of these financials by the Board documents the Board's oversight over the financial operations of Fresno EOC. This is part of the Board's fiduciary duty.

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FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF ACTIVITIES
For The Ten Month Period Ended October 31, 2023 and 2022

	A	B	A - B	C	D	B - D
	BUDGET JAN - DEC 2023	ACTUAL OCTOBER 2023	BUDGET BALANCE REMAINING	ACTUAL JAN - DEC 2022	ACTUAL OCTOBER 2022	ACTUAL 2023 vs 2022 Differences
REVENUES AND SUPPORT						
GRANT REVENUE	\$ 105,694,129	\$ 72,677,157 69%	\$ 33,016,972	79,753,909	\$ 63,133,908	9,543,248
GRANT REVENUE - LENDING CAPITAL	-	-	-	0	-	-
CHARGES FOR SERVICES	22,652,580	21,051,167 93%	1,601,413	21,276,472	17,656,661	3,394,506
OTHER PROGRAM REVENUE	4,998,245	2,469,491 49%	2,528,755	3,459,716	2,880,214	(410,724)
CONTRIBUTIONS	384,300	100,976 26%	283,324	209,416	167,047	(66,071)
MISCELLANEOUS INCOME	759,253	904,306 119%	(145,053)	165,604	138,002	766,304
INTEREST & INVESTMENT INCOME	106,000	117,642 111%	(11,642)	53,391	26,065	91,577
AFFILIATE INTEREST INCOME	765,250	756,052 99%	9,198	1,172,129	845,741	(89,689)
RENTAL INCOME	265,843	322,774 121%	(56,931)	385,663	334,774	(12,000)
TOTAL CASH REVENUE	\$ 135,625,600	\$ 98,399,565 73%	\$ 37,226,035	\$ 106,476,300	\$ 85,182,413	13,217,152
IN KIND REVENUE	\$ 39,637,875	\$ 39,552,354 100%	\$ 85,521	41,533,588	\$ 34,000,833	5,551,522
TOTAL REVENUE & SUPPORT	175,263,475	137,951,919 79%	37,311,556	148,009,888	119,183,246	18,768,673
EXPENDITURES						
PERSONNEL COSTS	\$ 75,447,335	\$ 58,540,989 78%	\$16,906,346	66,070,751	\$ 53,129,836	5,411,153
ADMIN SERVICES	8,056,855	6,405,491 80%	1,651,364	6,637,808	4,983,037	1,422,454
PROFESSIONAL SERVICES - AUDIT	0	0 0%	0	0	0	-
CONTRACT SERVICES	11,711,120	9,239,885 79%	2,471,235	10,718,245	8,453,839	786,046
FACILITY COSTS	5,770,460	5,412,904 94%	357,556	6,096,789	4,930,496	482,408
TRAVEL, MILEAGE, VEHICLE COSTS	4,737,815	2,780,146 59%	1,957,669	3,070,704	2,617,886	162,260
EQUIPMENT COSTS	973,690	1,992,313 205%	(1,018,623)	1,408,467	1,268,212	724,101
DEPRECIATION - AGENCY FUNDED	296,000	245,711 83%	50,289	277,232	227,892	17,819
OFFICE EXPENSE	3,199,720	3,575,549 112%	(375,829)	3,448,422	2,657,400	918,148
INSURANCE	660,930	815,214 123%	(154,284)	809,767	673,584	141,630
PROGRAM SUPPLIES & CLIENT COSTS	23,493,815	11,529,657 49%	11,964,158	9,088,124	7,405,833	4,123,823
INTEREST EXPENSE	458,096	367,528 80%	90,568	446,995	327,244	40,284
OTHER COSTS	638,159	394,515 62%	243,645	1,389,254	1,120,349	(725,835)
TOTAL CASH EXPENDITURES	\$ 135,443,995	\$ 101,299,900 75%	\$ 34,144,095	109,462,558	\$ 87,795,607	13,504,293
IN KIND EXPENSES	\$ 39,637,875	\$ 39,552,354 100%	\$ 85,521	\$ 41,533,588	\$ 34,000,833	5,551,522
TOTAL EXPENDITURES	175,081,870	140,852,254 80%	34,229,616	150,996,146	121,796,440	19,055,814
OPERATING SURPLUS (DEFICIT)	\$ 181,605	\$ (2,900,336)	\$ 3,081,941	\$ (2,986,258)	\$ (2,613,194)	(287,141)
OTHER INCOME / EXPENSE						
TRANSIT GRANT ASSET DEPRECIATION		172,796	(172,796)	211,983	176,652	(3,856)
NET SURPLUS (DEFICIT)	\$ 181,605	(\$3,073,132)	3,254,737	\$ (3,198,241)	(\$2,789,847)	(283,285)

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
STATEMENT OF FINANCIAL POSITION
As of October 31, 2023

	2023	2022	Differences
ASSETS			
CASH & INVESTMENTS	\$ 12,533,147	\$ 19,914,587	\$ (7,381,440)
ACCOUNTS RECEIVABLE	18,715,867	15,588,921	3,126,946
PREPAIDS/DEPOSITS	722,534	315,987	406,547
INVENTORIES	462,244	343,155	119,090
PROPERTY, PLANT & EQUIPMENT	14,802,585	12,444,910	2,357,675
NOTES RECEIVABLE (net)	19,320,477	16,621,099	2,699,377
TOTAL ASSETS	\$ 66,556,854	\$ 65,228,659	\$ 1,328,195
LIABILITIES			
ACCOUNTS PAYABLE	\$ 4,886,556	\$ 4,145,694	\$ 740,862
ACCRUED PAYROLL LIABILITIES	6,942,496.11	4,480,851	2,461,645
DEFERRED REVENUE	3,423,068	3,200,931	222,137
NOTES PAYABLE	15,122,558	16,981,401	(1,858,843)
HEALTH INSURANCE RESERVE	6,999,467	5,258,969	1,740,498
OTHER LIABILITIES	4,119,549	4,235,805	(116,256)
TOTAL LIABILITIES	\$ 41,493,695	\$ 38,303,652	\$ 3,190,044
FUND BALANCE			
CURRENT OPERATING EARNINGS (YTD)	\$ (2,900,336)	\$ (2,613,194)	\$ (287,141)
UNRESTRICTED NET ASSETS	17,194,767	20,187,540	(2,992,774)
REVOLVING LOAN FUND	556,268	556,268	0
INVESTMENT IN GENERAL FIXED ASSETS	10,212,460	8,794,392	1,418,067
TOTAL FUND BALANCE	\$ 25,063,159	\$ 26,925,006	\$ (1,861,847)
TOTAL LIABILITIES AND FUND BALANCE	\$ 66,556,854	\$ 65,228,659	\$ 1,328,195

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
October 31, 2023

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$17,232,920	\$2,483,534	\$13,344,572	\$3,888,348				
Fringe Benefits	7,582,485	649,910	4,686,148	2,896,337				
Total Personnel	\$24,815,405	\$3,133,444	\$18,030,720	\$6,784,685				
Travel	-	-	-	-	12,928	-	-	12,928
Equipment*	-	-	-	-	-	-	-	-
Supplies	728,136	63,920	496,224	231,912	25,000	-	4,984	20,016
Contractual	2,090,268	327,214	2,376,988	(286,720)	15,948	-	10,188	5,761
Facilities / Construction								
Other:								
Food Cost	776,852	199,092	743,889	32,963				
Transportation	547,215	44,796	300,580	246,635				
Staff Mileage	100,000	13,605	106,204	(6,204)				
Field Trips, including Transportation	3,201	2,152	5,605	(2,404)				
Space	1,211,912	43,764	456,424	755,488				
Utilities / Telephone / Internet	843,052	95,872	774,785	68,267				
Publication/Advertising/Printing	54,991	-	110	54,881				
Repair/Maintenance Building	408,572	12,265	208,953	199,619				
Repair/Maintenance Equipment	8,654	7,533	34,710	(26,056)				
Property & Liability Insurance	72,108	17,904	166,276	(94,168)				
Parent Involvement / CWPC	49,000	2,083	21,543	27,457				
Other Costs*	240,460	-	142,688	97,772				
Staff & Parent Training	3,091	-	418	2,673	237,568	4,184	187,135	50,433
Total Direct Charges	\$31,952,917	\$3,963,644	\$23,866,116	\$8,086,801	291,444	4,184	202,306	89,138
Total Indirect Charges	\$3,106,182	\$357,814	\$2,147,950	\$958,232	\$32,383	\$377	\$18,208	\$14,175
Total Federal Expenditures	\$35,059,099	\$4,321,458	\$26,014,066	\$9,045,033	\$323,827	4,561	220,514	\$103,313
% of Annual Budget Expended to Date			74%				68%	
Non-Federal Share	\$7,011,820	\$488,762	\$4,269,118	\$2,742,702	\$64,765	\$1,140	\$55,128	\$9,637

*Other Costs Include:
FIRST AID (INCLUDES WORKERS COMP)
PROPERTY TAXES
REPAIR/MAINTENANCE-SPECIAL
DEPRECIATION EXPENSE
SUBSCRIPTION EXPENSE
POSTAGE/EXPRESS MAIL
DUES - ORGANIZATIONS
FINGERPRINTING / BACKGROUND CHECK
RECRUITMENT
MEETING COSTS - INTERNAL
PROGRAM - MISCELLANEOUS
TRAINING OTHER
EMPLOYEE EVENT
RECOGNITION
SAFETY

Credit Card Expenses: Credit card statement dated 10/1/23-10/31/23
October 2023 expenses:
Meeting Costs - Internal \$ 3,075 The Palomino - Town Hall Staff Meeting
Program Supplies - Disposables \$ 591 Target - Toiletries for Children with Special Needs
Field Trips \$ 88 Fresno Chaffee Zoo - Entry Fees W. County Home Base
Field Trips \$ 359 Simonian Farms - Pumpkins
\$ 4,113

Fresno Economic Opportunities Commission
Head Start/Early Head Start Financial Status
Monthly Report
October 31, 2023

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$3,655,192	\$395,622	\$2,164,991	\$1,490,201	\$0	\$0	\$0	\$0
Fringe Benefits	1,608,284	86,446	607,381	1,000,903	-	\$0	\$0	-
Total Personnel	5,263,476	482,069	2,772,372	2,491,104	-	-	-	-
Travel	-	-	-	-	16,898	-	-	16,898
Equipment*	-	-	-	-	-	-	-	-
Supplies	242,877	72,847	182,965	59,912	33,488	-	1,084	32,404
Contractual	875,297	17,993	197,906	677,391	26,526	-	-	26,526
Facilities / Construction	-	-	-	-				
Other:								
Food Cost	50,000	5,266	21,777	28,223				
Transportation	9,536	831	8,270	1,266				
Staff Mileage	25,000	4,866	35,324	(10,324)				
Field Trips, including Transportation	1,730	-	-	1,730				
Space	84,678	7,668	53,998	30,680				
Utilities / Telephone / Internet	151,060	8,948	96,859	54,201				
Publication/Advertising/Printing	1,500	-	24	1,476				
Repair/Maintenance Building	230,781	1,570	20,457	210,324				
Repair/Maintenance Equipment	21,223	263	692	20,531				
Property & Liability Insurance	24,009	2,384	21,697	2,312				
Parent Involvement / CWPC	18,628	207	3,294	15,334				
Other Costs*	39,344	-	33,568	5,776				
Staff & Parent Training	2,277	-	95	2,182	96,459	99	43,110	53,349
Total Direct Charges	7,041,416	604,913	3,449,299	3,592,117	173,371	99	44,194	\$129,177
Total Indirect Charges	\$703,982	\$54,684	\$310,437	\$393,545	\$15,906	\$8	\$3,977	\$11,929
Total Federal Expenditures	\$7,745,398	659,597	\$3,759,736	\$3,985,662	\$189,277	107	\$48,171	\$141,106
% of Annual Budget Expended to Date			49%				25%	
Non-Federal Share	\$1,549,080	\$38,016	\$1,083,724	\$465,356	\$37,855	\$27	\$12,043	\$35,276

*Other Costs Include:
FIRST AID (INCLUDES WORKERS COMP)
PROPERTY TAXES
REPAIR/MAINTENANCE-SPECIAL
DEPRECIATION EXPENSE
SUBSCRIPTION EXPENSE
POSTAGE/EXPRESS MAIL
DUES - ORGANIZATIONS
FINGERPRINTING / BACKGROUND CHECK
RECRUITMENT
MEETING COSTS - INTERNAL
PROGRAM - MISCELLANEOUS
TRAINING OTHER
EMPLOYEE EVENT
RECOGNITION
SAFETY

Credit Card Expenses: Credit card statement dated 10/1/23-10/31/23			
October 2023 expenses:			
Meeting Costs - Internal	\$	675	The Palomino - Town Hall Staff Meeting
Staff Training	\$	85	Alert Medical Training - CCL Required Training - Preventative Health & Safety
Staff Training	\$	5	CPS HR Consulting - CCL Required Training - Record Keeping
	\$	765	

BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Finance
Agenda Item #: 12	Director: Steve Warnes
Subject: 2024 Agency Budget	Officer: Jay Zapata

Recommended Action

Staff recommends Board approval of the 2024 consolidated agency budget.

Background

As a matter of best practice, the Agency's consolidated annual budget is brought to the Board for approval. This 2024 agency budget is incorporated into the monthly financial reports to assist with monitoring and review of the actual to budget status.

Fiscal Impact

The consolidated annual budget presented is comprised of several sources of revenue of approximately \$122,803,000 and operating expenses of approximately \$122,693,000 resulting in a minor net surplus of \$110,000. In addition, there is budgeted amount of In-Kind Revenue of approximately \$34,000,000.

A detail budget and presentation will be provided on the day of the meeting.

Conclusion

If approved by the Board, this Budget will be used in conjunction with the interim financial statements to keep the Board apprised on the agency's financial position.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 20204	Program: Human Resources
Agenda Item #: 13	Director: N/A
Subject: Employee Political & Advocacy Activities Policy	Officer: Nelson Dibie

Recommended Action

Staff recommends review and approval of the Employee Political & Advocacy Activities Policy to be included in the Fresno EOC Employee Manual.

Background

There are various federal and state requirements limiting the use of public resources for various types of electioneering and related advocacy. In response, general counsel, Kenneth Price, prepared the attached summary document describing what Fresno EOC employees and commissioners may and may not do in order to comply with these laws along with applicable citations. Additionally, Fresno EOC employment counsel Paul Bauer converted this document to be included in the agency's employee handbook.

This policy does not expand or contradict federal or state law regarding electioneering and advocacy. Employees may vote for or against any ballot measure or candidate they prefer. Employees may also contribute or endorse any candidate or ballot measure they wish. However, they may not express or imply that they represent Fresno EOC in any such an endorsement. Moreover, campaigning for candidates or ballot measures must occur during the employee's own time and not while on-duty for the agency. Lastly, Fresno EOC resources may not be used to advocate for candidates, ballot measurers or legislation. The Board of Commissioners may endorse a ballot measure but agency resources may not be used to campaign for such measure.

Alignment with agency's mission & vision: This policy complies with applicable federal and state laws.

Fiscal Impact

Action on this agenda item will have no fiscal impact.

Conclusion

If approved by the Board, the Employee Political & Advocacy Activities Policy will be effective January 23, 2024.

PURPOSE: To provide employees with guidelines for political and advocacy activities.

POLICY: It is the policy of Fresno EOC to encourage its employees to be civically engaged and involved in their community. These activities must be done within certain parameters. As a Community Action Agency, all employees must comply with political activity prohibitions applicable under the CSBG and Head Start Acts.

PROCEDURE:

Permissible Activities: The following are guidelines employees shall follow for common civil engagements and community activities they may participate in:

Voting: Acting in their personal capacities, employees may exercise their right to vote for or against any particular ballot measure or candidate. Employees may of course elect not to vote too. Employees should be guided by their own judgment and conscience in voting for or against ballot measures or candidates. Employees may vote for any candidate of their choice, including voting for or against a current incumbent. Employees may also vote against a ballot measure even if it is officially supported by Fresno EOC Board of Commissioners.

Contributions: Acting in their personal capacities, employees may contribute to political campaigns, whether in support of or opposition to ballot measures or candidates.

Endorsements: Employees may personally endorse candidates or ballot initiatives. They may not, however, make any express or implied statement suggesting that they represent Fresno EOC in that endorsement. The Board of Commissioners as a body, however, may take action to endorse any initiative or legislation. However, no staff time, other than to investigate the initiative, may be used to support or promote the initiative or legislation. The Board of Commissioners as a body may not endorse any candidate.

Other Off-Duty Advocacy Activities: Acting in their off-duty, individual capacities, employees may engage in any lawful political activities. Lawful political activities include such things as attending a political rally, participating in a campaign committee, phone banking, doing campaign-related work, posting campaign signs, registering voters, or advocating for a contribution or vote for or against a candidate or ballot measure.

Fresno EOC hourly (non-exempt) employees are considered to be “off-duty” before the commencement of, or at the end of, any standard or overtime hours in their shift or that they are otherwise required to work. Salaried (exempt) employees who do not have a regular shift or hours are considered to be “off duty” before and after normal business hours, except when an employee is acting as a representative of Fresno EOC outside normal business hours. All employees are considered to be “off-duty” when they are on their approved meal period or rest breaks; on vacation, have taken an administrative day, or during a public holiday and documented with supervisor’s approval.

Impermissible Activities: The following are guidelines employees shall follow for common civil engagements and community they should not participate in:

Political Activities During Work Hours: Employees may not engage in political activities during work hours.

Political Activities on Fresno EOC Property: Employees may not engage in political activities on Fresno EOC property whether or not they are “off duty” as reflected in the employee's timesheets or the Fresno EOC calendar, as applicable.

Use Fresno EOC Funds or Resources to Advocate: Employees may not use Fresno EOC funds or resources to advocate a partisan position or otherwise use Fresno EOC funds or resources to support personal political activities.

Solicitation of Campaign Contributions: Employees may not knowingly, directly or indirectly, solicit any contribution or donation for a political campaign from any Fresno EOC commissioner, employee, or contractor. However, an employee of Fresno EOC, or a candidate for elective office in a local agency, is not prohibited from requesting political contributions from commissioners or employees of Fresno EOC so long as the solicitation is part of a solicitation made to a significant segment of the public (i.e. a mass mailing), which may happen to include officers or employees of Fresno EOC, and such solicitations are made during off-duty hours and do not use agency resources.

Use Position to Influence: Employees may not use the authority or influence of their official positions to persuade or induce any Fresno EOC commissioner, employee, or contractor to take or refrain from taking any type of political action.

Make Promises: Employees may not promise to provide any person with a gift, money, promotion, job, or other form of compensation in return for a contribution or vote.

Using Fresno EOC Resources for Personal Advocacy: Employees may not advocate personal political positions by using Fresno EOC resources, including Fresno EOC email, phones, copiers, and other resources to advocate political positions such candidate, ballot measure, and legislative endorsements. . Moreover, Fresno EOC employees shall not permit third-parties to use Fresno EOC resources for electioneering.

Any Fresno EOC employee with any questions regarding permissible campaign activity or personal advocacy should contact their direct supervisor or the Chief Executive Officer.

EMPLOYEE POLITICAL AND ADVOCACY ACTIVITIES

WHAT EMPLOYEES MAY DO

Voting

Acting in their personal capacities, employees may exercise their right to vote for or against any particular ballot measure or candidate. Employees should be guided by their own judgment and conscience in voting for or against ballot measures or candidates.¹ Employees may vote for any candidate of their choice, including voting for or against a current incumbent. Employees may also vote against a ballot measure even if it is officially supported by Fresno EOC Board of Commissioners.

Contributions

Acting in their personal capacities, employees may contribute to political campaigns, whether in support of or opposition to ballot measures or candidates.

Endorsements

Employees may personally endorse candidates or ballot initiatives. They may not, however, make any statement suggesting that they represent Fresno EOC in that endorsement. The Board of Commissioners as a body, however, may take action to endorse any initiative or legislation. However, no staff time, other than to investigate the initiative, may be used to support or promote the initiative or legislation. The Board of Commissioners as a body may not endorse any candidate.

Other Off-Duty Advocacy Activities

Acting in their *off-duty, individual* capacities, employees may engage in any lawful political activities.² Lawful political activities include such things as attending a political rally, participating in a campaign committee, sitting on a phone bank, doing campaign-related work, posting campaign signs, registering voters, or advocating for a contribution or vote for or against a candidate or ballot measure.

When is an employee “off-duty”?: Fresno EOC hourly (non-exempt) employees are considered to be “off-duty” before the commencement of, or at the end of, any standard or overtime hours in their shift or that they are otherwise required to work. Salaried (exempt) employees who do not have a regular shift or hours are considered to be “off duty” before and after normal business hours, *except* when an employee is acting as a representative of Fresno EOC outside normal business hours. All employees are considered to be “off-duty” when they are on their approved lunch break or when they are on vacation, have taken an administrative day, or during a public holiday and documented with supervisor’s approval

¹ *Fort v. Civil Service Comm.* (1964) 61 Cal.2d 331, 334.

² *Id.*; *Bagley v. Washington Tp. Hospital Dist.* (1966) 65 Cal.2d 499, 509-510; *see also* Gov. Code §§ 3201, 3203.

WHAT EMPLOYEES MAY NOT DO

Political Activities During Work Hours

Employees may not engage in political activities during work hours.

Examples of Conduct Prohibited During Work Hours:

- Employees may not distribute political pamphlets, flyers, or other materials, or post political signs while on duty.
- Employees may not attend campaign meetings, rallies, or other campaign-related functions while on duty.
- Employees may not make campaign telephone calls while on duty.
- Employees may not perform any other campaign related tasks while on duty. This would include making copies, stuffing envelopes, writing campaign statements, or advocating or informing fellow workers about campaign issues.

Political Activities on Fresno EOC Property

Employees may not engage in political activities on Fresno EOC property whether or not they are “off duty.”³

Examples of Prohibited Conduct on Fresno EOC Property:

- Employees may not distribute political pamphlets, flyers, or other materials, or post political signs on property owned or leased by Fresno EOC.
- Employees may not use telephones of Fresno EOC to make campaign telephone calls or e-mails. This includes use of e-mail service provided to the employee by Fresno EOC.
- Employees may not perform any other campaign related tasks while on Fresno EOC property. This includes making copies, stuffing envelopes, writing campaign statements, or advocating or informing fellow workers about campaign issues.
- Third-parties (non-Fresno EOC employees) may not distribute campaign flyers, post political signs, use Fresno EOC phones, or have campaign meetings on property owned or leased by Fresno EOC.

Use Fresno EOC Funds or Resources to Advocate

Employees may not use Fresno EOC funds or resources to advocate a partisan position or otherwise use Fresno EOC funds or resources to support personal political activities.⁴

Examples of Misuse of Fresno EOC Funds or Resources:

- Employees may not use Fresno EOC copy machines, faxes, computers, printers, or other office equipment to design, make, or distribute political pamphlets, flyers, signs, or other materials in support of the employee’s own political activity. Further, employees may not use or take away Fresno EOC office supplies in support of personal political activities. For example, employees may not print flyers on Fresno EOC printer paper, take pens and paper clips for use at a campaign office, or use Fresno EOC copiers to make oversized copies.
- Employees may not use Fresno EOC phones in support of their personal political or advocacy activities. Prohibited activities include: making political cold calls, calling any

³ Gov. Code § 3207.

⁴ Gov. Code § 54964; *Stanson v. Mott* (1976) 17 Cal.3d 206, 209-210.

campaign organizations with which they may be involved, or otherwise using the phone to communicate personal views about candidates or ballot measures. Further, employees may not use Fresno EOC-provided e-mail addresses to send and receive messages relating to personal political activities.

- Employees may not use Fresno EOC offices or workspaces to engage in personal political activities. Prohibited personal activities include: holding political meetings, organizing political events, or preparing arguments, ballot statements, advertisements, and other such activities. Doing so would be an improper use of public resources.

Solicitation of Campaign Contributions

Employees may not knowingly, directly or indirectly, solicit a contribution or donation for a political campaign from any Fresno EOC commissioner, employee, or contractor.⁵

- Employees and Fresno EOC commissioners may not, directly or indirectly, solicit a political contribution from an employee or Fresno EOC commissioner, with knowledge that the person from whom the contribution is solicited is an employee or commissioner of the agency.⁶ However, a commissioner or employee of Fresno EOC, or a candidate for elective office in a local agency, is not prohibited from requesting political contributions from commissioners or employees of Fresno EOC if the solicitation is part of a solicitation made to a significant segment of the public, which may include officers or employees of Fresno EOC. The statute does not expressly define what a “significant segment” means but should be construed to mean that the solicitation is made to a broader group of potential donors. This provision of the Government Code is designed to prohibit the use of governmental employment or status to coerce political contributions.
- Employees may not obtain any list of Fresno EOC commissioners’, employees’, or contractors’ names and addresses to be used for political purposes. Further, employees may not intentionally include commissioners, employees, or contractors known to them on a list that will be used in the distribution of political mailings. Employees may, however, participate in a mass mailing to all registered voters in the jurisdiction of Fresno EOC or within specific regions within the jurisdiction of Fresno EOC that may include commissioners, employees, and contractors. The key is to not intentionally single out Fresno EOC commissioners, employees, or contractors.
- Employees should not ask (whether in person, by writing, or by e-mail) Fresno EOC commissioners, employees, or contractors to contribute or donate any money or time to a political cause or campaign.
- Although employees may participate in a political phone bank while off-duty, they may not knowingly call or instruct someone else to call Fresno EOC commissioners, employees, or contractors.

⁵ Gov. Code § 3205.

⁶ Gov. Code § 3205(a).

Use Position to Influence

Employees may not use the authority or influence of their official positions to persuade or induce any Fresno EOC commissioner, employee, or contractor to take or refrain from taking any type of political action.⁷

- Employees may not urge, encourage, or threaten Fresno EOC commissioners, employees, or contractors to vote or refrain from voting for a candidate or ballot measure.
- Employees may not urge, encourage, or threaten Fresno EOC commissioners, employees, or contractors to contribute to a candidate or ballot measure.
- Employees may not urge, encourage, or threaten Fresno EOC commissioners, employees, or contractors to campaign, or participate in a campaign, for or against, a candidate or ballot measure.

Make Promises

Employees may not promise to provide any person with a gift, money, promotion, job, or other form of compensation in return for a contribution or vote.⁸

- Employees may not promise to hire or appoint any person for a Fresno EOC position in return for a contribution or vote for or against any candidate or ballot measure.
- Employees may not promise to increase the pay rate, salary, or fringe benefits of any Fresno EOC commissioner, employee, or contractor in return for a contribution or vote for or against any candidate or ballot measure.
- Employees may not promise to provide any person with money, loan, or any type of gift in return for a contribution or vote for or against any candidate or ballot measure.

Personal Advocacy

Employees should not use Fresno EOC resources to advocate personal political positions not otherwise endorsed by the Board of Commissioners.

- Employees should not use Fresno EOC's email, phones, copiers, and other resources to advocate for political positions not expressly approved by the Fresno EOC Board of Commissioners or as provided by Fresno EOC adopted policy.

Any Fresno EOC employee with any questions regarding permissible campaign activity should contact their direct supervisor or the Chief Executive Officer.

⁷ Gov. Code § 3204.

⁸ Gov. Code §§ 3204 & 3205.5



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: N/A
Agenda Item #: 14	Director: N/A
Subject: Advancing Fresno County Guaranteed Income Program	Officer: Emilia Reyes

Recommended Action

Staff recommends approval for full Board consideration to launch an Advancing Fresno County Guaranteed Income (GI) program for approximately \$1,025,000 for a 12-month period.

Background

Since 2022, Fresno EOC has been seeking funding opportunities for a Guaranteed Basic Income program for Fresno County. In November of 2022, Fresno and the Central Valley as a region were not approved in the California Department of Social Services' Guaranteed Income Pilot Program awards.

In 2023, Fresno EOC continued to advocate for a GI Program. As a result, Fresno EOC has secured \$1,025,000 with philanthropic funding commitments from the following organizations: California Wellness Foundation (\$500,000), James Irvine Foundation (\$100,000), California Endowment (\$150,000), Kresge Foundation (\$100,000), Delta Dental Community Care Foundation (\$100,000) Central Valley Community Foundation (\$50,000), and Sierra Health Foundation (\$25,000).

Advancing Fresno County Guaranteed Income is a program aimed to assess the economic and health impacts of a monthly supplemental income of \$500 for 12 months for low-income families in our county's highest concentrated urban and rural zip codes.

The goals of the program are to:

1. Randomly select a total of 150 low-income families with children, ages 0 to 5, living in southwest Fresno (75 families) and Huron (75 families) to receive \$500 per month for 12 months;
2. Assess the impacts on enrolled participants' health, happiness, financial stability, and employment; and,
3. Connect and increase enrollment in other essential Fresno EOC services to support family's livelihood.

Fiscal Impact

The proposed budget is \$1,025,000 for a 12-month project period.

Budget Category	Program Cost	Justification
Direct Participant Cash Payment	\$900,000	150 participants x \$500/month x 12 months
Incentive for Program Participants	\$12,000	300 survey participants x 4 surveys x \$10 gift card
Program Evaluation	\$108,744	Service Contract with Center for Community Voices at Fresno State, primary activities include: <ul style="list-style-type: none">• Evaluate implementation and outcomes;• Develop survey instruments; and• Produce final impact report.
Pre-paid Electronic Payment Service Fees	\$4,256	Service Contract with USIO, Inc.
Budget Total:	\$1,025,000	

Conclusion

If approved by the full Board, the GI Program will open enrollment for a 45-day period, for low-income targeted communities of Huron and Southwest Fresno in the spring of 2024.

BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Local Conservation Corps
Agenda Item #: 15	Director: Shawn Riggins
Subject: Congress Appropriations of Community Project Grant	Officer: Jack Lazzarini

Recommended Action

Staff recommends approval for full Board consideration of the Congressman Jim Costa Appropriations Community Project Grant application in the amount of \$500,000 over an 18-month project period.

Background

The Local Conservation Corps (LCC) is requesting \$500,000 to purchase vehicles and heavy machinery will support the training of low-income young adults in the 16th Congressional District. This training will prepare program participants for jobs on public lands through the Central Valley Forestry Corps and other workforce training opportunities. Funding will advance the following goals: 1) Reduce spread of wildfires by eliminating wildfire fuel through the use of new equipment; 2) Expand on current training opportunities for young adults, helping to fill vacant state and federal positions in public lands; and 3) Over the next five years, prepare approximately 100 trainees across LCC's various training projects for high wage and high demand industry jobs with specialized equipment and vehicle training.

Fiscal Impact

This funding will support the purchase of heavy forestry service equipment to increase capacity on existing and new public lands projects. No match is required.

The equipment to be purchased includes: (1) Skid Steer with attachments: stump attachment, claw attachment, inch attachment; (2) Track Chipper that can operate remotely; (3) Gator utility vehicles to transport corpsmembers/staff to and from projects; (4) Flat trailers and vehicles for hauling equipment and utility vehicles to and from work sites; and (5) Large industrial tractor and attachments for mowing acres of dead weeds along the San Joaquin River.

Budget will be provided on the day of the meeting.

Conclusion

If approved by the Board, staff will submit the application by the deadline of January 31, 2024. If not approved, LCC will lose a funding opportunity to cover the cost of new equipment and vehicles to support hands-on forestry training of approximately 100 young adults ages 18-26 from low-income neighborhoods.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Health Services
Agenda Item: 16	Director: Jane Thomas
Subject: Title X Equity-Based Funding	Officer: Jack Lazzarini

Recommended Action

Staff recommends ratification for full Board consideration of the Title X Equity-Based Funding for 2024-2025 grant application to Essential Access Health in the amount of \$464,531.

Background

The 2024-2025 Title X funding cycle is only extended to all organizations that are currently part of the California Title X Network. This funding cycle will introduce a new funding framework that will be used to determine funding amounts for each Title X subrecipient. The framework incorporates the Office of Population Affairs (OPA) Title X Program expectations, including advancing health equity through the delivery of Title X services, improving, and expanding access to Title X services, and ensuring the delivery of the highest quality of care.

There are 2 new categories of evaluation that may be utilized to determine the equity-based funding level. These are:

1. The number of projected individual users and actual users for previous project period.
2. The description of equity based-program enhancements for target population.

The Health Center is the only Title X provider of family planning and reproductive health services in Fresno County. These services are available to any person of reproductive age in need of confidential services.

The application was submitted on January 12, 2024, in the amount of \$464,531 over a 12-month project period from April 1, 2024, to March 31, 2025.

Fiscal Impact

This funding will support clinical service operations, personnel, medical supplies, travel, training, facility rent and maintenance for clinical services that are not covered by Medi-Cal and Family PACT.

Budget 04/01/2024 – 03/31/2025

Personnel and Fringe Benefit	\$235,070.00
Patient Care Clinical	\$ 30,000.00
Other Costs: Lease, Utilities, Communication	\$157,231.00
Outreach program materials, marketing.	
Office supplies, travel, training, conference fees, 10% Indirect Cost	<u>\$ 42,230.00</u>
Total:	\$464,531.00

Conclusion

If ratified by the Board, funding for this project will continue to provide family planning and reproductive health services to low income, no income, underinsured and uninsured individuals of Fresno County. If not approved, the Health Center will not be able to continue providing family planning and reproductive health services to targeted population as the only Title X provider in Fresno County.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Sanctuary and Support Services
Agenda Item #: 17A	Director: Misty Gattie-Blanco
Subject: Human Trafficking Victim Assistance (HV) Program	Officer: Jack Lazzarini

Recommended Action

Staff recommends approval for full Board consideration of the Human Trafficking Victim Assistance Program application to The California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch for the Human Trafficking Victim Assistance (HV) Program in the amount of \$899,999.


Background

Sanctuary and Support Services has operated the Central Valley Against Human Trafficking project (CVAHT) since 2009. CVAHT was awarded funding from Cal OES in 2016 and has been awarded funds annually since then. Funding in this RFP, due on January 29, 2024, is designated to recipients funded in the prior fiscal year, and Fresno EOC is allowed to apply for \$899,999 for a 12-month project period from April 1, 2024 – March 30, 2025.

The purpose of the California Office of Emergency Services Human Trafficking Victim Assistance Program grant is to provide comprehensive services to all survivors of human trafficking through increasing access of direct support services.

Funds are proposed to be used to continue providing comprehensive services and will support personnel, operational and supportive services costs. As part of the prior funding cycles and large regional coverage, Fresno EOC will sub-award funds to five community organizations that have continuously provided this work. Those include Centro La Familia Advocacy, Inc., Family Healing Center, and Breaking the Chains. Each sub-awardee will receive funding based on their budgetary needs varying from \$10,000 to a maximum of \$100,000 for this fiscal cycle.

From 4/1/2023 – 9/30/2023 (6 months), this project has completed 50% of their grant award. Outcomes for this period include: 313 victims have been provided outreach services, 97 meals provided, 49 victims provided temporary safe shelter, 211 victims



provided in-person counseling, 34 victims provided group counseling/discussion, 185 victims provided access and referral services.

Fiscal Impact

These funds will support personnel, operational and supportive service costs over a 12-month funding cycle beginning April 1, 2024. No match required.

Budget will be provided on the day of the meeting.

Conclusion

If approved by the Board, this funding will be critical to continue operations of the program. If not approved, CVAHT will lose funding, and this will impact the program's ability to provide emergency shelter and services for victims of human trafficking.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Sanctuary and Support Services
Agenda Item #: 17B	Director: Misty Gattie-Blanco
Subject: Homeless Services Program	Officer: Jack Lazzarini

Recommended Action

Staff recommends ratification for full Board consideration of the Homeless Services Program application submitted to the County of Fresno Department of Social Services in the amount of \$4,368,334 for two projects over a five-year period.

Background

The County of Fresno on behalf of the County of Fresno Department of Social Services and the Fresno Madera Continuum of Care (FMCoC) is requesting proposals from qualified and experienced vendors to provide homeless services in the County of Fresno.

Specifically for homeless youth ages 18 to 24, the Department is seeking the following services: Youth Emergency Shelter and Bridge Housing and/or Rapid Rehousing. Funding for these services will also be provided primarily through Homeless, Housing, Assistance and Prevention (HHAP) funding through the Business, Consumer Services and Housing (BCSH) Agency. Proposals submitted for youth services must include program plans designed specifically for youth as the target population and may not simply be services provided to individuals ages 18 to 24.

Sanctuary and Support Services is proposing two projects: Youth Emergency Shelter/Bridge Housing and Youth Rapid Rehousing. The program has been operating Youth Bridge Housing since 2019 through funding from the County of Fresno. Since its inception, 157 individuals (including adults and children) have been assisted. The second project, Youth Rapid Rehousing, would assist young adults move into permanent housing. Clients will receive rental assistance and case management services to maintain that housing.

The application was submitted on January 9, 2024 for two projects over a five-year period beginning on July 1, 2024.



Fiscal Impact

This funding will support personnel costs, operational and facility costs. No match required.

Conclusion

If ratified by the Board, funding will continue youth bridge housing services to young adults ages 18 to 24 including their families and expand to provide permanent housing. If not approved, Sanctuary and Support Services will lose a critical funding source to provide beds and supportive services for young adults and their families.

Project Type: Youth Rapid Rehousing						
Contract Period:	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Budget Category	YR 1 Total	YR 2 Total	YR 3 Total	YR 4 Total	YR 5 Total	TOTAL
Personnel						
Salaries	\$ 71,871.00	\$ 75,465.00	\$ 79,238.00	\$ 83,200.00	\$ 87,360.00	\$ 397,134.00
Payroll Taxes	\$ 6,019.00	\$ 6,320.00	\$ 6,636.00	\$ 6,968.00	\$ 7,316.00	\$ 33,259.00
Benefits	\$ 28,436.00	\$ 29,857.00	\$ 31,350.00	\$ 32,918.00	\$ 34,564.00	\$ 157,125.00
Subtotal	\$ 106,326.00	\$ 111,642.00	\$ 117,224.00	\$ 123,086.00	\$ 129,240.00	\$ 587,518.00
Operational						
Insurance	\$ 1,200.00	\$ 1,260.00	\$ 1,323.00	\$ 1,389.00	\$ 1,458.00	\$ 6,630.00
Communication	\$ 1,800.00	\$ 1,890.00	\$ 1,984.00	\$ 2,083.00	\$ 2,187.00	\$ 9,944.00
Office Expenses	\$ 3,420.00	\$ 3,591.00	\$ 3,770.00	\$ 3,958.00	\$ 4,156.00	\$ 18,895.00
Equipment	\$ 2,000.00	\$ -	\$ -	\$ 2,500.00		\$ 4,500.00
Travel Costs	\$ 12,600.00	\$ 13,230.00	\$ 13,892.00	\$ 14,586.00	\$ 15,315.00	\$ 69,623.00
Program Supplies	\$ 6,000.00	\$ 6,300.00	\$ 6,615.00	\$ 6,945.00	\$ 7,292.00	\$ 33,152.00
Fiscal & Audits						\$ -
Training / New staff background check	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 1,000.00
Office Rent and Utilities	\$ 7,800.00	\$ 8,190.00	\$ 8,600.00	\$ 9,030.00	\$ 9,482.00	\$ 43,102.00
California Property Inspection Services	\$ 4,250.00	\$ 4,462.00	\$ 4,685.00	\$ 4,919.00	\$ 5,165.00	\$ 23,481.00
Subtotal	\$ 39,270.00	\$ 39,123.00	\$ 41,069.00	\$ 45,610.00	\$ 45,255.00	\$ 210,327.00
Direct Financial Assistance						
Rental Assistance	\$ 294,372.00	\$ 309,090.00	\$ 324,545.00	\$ 340,772.00	\$ 357,811.00	\$ 1,626,590.00
Motel/Hotel Costs						\$ -
Utility Payments						\$ -
Security/Utility Deposits	\$ 2,900.00	\$ 3,045.00	\$ 3,197.00	\$ 3,356.00	\$ 3,523.00	\$ 16,021.00
Moving Costs						\$ -
Transportation Costs	\$ 2,000.00	\$ 2,100.00	\$ 2,205.00	\$ 2,315.00	\$ 2,430.00	\$ 11,050.00
Landlord Fees/Background Checks						
Subtotal	\$ 299,272.00	\$ 314,235.00	\$ 329,947.00	\$ 346,443.00	\$ 363,764.00	\$ 1,653,661.00
Training and Supplies (For Diversion only)						
Diversion Training						
Diversion Supplies						
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Costs (10% Maximum)						
Indirect Costs	\$ 44,487.00	\$ 46,500.00	\$ 48,824.00	\$ 51,514.00	\$ 53,826.00	\$ 245,151.00
Subtotal	\$ 44,487.00	\$ 46,500.00	\$ 48,824.00	\$ 51,514.00	\$ 53,826.00	\$ 245,151.00
Total	\$ 489,355.00	\$ 511,500.00	\$ 537,064.00	\$ 566,653.00	\$ 592,085.00	\$ 2,696,657.00

Project Type: Youth Emergency Shelter & Bridge Housing						
Contract Period:	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Budget Category	YR 1 Total	YR2 Total	YR3 Total	YR4 Total	YR5 Total	TOTAL
Personnel						
Salaries	\$ 155,680.00	\$ 163,464.00	\$ 171,637.00	\$ 180,219.00	\$ 189,230.00	\$ 860,230.00
Payroll Taxes	\$ 13,406.00	\$ 14,077.00	\$ 14,780.00	\$ 15,519.00	\$ 16,296.00	\$ 74,078.00
Benefits	\$ 38,165.00	\$ 40,075.00	\$ 42,078.00	\$ 44,182.00	\$ 46,390.00	\$ 210,890.00
Subtotal	\$ 207,251.00	\$ 217,616.00	\$ 228,495.00	\$ 239,920.00	\$ 251,916.00	\$ 1,145,198.00
Operational						
Client Meals	\$ 6,000.00	\$ 6,300.00	\$ 6,615.00	\$ 6,946.00	\$ 7,293.00	\$ 33,154.00
Client Personal Supplies	\$ 3,600.00	\$ 3,780.00	\$ 3,969.00	\$ 4,167.00	\$ 4,375.00	\$ 19,891.00
Shelter Furniture	\$ 3,600.00	\$ 3,780.00	\$ 3,969.00	\$ 4,167.00	\$ 4,375.00	\$ 19,891.00
Insurance	\$ 3,480.00	\$ 3,654.00	\$ 3,837.00	\$ 4,029.00	\$ 4,231.00	\$ 19,231.00
Communication	\$ 4,200.00	\$ 4,410.00	\$ 4,631.00	\$ 4,863.00	\$ 5,106.00	\$ 23,210.00
Office Expenses	\$ 3,600.00	\$ 3,780.00	\$ 3,969.00	\$ 4,167.00	\$ 4,375.00	\$ 19,891.00
Equipment	\$ 3,000.00	\$ -	\$ -	\$ 3,500.00	\$ -	\$ 6,500.00
Travel Costs	\$ 7,200.00	\$ 7,560.00	\$ 7,938.00	\$ 8,335.00	\$ 8,752.00	\$ 39,785.00
Program Supplies	\$ 3,600.00	\$ 3,780.00	\$ 3,969.00	\$ 4,167.00	\$ 4,375.00	\$ 19,891.00
Fiscal & Audits						\$ -
Training	\$ 360.00	\$ 378.00	\$ 397.00	\$ 417.00	\$ 438.00	\$ 1,990.00
Interpreter Services						
Subtotal	\$ 38,640.00	\$ 37,422.00	\$ 39,294.00	\$ 44,758.00	\$ 43,320.00	\$ 203,434.00
Facility Costs						
Rent						
Utilities	\$ 19,200.00	\$ 20,160.00	\$ 21,168.00	\$ 22,226.00	\$ 23,338.00	\$ 106,092.00
Maintenance	\$ 4,800.00	\$ 5,040.00	\$ 5,292.00	\$ 5,557.00	\$ 5,835.00	\$ 26,524.00
Security	\$ 960.00	\$ 1,008.00	\$ 1,058.00	\$ 1,111.00	\$ 1,167.00	\$ 5,304.00
Landscaping						\$ -
Minor Facility Improvements	\$ 6,000.00	\$ 6,300.00	\$ 6,615.00	\$ 6,946.00	\$ 7,293.00	\$ 33,154.00
Subtotal	\$ 30,960.00	\$ 32,508.00	\$ 34,133.00	\$ 35,840.00	\$ 37,633.00	\$ 171,074.00
Indirect Costs (10% Maximum)						
Indirect Costs	\$ 27,685.00	\$ 28,755.00	\$ 30,192.00	\$ 32,052.00	\$ 33,287.00	\$ 151,971.00
Subtotal	\$ 27,685.00	\$ 28,755.00	\$ 30,192.00	\$ 32,052.00	\$ 33,287.00	\$ 151,971.00
Total	\$ 304,536.00	\$ 316,301.00	\$ 332,114.00	\$ 352,570.00	\$ 366,156.00	\$ 1,671,677.00



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Valley Apprenticeship Connections
Agenda Item #: 18A	Director: Patrick Turner
Subject: Career Skills Training Grant	Officer: Jack Lazzarini

Recommended Action

Staff recommends approval for full Board consideration of the application to the U.S. Department of Energy (DOE), Office of State and Community Energy Programs for the Bipartisan Infrastructure Law: Career Skills Training Grant Program in the amount of \$1,081,250 for a 2-year project period.

Background

This program will allow Valley Apprenticeship Connections (VAC) to implement a new 12-week training curriculum in energy efficiency building technologies with an added learning component in electric vehicle charging stations. Students will learn a whole-building approach to energy-efficiency, such as advanced insulation, design of window placement, and HVAC installation. This project aims to: 1) train students in industry-recognized certifications; 2) create networking opportunities with industry leaders and trade union representatives to help place students in good jobs; and 3) strengthen collaborations with labor organizations and industry partners to address gaps in the workforce.

The application will be submitted on February 27, 2024. DOE intends to make competitive grant awards under this program in July 2024.

Fiscal Impact

This funding will support direct services, personnel costs, and operational costs. A non-federal match of 50% is required. Matching funds will come from a combination of funding from the State Center Community College District and private foundation funds.

Budget will be provided on the day of the meeting.

Conclusion

If approved by the Board, staff will submit the application on February 27, 2024. This funding will serve 360 low-income students with vocational training in construction and energy efficiency measures over a four-year period. If not approved, VAC will lose a funding opportunity to support the development of a new curriculum in energy efficiency—a growing sector in California’s workforce.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Valley Apprenticeship Connections
Agenda Item #: 18B	Director: Patrick Turner
Subject: Strong Workforce Program Agreement	Officer: Jack Lazzarini

Recommended Action

Staff recommends ratification for full Board consideration of the Strong Workforce Program Agreement from the State Center Community College District (SCCCD) in the amount of \$180,000 for a one-year period.

Background

This is a Valley Apprenticeship Connections (VAC) Pre-Apprenticeship 12-week program that involves skill building, earning professional certificates and giving back to the community. Students will obtain construction work experience through our local community partners involved in renovation work in downtown Fresno. Students will receive 25 lesson plans and 150 hours of the “Thinking for Change” training.

Thinking for Change is an evidence-based cognitive behavioral program that helps individuals resolve conflict, reflect on their life, and begin making better professional and life choices.

SCCCD continues to support the vision of providing worthwhile vocational training to the community and is a valuable partner in this venture.

The one-year project period began December 19, 2023.

Fiscal Impact

This funding will support personnel and operating expenses totaling \$163,637, and Indirect \$16,364. No match is required.

BUDGET CATEGORIES	BUDGET 12/1/23-12/31/24
SCCCD REVENUE	180,000
SALARY/BENEFITS	
SALARIES	81,065
FRINGE BENEFITS	19,687
	100,752
SERVICES/SUPPLIES	
CELL PHONE	736
COMMUNICATION COST	5,000
FACILITY COST	20,000
OFFICE EXPENSES	5,000
TRAVEL COST	1,149
WORKSHOP/EDUCATION SUPPLIES	11,000
TRAINING INSTRUCTOR COST	10,000
SUPPORTIVE SERVICES	10,000
	62,885
Administrative Costs @ 10%	16,364
TOTAL	180,000
NET INCOME	0

Conclusion

If ratified by the Board, funding for this program will serve approximately 70-80 low-income students with behavioral, skill building and construction work experience. If not approved, VAC will have to terminate its agreement with SCCC.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Head Start 0 to 5
Agenda Item #: 19	Director: Rosa M. Pineda
Subject: Head Start 0 to 5 Monthly Update	Officer: Emilia Reyes

Background

In compliance of the Head Start Performance Standards Sec. 642 (42 U.S.C.9837) Powers and Functions of Head Start Agencies – Program Governance, staff is providing a monthly update to the Board of Commissioners of the oversight of quality services for Head Start children and families to make decision related to program design and implementation.

The following information presented below is intended to keep the Board apprised on Head Start 0 to 5's leadership efforts in improving ongoing communication with the Commissions, focusing primarily on employee morale, compensation, and enrollment.

Head Start Adhoc Group

In November of 2023 the Fresno EOC Board Chair created the Head Start (HS) Adhoc group to enhance the program and identify any gaps to be addressed. The HS Adhoc group includes Fresno EOC Board Chair Hayes, Commissioners Rodgers, Jaime-Mileham, Brown-Jenkins, Taylor and HS leadership. The first meeting took place on December 18, 2023. Commissioners provided input, feedback and directed staff to develop a Head Start Action Plan to identify areas of improvement. Other topics of discussion including the following:

- Region 9 Specialist (Andrea Harvey) site visit on December 6 – 7, 2023
- Listening Session for all Head Start 0 to 5 Employees
- Ongoing staffing challenges
- Funded Enrollment Initiative progress
- Locally Designed Program Option request
- Head Start Advocacy Day scheduled for March 12, 2024

The Head Start Director, CEO, and the adhoc group will continue to meet monthly to keep the board abreast of the program updates, challenges, and concerns. Standing items for the meeting will also include: staffing (separation/hiring) and enrollment. The next meeting has been scheduled for Wednesday, January 31, 2024 at 3:30pm.

Other HS Meetings and Deadlines

A budget revision was submitted on December 31, 2023 to the Office of Head Start for reallocating 2023 unobligated funds.

County – Wide Policy Council met on January 9, 2024 and quorum was met as we had 35 parents in attendance.

Our Office of Head Start (OHS) designated Program Specialist, Andrea Harvey will be leaving her position effective January 19, 2024. OHS has yet to assign a new Program Specialist.

The National Head Start Association Winter Leadership Institute is taking place from January 22 – 25, 2024 in Crystal City, VA. The focus of the Leadership Institute is to ensure Congress understands, values, and empowers the important role Head Start serves for our nation's most vulnerable children and families.

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FINANCE COMMITTEE MEETING
Wednesday, November 8, 2023
5:00PM
MINUTES

1. CALL TO ORDER

Charles Garabedian, called the meeting to order at 5:10 pm.

2. ROLL CALL

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF	STAFF
Charles Garabedian (Committee Chair)	✓	Steve Warnes	Jay Zapata
Rey Leon		Karina Perez	Jon Escobar
James Martinez		Jennifer Tillman	Jack Lazzarini
Linda Hayes	✓	Chris Erwin	
Zina Brown-Jenkins	✓	Angela Riofrio	
Itzi Robles	✓	Maria Elizondo	
Alena Pacheco	✓	Thomas Dulin	

3. APPROVAL OF OCTOBER 11, 2023 MINUTES

A. October 11, 2023 Finance Committee Minutes

Public comment: None heard.

Motion by: Alena Pacheco **Second by:** Itzi Robles

Ayes: Garabedian, Alena Pacheco, Itzi Robles

Nayes: None heard

4. FINANCIAL REPORTS

A. Agency Financial Statements

B. Head Start Financial Status Report

Motion by: Itzi Robles **Second by:** Zina Brown-Jenkins

Ayes: Garabedian, Itzi Robles, Zina Brown-Jenkins

Nayes: None heard

Jay Zapata, Chief Financial Officer, presented the Financial Statements for Year-to Date for September 2023 as well as the approval of the financial status report for the Head Start 0-5 program as of Year-to-Date September 2023. Through September 2023 the Total Revenues and Support are \$120,829,445 and Total Expenditures are 123,618,858.

Jennifer Tillman, Finance Manager for Head start presented the Head Start Financial Status Reports for Year-to Date for September 30, 2023. Through September 2023 the Head Start Basic grant was 40% expended and the Early Head Start Basic grant was 25% expended.

Commissioner Brown-Jenkins stated concern and inquired clarification in regards of the Head Start reimbursement for childcare and mileage cost reaching a limit. Zapata stated that in the Policy & Procedures it does not include a limit due to being a reimbursement for childcare and mileage.

5. HEALTH INSURANCE REPORT

A. Health Insurance Report

Steve Warnes, Assistant Finance Director, presented the health insurance fund reports for September 30, 2023. The Health Insurance reserve is at \$6.8 million, which covers approximately 9.3 months of average expenditures. Contributions from programs and employees for 2023 total \$7,766,467 while the Fund paid out \$6,480,161 in expenses.

Public Comment: None heard

No Action Required

6. INVESTMENT REPORT

Warnes presented the Investment Report. The Citibank account is closed, and the cash has been carried over to the Wells Fargo bank account.

Public comment: None heard.

No Action Required

7. VARIANCE REPORTS

A. Transit System Program

Through 75% of the contract period, approximately 63% of budgeted revenues have been received. Through 75% of the contract period, approximately 70% of the budgeted expenses have been used.

Commissioner Garabedian asked for clarification as to why the mileage cost was so large. Thomas Dulin, Transit System Director, explained the majority of expenses are coming from repairs reveal in parts and fuel cost.

B. Food Service Program

Through 75% of the contract period approximately 74% of budgeted revenues have been received. Through 75% of the contract period, approximately 75% of budgeted expenses have been used.

Commissioner Robles inquired in regards of seeing any savings from the electric cars. Dulin stated the programs has seen about \$1,000.00 in savings since they only have two electric vehicles.

8. NON-COMPETITIVE PROCUREMENT: N/A

A. Non-competitive Procurement

Public Comment: None Heard

No Action Required

9. OTHER BUSINESS: Discussion

Public comment: None heard

No Action Required

10. PUBLIC COMMENTS: N/A

Public comment: None heard

No Action Required

11. ADJOURNMENT:

Garabedian adjourned meeting at 5:43 pm

Respectfully Submitted,

Charles Garabedian
Committee Chair



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Finance
Agenda Item #: 20A2	Director: Steve Warnes
Subject: Workers Compensation Policy Renewal	Officer: Jay Zapata

Recommended Action

The Finance Committee recommends approval for full Board consideration to select Tangram as our Workers' Compensation Insurance carrier for 2024.

Background

The Agency is required by state law and by our contracts to have workers' compensation coverage. Coverage is obtained annually for the calendar year. Renewal quotes for policies effective January 1 are not issued by insurance carriers until after the Workers' Compensation Insurance Rating Bureau (WCIRB) releases their industry-wide ratings. The carriers must then obtain approval from the State of California for their published rates and experience modifications. The policy premiums is based on an estimate of payroll to be paid in the coming year; the carrier performs an audit of the payroll to determine the final premium.


Fiscal Impact

The Agency's risk management consultant, Heffernan Insurance Brokers, has solicited quotes for the 2024 workers' compensation renewal. Quotations were received from Church Mutual – the incumbent carrier – as well as other carriers. Quotes were reviewed for both cost and service delivery desired. Based on our estimated payroll the quotes received are:

Church Mutual	\$1,344,835
Tangram	\$ 975,023
Amtrust	\$1,162,198
BHHC	\$1,283,987
State Fund	\$1,400,000

Conclusion

If approved by the full Board, the workers compensation policy will be bound and effective Jan 1, 2024, to remain in compliance with California labor law. We have used Tangram as our carrier in the past, we are pleased with their responses to our service-related concerns.



If the Workers' Compensation coverage is not approved, the agency will be out of compliance with California labor laws and thus exposing the agency to a significant risk.

PROPOSAL OF INSURANCE

PREPARED FOR
FRESNO ECONOMIC OPPORTUNITIES COMMISSION

Workers Compensation Coverage

Renewal Date: January 1, 2024



Because You're Different

PRESENTED BY

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**Fresno Economic Opportunities Commission
2024 Workers Compensation Executive Narrative**

Over the past few months, Heffernan Insurance Brokers has conducted a thorough Workers Compensation market analysis for Fresno Economic Opportunities Commission (Fresno EOC). We negotiated renewal terms with your incumbent carrier as well as several other markets, obtaining quotes & indications from a total of five carriers. This narrative encompasses a summary of changes in the marketplace, your claim performance, renewal options, and our carrier recommendation for the 2024 policy year.

State of the Workers Compensation Industry:

Last year, California saw a 14% increase in workers' compensation premiums due to the economic recovery from the pandemic. As the economy continues to expand and insurer charged rates stabilize, premiums are expected to surpass pre-pandemic levels once the 2023 year is complete. Claim frequency is returning to pre-pandemic levels, with the frequency of non-COVID-19 indemnity claims remaining relatively flat. COVID-19 claims and costs have declined and remained stable for most of the past two years. Average indemnity claim costs are rising, mainly driven by increasing average wage levels. California has longer average claim durations compared to other states, influenced by slower claim reporting, lower settlement rates, and higher frictional costs. Despite these factors, the accident year combined ratio (losses & operating expenses as compared to earned premiums) decreased by 7 points to 105% in 2022, reflecting improving profitability in the workers' compensation market. With this improved profitability, many carriers are continuing to provide competitive options to insureds as we head into 2024.

As in year's past, the WCIRB tinkers with the experience modification calculation. This year, the Expected Loss Rates (ELR) increased slightly, which means employers were "allowed" more claims dollars in their calculations. The WCIRB annually adjusts the ELRs based on the prior year's claims performance in the state. We expect this trend to continue in future years.

Fresno EOC's Performance:

In 2023, Fresno EOC has had 56 workers compensation claims. This is an increase in total claims as compared to 2022 (41), but Fresno EOC's performance is in on trend with other employers in California who are seeing their claims frequency return to pre-pandemic levels. As of late-November, the total incurred claims amount is \$305,918 (including expenses). This gives Fresno EOC a 29% loss ratio. Fresno EOC's experience mod for 2024 has been published at 101%, which is a 25-point (or 20%) reduction from the 2023 ex-mod (126%). The following factors contributed to the decreased experience mod:

- Reduction in Actual Losses (\$344,950)
- Total Payroll grew by about \$7 Million
- ELRs increased which increased the amount of losses Fresno EOC were expected to have

We will continue to monitor the claims throughout the year and communicate with adjustors and Fresno EOC to make sure the claims are progressing as quickly and effectively as possible. We will continue with our goal of closing these claims, keeping the incurred costs low, and look to extend Fresno EOC's downward experience mod trend.

Workers Compensation Program Renewal:

This year, we obtained four quotes or indications along with the renewal quote from your incumbent carrier, Church Mutual. The expiring premium with Church Mutual was \$1,038,903, inclusive of state taxes & fees. Church Mutual's renewal quote is \$1,334,835 with state taxes & fees or roughly 29% higher than expiring. We also received a quote option from Tangram with their carrier partner, Service American. Tangram's quote including taxes & fees came in at \$975,023. Tangram's quote is 6% lower than expiring and 27% lower than Church Mutual's renewal quote. Our two other quotes came from AmTrust and Berkshire Hathaway (BHHC) who gave us quotes at \$1,162,198 and \$1,283,987 respectively. State Compensation Insurance Fund (State Fund) provided us with an indication of \$1,400,000.

Fresno EOC's ex-mod dropped 20% this year, as previously discussed. Fresno EOC's 6% premium reduction with Tangram is slightly misleading as the significant ex-mod reduction would lead one to believe the overall premium reduction would be greater. However, Fresno EOC's projected payroll for 2024 is roughly \$7 Million dollars higher than the 2023 projected payrolls. The growth is concentrated in mostly lower-rated class codes, which do not provide as much financial impact as other higher-rated codes. That said, the net rates for the Tangram 2024 renewal quote are lower by double-digit percentages virtually across the board. Net rates are a carrier's base rates along with all debits and credits, including the ex-mod. Please refer to our proposal for a detailed net rate breakdown.

With the rest of the property & casualty marketplace providing premium increases due to hard market conditions, workers compensation has been the bright spot where insureds have been able to realize relief. Our marketing efforts show many carriers continuing to offer competitive pricing to well-performing accounts. We are thrilled to have several options which would be saving the organization money.

Heffernan Insurance Brokers Commentary:

After completing our marketing efforts and analysis, Heffernan Insurance Brokers recommends Fresno EOC bind coverage with Tangram. Besides offering the best pricing, Tangram meets many of the service requests Fresno EOC's Human Resources team requires to effectively manage the organization's claims and mitigate future claims through loss control. In addition, Tangram can provide a virtual nurse triage service which will allow Fresno EOC to continue this valuable service which aids in claim frequency and severity reduction. We will also continue to have Heffernan's Claims Consultant, Wanda Soon, monitor the claims activity to get the open claims closed and work towards further decreasing the experience modification. We are excited to be bringing an option to Fresno EOC that satisfies many of the service needs along with being the most competitively priced option. Tangram has been insuring nonprofits for over twenty years and their dedication to providing competitive quotes along with valuable services has enabled them to grow into a top tier workers compensation provider for the nonprofit industry.

Sincerely,

Brian O'Callaghan
Senior Vice President
Heffernan Insurance Brokers

Jordann Coleman
Senior Vice President
Heffernan Insurance Brokers

Gabriella Garrick
Account Manager
Heffernan Insurance Brokers

PREMIUM SUMMARY

COVERAGE	CARRIER	POLICY TERM	2023 BOUND PREMIUM	2024 ESTIMATED PREMIUM
Worker's Compensation Option 1	Church Mutual Insurance Co.	1/1/2024 to 1/1/2025	\$980,800 – Premium \$58,105 – Fees \$1,038,905 - Total	\$1,270,457 – Premium \$74,378 – Fees \$1,344,835 – Total
Worker's Compensation Option 2	Tangram Insurance Services	1/1/2024 to 1/1/2025		\$921,097 – Premium \$53,926 – Fees \$975,023 – Total

**The State has not yet released the 2024 State Taxes & Fees so this is subject to change*

PAYMENT OPTIONS
<p>Church Mutual: Directly Billed: Monthly Installments.</p> <p>Tangram: <u>Payment Plans:</u></p> <ul style="list-style-type: none"> • 10 Pay - 10% Down (\$146,033) + 9 Installments (\$92,110) • Monthly Reporting (10% Deposit - \$155,434) • Late payment and overdraft fees may apply. • Premium financing is not accepted.

QUOTE CONDITIONS
<ul style="list-style-type: none"> • Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage. • Down payment or full annual premium as stated above is required to bind coverage. • Volunteers are not covered. • Subject to favorable loss control. • Subject to compliance with loss control and all ensuing recommendations.

MARKETING ANALYSIS

Insurance Carrier	Response
Church Mutual	\$1,344,835 including taxes and fees – Presented Option 1
Tangram	\$975,023 including taxes and fees– Presented Option 2
Amtrust	\$1,162,198 including taxes and fees
BHHC	\$1,283,987 including taxes and fees
State Fund Insurance	Indication \$1,400,000
Sentry	\$250k Deductible Program -Need additional information to provide firm quote.
Guide One	No Response
Copper Point	No Response
ICW	Declined, due to operations.
AIG	Declined, due to operations.
Everest	Declined, due to operations.
Care West	Declined, due to operations.

***As 2024 WC Surcharges have not been approved, taxes and fees are subject to change.**

PREMIUM & LOSS ANALYSIS

5 Year Premium and Loss Analysis - Valued 11/28/2023							
Grand Totals							
	Carrier	Total # of Claims	Paid	Outstanding	Total Incurred	Premium	Loss Ratio
2023-2024	Church Mutual	56	\$117,856	\$188,062	\$305,918	\$1,038,905	29%
2022-2023	Church Mutual	41	\$147,067	\$61,699	\$208,766	\$1,435,640	15%
2021-2022	Church Mutual	19	\$269,646	\$93,737	\$363,383	\$1,474,427	25%
2020-2021	BHHC	46	\$255,002	\$117,855	\$372,858	\$1,050,585	17%
2019-2020	BHHC	100	\$713,769	\$173,127	\$886,896	\$1,234,617	57%
Total # of Claims		262			\$2,137,820	\$6,234,174	



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Transit Systems
Agenda Item #: 20A3	Director: Thomas Dulin
Subject: Nuvve Holding Corp. Proposal	Officer: Jack Lazzarini

Recommended Action

The Finance Committee recommends review and approval for full Board consideration to approve Nuvve Holding Corp. proposal to the Transit Systems Electrification RFP.

Background

On November 1st Transit Systems issued a Request for Proposals (RFP) to hire a project manager tasked with incorporating solar panels and charging stations into their infrastructure. The intended location for the solar farm is a 3-acre space, and solar canopies will be installed in the bus parking lot. Alongside the solar panels, Transit Systems aims to integrate a total of 56 charging stations, complemented by the inclusion of a battery to support electricity requirements during periods of minimal sunlight.

The Transit System 2023-24 Electrification RFP received three (3) submissions. Following the Agency's Procurement Policies and Procedures, a panel of reviewers reviewed, scored, and discussed all qualifying submissions and subsequently recommends Nuvve Holding Corp. to move forward to the Board of Commission for funding consideration. Nuvve's proposal with engineering by Molle received the highest score of all three proposals.

Fiscal Impact

Transit intends to capitalize on grants and rebates provided by the San Joaquin Valley Air Pollution Control District and Pacific Gas and Electricity. This strategic approach aims to reduce expenses related to infrastructure enhancements and tap into additional financial incentives supporting the solar project.

Conclusion

If approved by the full Board, the subsequent actions will involve negotiating the contract details, setting a date for the groundbreaking ceremony, and finalizing the financial arrangements for the project.

If not approved by the full Board, Transit will forfeit the opportunity to utilize grant funding allocated for this initiative. Consequently, Transit will remain burdened with the ongoing high utility expenses each month. Additionally, there will be a missed opportunity to benefit from Carbon Footprint (CF) credits that could be accrued through the energy produced by the solar installation.



NUVVE HOLDING CORP. RESPONSE TO RFP 2324

Fresno EOC Transit Systems 2023/2024 Fleet
Electrification

ORIGINAL

Contact
farqo@nuvve.com

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Cover Letter

Gregory Poilasne
CEO
Nuvve Holding Corporation
2488 Historic Decatur Rd, Suite 200
San Diego, CA. 92106
gregory@nuvve.com
November 29, 2023

Thomas Dulin
Transit Systems Director
Fresno Economic Opportunities Commission
3110 W. Nielsen Ave.
Fresno, CA 93706

Dear Mr. Dulin,

I am writing on behalf of Nuvve to express our strong interest in responding to Fresno EOC Transit Systems Electrification Project 2023/2024. We appreciate the opportunity to submit our proposal and believe our knowledge, experience, and commitment to excellence make us a perfect match for this project.

Nuvve specializes in simplifying fleet electrification with a turn-key service model, combining cutting-edge technology with expert fleet management. This approach ensures fleet modernization and community benefits through improved air quality and reliable, clean transportation.

We recognize Fresno EOC's goals to reduce operational costs, enhance grid support, increase resiliency, lower greenhouse gas emissions, and provide clean transportation services. Our enclosed proposal details how our tailored solutions, informed by a history of successful fleet electrification projects, are designed to meet these objectives.

Thank you for considering Nuvve for this significant initiative. We are eager to contribute to Fresno EOC's mission and stand ready to discuss further details at your convenience. Don't hesitate to contact Fargo Hall, our Senior Project Manager, at fargo@nuvve.com for additional information.

We look forward to the opportunity of a rewarding partnership.

Sincerely,

Gregory Poilasne
CEO
Nuvve Holding Corporation

Executive Summary

Project Title

Fresno EOC Transit Systems Electrification Project 2023/2024

Project Purpose and Justification

Nuvve presents a turn-key solution for Fresno EOC's aspiration to transition its transit fleet to electric vehicles, integrating Vehicle-to-Grid technology, solar energy generation, battery storage, cost reduction, and recurring revenue generation. This initiative stems from the necessity to enhance energy efficiency, diminish carbon emissions, and harness sustainable energy technologies.

Nuvve's response to RFP 2324 embodies the Fresno Economic Opportunities Commission's (Fresno EOC) goal to diminish its reliance on fossil fuels while procuring most energy required for its fleet electrification from renewable sources. For comprehensive information, please consult our linked documents and/or submitted materials.

High-Level Project Description

The project involves designing and implementing a comprehensive electrification system for the Fresno EOC transit fleet. It encompasses procuring and installing electric vehicle (EV) chargers, establishing a solar power generation farm, and integrating a battery storage system to ensure a reliable power supply.

Strategic Alignment

Nuvve's turn-key solution incorporates a comprehensive plan, design, implementation strategy, financing, grant writing services, and project management. This encompasses collaboration with Pacific Gas and Electric, local construction contractors, and equipment and material suppliers. The project aligns with Fresno EOC's strategic objectives, including environmental sustainability, operational efficiency, and compliance with California's transit system electrification regulations.

Preliminary Stakeholder List

- Fresno EOC management
- Project team
- Selected contractors
- Transit system operators
- Local utility representatives
- Community stakeholders

Key Milestones

- RFP Submission Deadline: November 30, 2023
- Contract Award: TBD
- Design Phase Completion: +6 months post-contract award
- Installation Commencement: +15-18 months post-contract award
- Project Closeout: +18-24 months post-contract award

Summary of Project Costs

Funding for the project is expected to come from Fresno EOC capital, grants, rebates, incentives, and other potential financing sources. A detailed cost estimate will be provided in the project plan.

High-Level Risk Assessment

- Regulatory changes impacting project scope or funding.
- Complexities in technology integration

- Delays in procurement or construction
- Assumes grant money is available and awarded.
- V2G revenue is not guaranteed if separately procured vehicles have not passed Nuvve/Vehicle OEM interoperability testing.
- If the selected EV is incompatible with the specified charging equipment (DCFC EVSE spec sheet provided on [p. 134](#)), the contracting party shall be responsible for all costs to modify the EVSE to ensure compatibility. These costs shall be allocated to the contingency line item of the project budget. This clause clarifies that the EVSE supplier shall not bear financial responsibility for incompatibilities resulting from the equipment selection made by the contracting party.

Project Summary

The ambitious initiative to electrify your fleet will transform your transit systems by adopting renewable energy sources and align with your commitment to sustainability and regulatory compliance in California.

The project is strategically designed to enhance operational efficiency and reduce your carbon footprint. It will be supported through a blend of capital grants and other financing sources. Our project timeline has been meticulously planned, with significant milestones such as the RFP submission and project closeout carefully scheduled.

We know the challenges ahead, including regulatory adjustments, the complexity of innovative technologies, and possible delays in procurement or construction. However, we are confident in our ability to navigate these with minimal impact on the project's timeline and success.

We look forward to your support and engagement as we embark on this transformative journey for Fresno EOC and the community.

ID Sheet

1. IDENTIFICATION SHEET

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

Type or print the following information:

Company: Nuvve Holding Corp.

Address: 2488 Historic Decatur Rd., Suite 200, San Diego, CA 92106, USA

Name: Fargo Hall

Title: Senior Project Manager Email: fargo@nuvve.com

Telephone: Fax: (619) 489-4734

Years in business: 13

Number of employees: 45

Name of Insurance carriers: HUB International Insurance Services Inc.

Public Liability: ADP Total Source DE. IV. Inc. Expires: 03/24/2023

Workers' Compensation: ADP Total Source DE. IV. Inc. WC 05B450210 NY

Licensing Form

DocuSign Envelope ID: 897ADBDE-B00B-4A8C-A7B4-B3A35D10EFCC

2. LICENSING

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

By submission of a proposal, Proposer attests to having possession of a duly issued valid business license issued by the State of California. Such license authorizes a proposer to contract to perform type of work required by the specifications. Should the Proposer fail to provide below, the number and classification of Proposer's State of California License, Private Patrol Permit from the City of Fresno, Fresno Economic Opportunities Commission (EOC) may reject this proposal.

CONTRACTOR: Nuvve Holding Corp.

BY: Gregory Poilasne

TITLE: Chief Executive Officer

MAILING ADDRESS: 2488 Historic Decatur Rd., Suite 200, San Diego, CA 92106, USA

TELEPHONE NUMBER: (619) 483-3448

STATE OF CALIFORNIA LICENSE NO.: 4744628

(Private Patrol Operators License): _____

Private Patrol Permit (City of Fresno): _____

DocuSigned by:
Gregory Poilasne

11/15/2023

Contractor's Signature

Date

NUVVE⁷

Proof of Insurance



NUVVHOL-01

SECK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services Inc. 9855 Scranton Road Suite 100 San Diego, CA 92121		CONTACT NAME: Stacey Eck PHONE (A/C, No, Ext): (858) 768-7307 FAX (A/C, No): E-MAIL ADDRESS: Stacey.Eck@hubinternational.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Colony Insurance Company	39993
		INSURER B: Berkley Regional Insurance Company	29580
		INSURER C: Great American Excess & Surplus	37532
		INSURER D: Houston Casualty Company	42374
		INSURER E:	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Retro Date 11/7/2019 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:			103GL0211800-00	11/7/2022	3/20/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 5,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			TCP 7022302-10	3/20/2023	3/20/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XSE908816	11/7/2022	3/20/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 Retro 11/7/2021 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Cyber/Privacy Liab			H23NGP216399-01	6/24/2023	3/20/2024	Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For Proof of Coverage Only

CERTIFICATE HOLDER	CANCELLATION
Verification of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.		Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Nuvve Holding Corp				
2 Business name/disregarded entity name, if different from above				
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.				
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____				
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Report an account transferred outside the U.S.)</small>				
5 Address (number, street, and apt. or suite no.) See instructions. 2488 Historic Decatur Road, Ste. 200			Requester's name and address (optional)	
6 City, state, and ZIP code San Diego, CA 92106				
7 List account number(s) here (optional)				

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN), if you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
8	6			-	1	6	1	7	0 0 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
	<i>David Yehon</i>	3/13/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is Backup Withholding*, later.

References Form

3. REFERENCES

RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

SIMILAR CONTRACTS/RFPS PERFORMED: List below contracts under which the Proposer has provided similar services during the past three (3) years.

Proposer's financial stability, technical and support capabilities will be verified through reference checking, which may include site visits and contact with other clients or vendors.

FIRM NAME: San Diego Unified School District

ADDRESS: 4710 Cardin Street, San Diego, CA 92111

PHONE NUMBER: [REDACTED]

CONTACT PERSON: John Burciaga

DATE OF CONTRACT: 4/14/2022 through present

FIRM NAME: Williamsfield Community Unit School District

ADDRESS: 325 West Kentucky Avenue, Williamsfield, IL 61489

PHONE NUMBER: [REDACTED]

CONTACT PERSON: Tim Farquer

DATE OF CONTRACT: 4/12/2022 through present

FIRM NAME: Suffolk Transportation Services

ADDRESS: 10 Moffitt Blvd, Bay Shore, NY 11706

PHONE NUMBER: [REDACTED]

CONTACT PERSON: Teno Gustavson

DATE OF CONTRACT: 10/8/2021 through present

Cost Proposal

- Financial Model, including Capital Expenditures, IRR/NPV, and more begins on [p.36](#).

Overview of the Firm and Proposed Subcontractors

The collaboration of Nuvve, Mollé Energy, and EōS Organization in the Fresno EOC Transit Systems Electrification Project presents a formidable alliance, each bringing distinct strengths that synergistically enhance the project's success. Nuvve's advanced vehicle-to-grid technology and expertise in fleet electrification lay the groundwork for more efficient and cost-effective adoption of electric vehicles, ensuring that the project's transportation elements are both environmentally friendly and economically viable.

Mollé Energy, through its innovative approach in deploying electric vehicle charging infrastructure, complements Nuvve's contribution by providing cutting-edge, modular, and adaptable construction processes that streamline installations and align with Fresno EOC's energy greenhouse gas goals.

The addition of EōS Organization, with its global experience in sustainable energy and environmental focus, fortifies the project's commitment to ecological sustainability. Their focus on developing a 2MW solar farm project is particularly critical, promising to deliver renewable energy solutions that reduce utility costs and foster a stable, sustainable community environment.

Together, these three entities form a powerful team capable of transforming Fresno's transportation and energy infrastructure into a model of sustainability and efficiency.

Nuvve Track Record

Nuvve is a publicly traded company (Nasdaq: NVVE) accelerating the electrification of transportation through its proprietary vehicle-to-grid (V2G) technology. The company is headquartered in San Diego, California, with offices in Copenhagen, London, Paris, Tokyo, and Delaware. Our mission as a green technology company is to lower the total cost of electric vehicle ownership while supporting the integration of renewable energy resources, including solar and wind. With our proprietary Vehicle-to-Grid (V2G) technology and Grid Integrated Vehicle (GIVe™) platform, Nuvve is accelerating the adoption of electric vehicles with cutting-edge solutions.

Nuvve is a trusted and reliable partner with a proven track record of successful electrification projects. Our expertise ensures the advancement and dependability of the Fresno EOC Transit Systems 2023/2024 Fleet Electrification. Detailed information on Nuvve's achievements is provided throughout this proposal.

Personnel Experience

Nuvve's team boasts deep industry knowledge and hands-on experience in fleet electrification, ensuring that the Fresno project will be managed by experts who understand the intricacies of energy system efficiency operational improvements, V2G revenue generation, and the navigation of hurdles when converting a fleet of internal combustion engines (ICE) vehicles to electric.

[Nuvve Leadership](#)

Nuvve's diverse and extensive leadership in technology, finance, and academia not only drives its capability in V2G technology but also positions Nuvve as the leader in fleet electrification.

[Nuvve's President and COO](#)

[Nuvve's Project Management Team](#)

Learn more about our team of experts in the attached resumes on [p. 18-27](#).

Proven Capability & Track Record

Nuvve boasts a solid track record and proven capability, with a global presence across five continents, a history of managing over 20 megawatts of bi-directional assets, and a successful portfolio of previous electrification projects. Our history showcases our ability to innovate and deliver efficiently.

[CEC Awards Nuvve \\$1.9M Grant for Innovative Vehicle-to-Microgrid Project](#)

- "As a proponent and early adopter of clean transportation solutions, we look forward to continuing our efforts to support the health of our students, our community, and our planet. Cajon Valley is grateful for Nuvve's support in securing these much-needed funds," said Scott Buxbaum, Assistant Superintendent, Cajon Valley Union School District.

- "This CEC grant will ultimately improve air quality, provide revenue for additional student programming and will help us support the power grid to reduce outages during emergency situations. We



see this as a win for the district, for students and teachers, and for the environment as a whole," said John Burciaga, Fleet Maintenance Manager, San Diego Unified School District.

[Nuvve's Largest DC Fast Charger Order To Power New England School Bus Fleet](#)

- "Nuvve and New England Transit Sales have demonstrated that they're as committed as we are to Lawrence Public Schools and student health. We're excited to bring this clean transportation breakthrough which benefits our drivers, students, and the wider Lawrence community," said Beacon Senior Vice President of Fleet & Facilities Bill Griffiths.

[Nuvve and Blue Bird Equip First All-Electric School Fleet in Texas](#)

- "We are pleased to team up with Nuvve and our local dealer partner Rush to help Martinsville ISD shift to clean student transportation," said Blue Bird President Britton Smith. "With more than 1,500 electric vehicles on the road, Blue Bird is the undisputed leader in zero-emission school buses. We look forward to continuing to drive innovation and sustainability in Texas and to inspiring other districts based on our partnership with Nuvve and the Martinsville model."

[Nuvve K-12 Powers Ramona Unified School District V2G Project](#)

- "Electric school buses are a perfect match for V2G technology because of their large onboard batteries," said SDG&E Clean Transportation Director Jeni Reynolds. "These zero-emissions vehicles not only help improve air quality, they can also help meet our community's energy needs by putting electricity back on the grid when parked."

[Nuvve Japan](#)

- Nuvve has over a decade of experience working with multiple TSOs worldwide to qualify aggregated electric vehicles and stationary batteries to provide and get paid for bi-directional grid services. In the case of this Japan-based deployment, TSO qualification allows the companies to bid available capacity and energy from stationary batteries into the Japanese market to provide flexibility and demand response services, generating revenues in return.

[Cajon Valley Union School District](#)

- [Watch Los Angeles's Eyewitness News Visit Our Cajon Valley V2G Project](#)
- The adoption of an electric school bus fleet and vehicle-to-grid (V2G) capabilities will meet the Cajon Valley Union School District's sustainability goals, reduce student exposure to harmful pollutants created by diesel buses, and ensure seamless transportation operations.

[EPA Clean School Bus Round 1](#)



In 2022, Nuvve's specialists secured [EPA Clean School Bus grants for 10 school districts](#) in four states totaling \$24.2 million for 61 ESBs and chargers, with more grant applications in the works for 2023. For schools that are ineligible for federal or state grants or want to finance a portion of their fleet, Nuvve K-12 can source the best turnkey financing solutions possible. Currently, Nuvve K-12 is supporting active deployments in 20 states across the U.S., including Arizona, California, Colorado, Texas and New York.

[Artificial Intelligence](#)

[Nuvve Introduces Artificial Intelligence Into Its GIVe™ Software Platform Via Integration Into the FleetBox® Charge Management App](#)

- "While Nuvve's fleet customers are focused on mission-critical tasks such as transporting students, managing municipal operations or maintaining advertising kiosks in a timely manner, Nuvve is lowering their total cost of ownership or generating revenue to make the most of their electric fleet investment."

[Nuvve Introduces Astrea AI Forecasting for Nordic Energy Market](#)

- "By applying artificial intelligence to the task of price and capacity modeling and forecasting, we've improved accuracy and saved time. Our Astrea AI solution works 24/7 365 days a year to ensure that we maximize the revenue potential from electric vehicles," says Massimiliano Garella, Nuvve's Product Manager for Grid Services.

Nuvve Team Overview and Project Roles

Project Lead – Fargo Hall, MBA – Senior Project Manager



Fargo Hall is a highly accomplished Senior Project Manager with a remarkable career spanning over 30 years. His experience encompasses many high-profile projects in power plant construction, utility management, pipeline development, and various construction initiatives. With a background deeply rooted in Naval Nuclear Power and an MBA, Fargo brings a unique blend of discipline and dynamism to project leadership.

Throughout his career, Fargo has consistently demonstrated his exceptional project management skills. He boasts a proven track record of delivering projects within budget and often ahead of schedule. His adeptness extends to efficiently managing budgets of up to \$50 million and leading teams of up to 30 professionals. His areas of expertise encompass project scoping, meticulous scheduling, capital budgeting, strategic planning, and an unwavering commitment to safety, regulatory compliance, and effective team leadership.

Fargo's role in the Fresno EOC Transit Systems Electrification Project for 2023-2024 involves a comprehensive approach to project management, covering various aspects such as developing infrastructure, installing systems, managing the program, and ensuring regulatory compliance.

Project Manager – Erich Buss, Reserve Naval Officer



Erich Buss is a seasoned Project Manager with a career spanning over a decade, marked by remarkable leadership, management, and engineering accomplishments, particularly within the renewable energy and technology sectors. His expertise extends across various domains, including successful project and program management, rigorous engineering quality assurance, and the development of innovative processes.

Erich's impressive qualifications include PMP certification and a consistent track record of devising effective communication strategies and innovative solutions to tackle complex challenges in dynamic and ever-evolving professional landscapes.

During the Fresno EOC Transit Systems Electrification Project for 2023-2024, Erich would be pivotal in quality management, ensuring compliance with industry standards and regulations specific to solar generation, battery systems, and V2G EVSE electrification. Erich's responsibilities would also encompass continuous improvement initiatives and effective issue resolution, maintaining thorough documentation and reports on quality metrics, and managing vendors and contractors to uphold quality standards. Additionally, his role would involve transparent and consistent communication with all stakeholders to align expectations and report on quality outcomes, ensuring the project not only meets but exceeds Fresno EOC's requirements and the stipulations of the RFP.

Artificial Intelligence Project Lead – Hamza Lemsaddek – Vice President of Technology & Astrea AI



Hamza Lemsaddek is a visionary technology leader renowned for his expertise in artificial intelligence, eMobility, and energy management.

At Nuvve, Hamza has been pivotal in driving product innovation and operational efficiency. His responsibilities extend to overseeing Engineering and R&D teams, ensuring the company remains at the forefront of technological advancements. His notable achievement includes successfully integrating cutting-edge AI into energy services, resulting in heightened customer satisfaction, and improved functional synergy.

Hamza's responsibility in the project would be primarily centered around leveraging his extensive expertise in AI, eMobility, and energy management. Hamza's role would involve architecting and executing strategic technology initiatives, ensuring alignment with sustainability goals, and keeping pace with market demands and industry advancements. This would ensure that the Fresno EOC project benefits from the latest in sustainable transportation and energy solutions, aligning with the RFP's focus on comprehensive energy system improvement and operational efficiency.

Utility Partnerships – Rachel Zook – Senior Program Manager



Rachel Zook is a highly dedicated Senior Program Manager for Utility Partnerships at Nuvve, specializing in developing vehicle-to-everything (V2X) technology pathways throughout North America. Ms. Zook has been pivotal in driving business development initiatives, structuring innovative vehicle-to-grid (V2G) pilot projects, crafting a comprehensive V2G, and managing charging strategy. Ms. Zook's strategic mindset and an unwavering commitment to data quality and reporting excellence have significantly advanced Nuvve's presence in the grid services landscape.

As a Project Manager, Ms. Zook effectively collaborated with utilities and government agencies to seamlessly integrate bidirectional charging equipment and software into approved lists, thus propelling progress within the V2X arena. Her extensive background includes successfully managing multimillion-dollar incentive projects tailored to electric and alternative fuel vehicles, underscoring a solid dedication to sustainability and clean energy practices.

Rachel's responsibilities on the project would include leading business development initiatives, particularly in vehicle-to-everything (V2X) technologies, structuring vehicle-to-grid (V2G) pilot projects in collaboration with utilities, and formulating a comprehensive V2G and managed charging strategy. Additionally, her role would involve stakeholder engagement to ensure the successful implementation of the project, leveraging her experience in demand response, load reduction programs, and the integration of bidirectional charging equipment and software.

Grants Manager – Angela Shuck – Senior Grants Manager



Angela Shuck is an accomplished Grants Manager with a stellar reputation for securing and adeptly managing substantial grant funding to advance fleet electrification and vehicle-to-grid (V2G) initiatives. She holds a Bachelor of Science in Business Administration from Oklahoma State University, demonstrating her strong analytical and project management capabilities. Angela's role at Nuvve is pivotal; she oversees grant management encompassing over \$20 million and is crucial in obtaining funding from diverse sources, including the EPA's Clean School Bus Rebate program.

With her profound expertise in federal, state, and foundation funding, Angela has crafted grant proposals totaling nearly \$100 million. Her experience spans over two decades, during which she co-founded and successfully led CoreThought LLC and D.A. Shuck Enterprises Inc. Angela's background as a consultant and her experience in sales, marketing, training, and customer support for assessment products further illuminate her comprehensive skill set.

Angela's responsibilities for the project would include researching and identifying funding sources, such as federal, state, and utility opportunities. Angela's role would involve the technical review of funding opportunities and confirming the eligibility of Fresno EOC.

Proposed Subcontractors

Mollé Energy

"Accelerating the deployment of electric vehicle charging infrastructure through innovation."

[Mollé Energy](#) presents a forward-looking and innovative partnership opportunity for the Fresno Economic Opportunities Commission (Fresno EOC) through its RÉVIS Dynamics division. Of note is RÉVIS Dynamics' pioneering role in transitioning from traditional construction methods to advanced systems and modular, easily adaptable construction processes, with a distinct focus on expediting the deployment of electric vehicle charging infrastructure. This progressive approach and their unwavering commitment to developing novel installation procedures and modular systems are exceptionally well-aligned with Fresno EOC's dedication to energy efficiency.

This collaboration has the potential to substantially augment Fresno EOC's green initiatives, including the proposed 2MW solar farm project, by integrating cutting-edge technologies and practices that not only reduce greenhouse gas emissions but also reduce operational disruptions and streamline future installations. The result would be a more sustainable and economically stable environment, contributing to the well-being of the Fresno community.



Mollé's model is:

Expandable

Mollé allows sites to add more EV chargers by extending the cable trench's length. This allows sites to meet increasing demand.

- RÉVIS Cable Trench Capabilities
 - Precludes conflict with existing utility lines due to shallow excavation.
 - Easy to upgrade, expand, and reconfigure – no demolition required.
 - Rapid installation timelines – minimizes disruption to business.
 - Interchangeable components for maximum flexibility
 - 2 degrees of freedom when adjusting equipment location

Reconfigurable

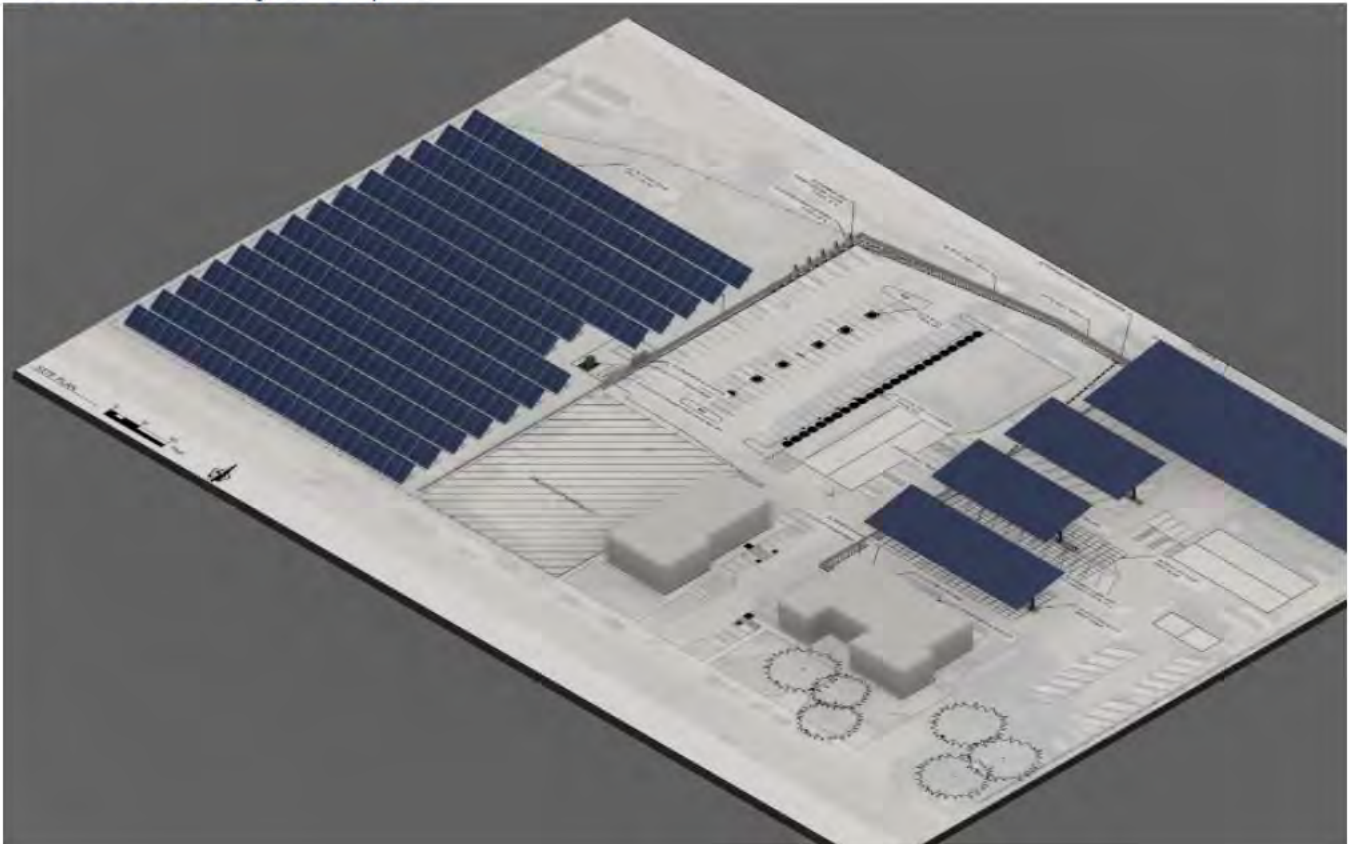
Replace or upgrade electrical equipment with ease as technology and equipment standards evolve.

Affordable

Mollé's model allows:

- Lower Installation Cost
 - Installation timelines up to 12 times faster than traditional methods, which reduces man hours on-site.
- Lower Carbon Footprint
 - No need to demolish and rebuild sites. This saves construction crew emissions every time a site is reconfigured, upgraded, or expanded for additional load capacity.

Fresno EOC Site Layout Graphic



EōS Organization

[EōS Organization's](#) expertise in sustainable energy development and its global experience in environmental efficiency make it an ideal partner for the Fresno Economic Opportunities Commission (Fresno EOC). EōS's unwavering commitment to global ecological sustainability perfectly aligns with Fresno EOC's strategic emphasis on energy services and community empowerment. Through this partnership, EōS is poised to significantly contribute to Fresno EOC's initiatives, particularly in developing a 2MW solar farm project. This collaboration promises to amplify Fresno EOC's endeavors to offer renewable energy solutions, curtail utility costs, and foster economic stability and environmental sustainability within the community.

EōS's approach highlights its respect for indigenous lands and communities. Its alignment with the principles of the UN Global Compact ensures that this partnership will be firmly rooted in sustainability, equity, and betterment of Fresno's underserved populations. Below, you will find instances of projects that underscore EōS's ability to fulfill the scope of work in RFP 2324.

1. Yusen Port Terminals, LA (Port Terminal) - Full EPC work - 100kW rooftop
2. Borough of Sayreville, NJ (Municipality) - Engineering and Procurement - 4.4MW floating array
3. Millheim, PA (School District) - Engineering and Procurement - 324kW Ground Mount
4. Tamaqua, NJ (School District) - Engineering and Procurement - 2.5MW Ground Mount
5. Fort Washington, PA (Church) - Engineering and Procurement - 304kW Ground Mount

Work Force Engagement

Nuvve's dual commitments to environmental sustainability and dynamic community engagement take center stage for the Fresno EOC Fleet Electrification Project. We recognize the invaluable role of the local workforce as both a driver of our project's success and a catalyst for economic growth in the Fresno area. This document unveils our multi-faceted strategy, which focuses on comprehensive workforce development, targeted local hiring initiatives, and strategic collaborations with Fresno-based suppliers. By intertwining rigorous quality and safety standards with these community-focused approaches, we aim to not only deliver excellence in Fleet Electrification but also foster a symbiotic relationship with the community, enhancing local skillsets and economic prosperity.

As a part of our commitment to sustainable development and community engagement, Nuvve will collaborate with Fresno EOC to ensure the largest, reasonably achievable percentage of the project workforce comes from the local community including women/disabled veteran/minority-owned, and/or small businesses. With that effort in mind, Nuvve has compiled a list of local Fresno companies that match project requirements. That list can be found below under [Eligible Local Fresno Companies](#).

In the process of selecting the workforce, it is important to note that, if awarded, Nuvve has a fiduciary responsibility to create its own RFP. As a public company, Nuvve must act in the best interests of its shareholders by conducting a fair, transparent, and well-informed process that maximizes value while avoiding conflicts of interest and complying with relevant laws and regulations. Work that may require specific licensing can either be sub-billed via Nuvve or contracted by and billed to Fresno EOC separately at its option.

Nuvve believes that by actively involving the local community in your Fleet Electrification project, we will contribute to the local economy and enhance our reputation as responsible corporate citizens. Furthermore, this approach will improve project efficiency, as local workers are more likely to possess an intimate understanding of the community's needs, infrastructure, permitting, and regulations.

Outlined below are the key objectives and strategies we propose to implement to achieve the highest possible percentage of diverse, local workforce engagement:

Workforce Development and Training:

- Collaborate with Fresno EOC Training and Employment division, other training institutes, community colleges, and workforce development agencies to identify individuals with the required skills and interests.
- Establish partnerships with the institutions referenced above to design and provide training programs tailored to the specific needs of the Fleet Electrification project.
- Offer apprenticeship and internship opportunities to local residents to provide practical experience and bridge the skills gap where necessary.

Initiatives to encourage participation by diverse local talent: Please see [Nuvve Contractor Selection Criteria](#) for a summary of Nuvve's Contractor Selection Criteria

- Advertise job openings through local job boards, community organizations, and social media platforms to reach a broad range of local talent.
- Conduct targeted recruitment events in the local community, informational sessions, and on-site interviews to engage directly with potential candidates.
- Establish a local hiring preference policy that encourages the selection of qualified candidates from the local community, provided they meet the necessary qualifications and requirements for the positions available.

- Identify and establish relationships with reputable local contractors with a track record of quality work.
- Request certification, if applicable, from contractors who are women/disabled veteran/minority-owned, and/or small businesses.

Supplier Engagement:

- Encourage suppliers and subcontractors involved in the Fleet Electrification project to prioritize local material procurement in their operations.
- Evaluate the supplier and subcontractor selection process to ensure their commitment to employing local workers aligns with Fresno EOC objectives.

Monitoring and Reporting:

- Implement a monitoring system to track the percentage of local and diverse workforce engagement throughout the project's lifecycle.
- Regularly report progress to the Board of Directors, providing updates on contractor selection initiatives, workforce development, and any challenges faced.

We respectfully request the support and endorsement of Fresno EOC Management and its Board of Directors in implementing these strategies and allocating the necessary resources to ensure their successful execution. We are confident we can achieve a meaningful and sustainable impact on our aligned business objectives and the local community.

Nuvve Contractor Selection Criteria

Nuvve's Operations team appreciates the time and effort contractors put forth in submitting proposals. We value integrity in all our work and want to disclose our selection criteria to benefit all parties. Our Contractor Selection Criteria aims to create lasting, sustainable partnerships, develop a foundation for strong contracts, and allow Nuvve to identify a contractor who offers the best quality, cost, and material price certainty.

Selection criteria to be considered:

- Accuracy
 - Meets ALL the requirements of the bidding documents or RFP (developed for each project).
 - Compliance with ALL essential requirements.
- Responsibility
 - Past performance, reputation, and financial capability are deemed acceptable.
 - Offers the most favorable pricing or cost-benefit, based on the criteria stipulated in the bid documents.
- Safety non-negotiable
 - Experience Modification Rate (EMR), TRIR, near miss reporting, leading vs. lagging metrics.
 - Projects funded by Federal, State, and Local tax dollars require OSHA 10 training and EVITP.
- Cost certainty
 - Balance the initial bid with the likelihood of over or under-running based on accepted levels of risk.
- Commitment to sustainability
 - Alignment to Nuvve's mission statement.
 - Focus on reducing carbon footprint in all processes.
- Diversity & Inclusion
 - Maintaining a solid diversity program with people with various skills, races, and genders while they provide a safe, inclusive workplace.
 - Fostering a supportive and inclusive environment for their employees.
- Innovation
 - Constantly striving to improve processes, reduce waste, and maximize efficiency.

A contractor will be qualified to work for Nuvve if they meet all the above criteria, submit an acceptable Statement of Qualification (SOQ), and enter a Master Service Agreement (MSA).

Eligible Local Fresno Companies

Below is a preliminary list of local Fresno companies Nuvve identified as meeting the above criteria. These companies will be approached when issuing an RFP for the construction phase of the project.

- Imperial Electric (See Letter of Commitment on p. 35 below.)
- Rex Moore Group
- Collins Electrical Company, Inc
- Herzog Brothers Electric Inc

Imperial Electric Letter of Commitment

Imperial Electric Service - CSLB#1015336 - (559) 374-6484 – 2677 S. Chestnut Ave Fresno, CA 93725
Imperial Mobility Development LLC



GOOD JOB CHALLENGE EMPLOYER HIRING COMMITMENT

ATTN: Lee Ann Eager
President/CEO
The Economic Development Corporation
Serving Fresno County
1060 Fulton Street, 4th Floor
Fresno, CA 93721

Dear Ms. Eager,
Imperial Electric Service is pleased to support Good Jobs for the Central Valley ("Built 4 Scale"), one of the 32 awardees for the Economic Development Administration's Good Jobs Challenge.

Built 4 Scale will address critical workforce needs in our persistent poverty region within the strategic industry sectors: Business Services, Construction, Manufacturing, and Logistic/Transportation. As evidence of our support, we are providing the following commitment (s) to hire participants from the programs in this grant and provide for high-quality jobs:

We are proud to participate by committing to conditionally hire up to 5 employees within the next 3 years. These conditions will include successfully completing an approved workforce training program and being able to demonstrate the necessary and appropriate skillset within our field after an evaluation by our staff.

Imperial Electric Service is a licensed electrical contractor with a focus on safety and customer satisfaction. We are based in Fresno, with a strong track record of serving customers' electrical needs. Since 2016 Imperial Electric Service has proudly been involved in the infrastructure space. We take pride in our concept of "cradle to the grave" concept of the zero emissions space. We look at each project from a POC (point of connection) concept of constructability to feasibility. We perform and manage each project from AHJ approval to utility construction sketch and throughout all aspect construction. We play a key role in ensuring each project we build create the "experience" need in the zero emissions space. Throughout the hundreds of sites we have design/build in the years, we believe that we have the experience and knowledge to continue to build out the experience needed to meet the mobility goals.

Very sincerely yours,

Imperial Electric Service

 10/25/2023
Windell Pascascho Date
President/CEO
Imperial Electric Service
4980 E. University Ave #107
Fresno, CA 93727
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C: (559) 903-8909
Windell@imperialelectricseviceinc.com
www.imperialelectricsevice.com

"QUALITY, RELIABLE, TRUSTWORTHY"

Windell@imperialelectricseviceinc.com (559) 374-6484

SB/MBE/DBE CERTIFIED, DUNS # 08-037-0466, EIN # 81-3231569, DIR # 1000059254, CSLB # 1015336, CAGE CODE# 82Y38

Summary of Estimated Project Costs

Capital Expenditures; IRR Calculation; Commissioning Costs

		IRR	17.4%	
Summary - estimated project costs (all phases) - in scope		Units	\$/unit	Total
Vehicle Procurement				
Shuttle buses (EV)		0	\$325,000	\$0
Sub-total				\$0
EVSE				
L2 AC chargers		22	\$3,780	\$83,160
L3 DCFC		34	\$42,240	\$1,436,160
EVSE service / warranty (**)				
EVSE commissioning				\$45,900
Sub-total				\$1,565,220
Solar, Battery / Storage and Civil Work				
Total base infrastructure procure, build		1	\$10,208,225	\$10,208,225
Construction contingency (@15%)		1	\$1,531,234	\$1,531,234
Sub-total				\$11,739,459
Sub-total capitalized costs				\$13,304,679
Electrification Management Fee				\$1,796,132
Total estimated project costs in scope				\$15,100,811
Additional Value Share Programs split - net income generated		Nuvve %	Fresno %	Total %
Grid Service Revenue/Demand Response		30%	70%	100%
Grants - Rebate Programs (eg, CEC, Carl Moyer)		5%	95%	100%
Grants - Voucher Programs (e.g. HVIP)		0%	100%	100%
Carbon Credits (e.g. LCFS)		20%	80%	100%
Value Share Programs / Offset Improvements				
Carl Moyer - CARB grant				\$6,684,862
Nuvve value share (grant - rebate program)				(\$334,243)
Sub-total to Fresno EOC				\$6,350,619
VW		18	\$192,000	\$3,456,000
HVIP		32	\$60,000	\$1,920,000
Nuvve value share (grant - rebate program)				\$0
Sub-total to Fresno EOC		not included in IRR calculation		\$5,376,000
PG&E				\$677,794
Nuvve value share (grant - rebate program)				\$0
Sub-total to Fresno EOC				\$677,794
SGIP				\$1,120,000
Nuvve value share (grant - rebate program)				\$0
Sub-total to Fresno EOC				\$1,120,000
LCFS				\$1,470,423
Nuvve value share (grant - rebate program)				(\$294,085)
Sub-total to Fresno EOC				\$1,176,338
NEM 2.0				\$221,207
Nuvve value share (grant - rebate program)				\$0
Sub-total to Fresno EOC				\$221,207
Total estimated project costs in scope with Value Share Program offsets (*)				\$5,554,853

(*) excluding costs and rebates associated with purchase of buses

(**) not included and will added per Fresno's direction if necessary

Additional Budget Considerations

Recognizing the dynamic nature of construction and infrastructure projects, Nuvve has proposed a fully transparent, defined 'cost-plus' model for Fresno EOC, applicable beyond the predefined cost estimate thresholds. While Nuvve diligently strives to adhere to the estimated project pricing, it is essential to acknowledge that several external and internal factors could lead to pricing and project timeline variations. These factors include, but are not limited to:

Timeframe Variability: Given the project's extensive duration, spanning two (2) years, shifts in market conditions, labor availability, and regulatory landscapes over time could influence overall costs and schedules.

Grant Program Dynamics: The project's alignment with grant program requirements and the need for strict compliance may bring unforeseen costs or delays, particularly if grant conditions change or additional compliance measures are required.

Specification Changes: Modifications to the specifications of critical components like the solar array, Battery Energy Storage Systems (BESS), Electric Vehicle Supply Equipment (EVSE), or the vehicles themselves could lead to cost adjustments. Such changes may stem from evolving project needs or advancements in technology.

Utility Support and Direction: The project's reliance on external utility support and direction means that any changes or delays in utility provision can significantly impact the project plan, potentially leading to revisions in both costs and timelines.

Customer-Directed Scope Changes: Alterations to the project scope, as directed by the customer, whether expanding, reducing, or otherwise modifying the initial plan, can lead to corresponding changes in project costs and schedules.

Technological and Manufacturing Shifts: The rapidly evolving nature of technology and shifts in manufacturing landscapes can affect procurement costs. Innovations or disruptions in technology, changes in manufacturing costs, or supply chain variations could impact the pricing and availability of essential components.

Nuvve's commitment to transparency in this 'cost-plus' model ensures that any deviations from the estimated pricing or timing will be communicated promptly and clearly, focusing on finding efficient, practical solutions that align with the project's objectives and Fresno EOC's best interests.

Unforeseen Scope Changes: Unforeseen scope changes or change orders due to atypical environmental or site conditions that are unknown at this stage may present project plan alterations.

Cost Savings

The Fresno EOC Transit Systems Electrification Project 2023/2024 is set to revolutionize Fresno's transportation system and promote operational savings by offsetting annual expenses of \$2,270,000 (mainly for fuel and maintenance), while also creating new revenue streams for Fresno EOC. Over five years, the switch to electric vehicles is expected to result in cumulative savings of about \$7,865,213, with significant reductions in fuel and maintenance costs. Beyond these savings, the project will generate additional revenue through Low Carbon Fuel Standard (LCFS) credits and grid service contributions. These new income sources, stemming from the project's environmental benefits and energy contributions, enhance its financial viability, which starkly contrasts the current capital-intensive model. This strategic shift promises substantial economic benefits and aligns with sustainable and eco-friendly practices.

Savings, Costs, Incremental Revenue

Current Annual Expenses



New Revenue Streams, Electric Charging Stations

Revenue Type	Year 1	Year 2	Year 3	Year 4	Year 5	5-Year Total
LCFS Credits	\$96,329	\$209,508	\$297,814	\$293,369	\$288,924	\$1,185,944
Grid Service on NEM 2.0	\$71,884	\$39,923	\$13,579	\$13,639	\$13,684	\$152,708
Total Revenue	\$168,213	\$249,431	\$311,393	\$307,008	\$302,608	\$1,338,652

Operational Cost Savings Over Five Years

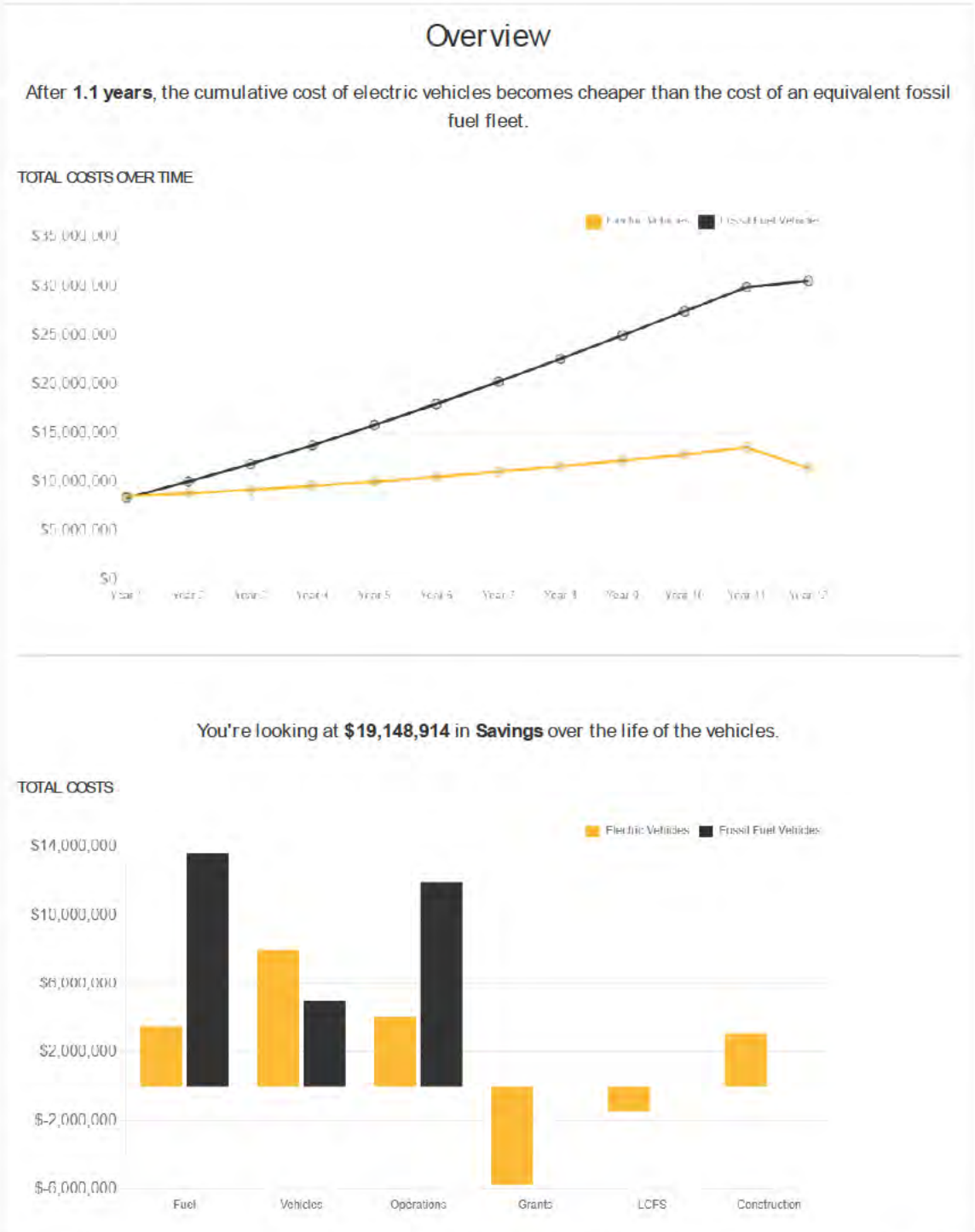
Year	Electric Vehicles	Fuel Savings	Maintenance Savings	Energy Savings	Total Savings	Cumulative Savings
Year 1	18	\$494,976	\$92,617	\$100,507	\$688,118	\$688,118
Year 2	36	\$1,029,551	\$192,643	\$104,527	\$1,326,757	\$2,014,875
Year 3	50	\$1,487,129	\$278,263	\$108,708	\$1,874,149	\$3,889,024
Year 4	50	\$1,546,614	\$289,393	\$113,056	\$1,949,113	\$5,838,137
Year 5	50	\$1,608,478	\$300,969	\$117,578	\$2,027,076	\$7,865,213

ITC/IRA Tax Credits

For illustrative purposes and assuming annual interest rate of 6.5%, the expected monthly payment would equate to approximately \$0.0114 per \$1.00 borrowed on a 10-year loan. This payment is expected to be reduced by \$0.0026 to \$0.0088 per \$1.00 borrowed when rolling the expected benefits associated with Direct Pay Tax Benefits per the Inflation Reduction Act.

Total Cost of Ownership

The graphics below detail that in a short 1.1-year period, the total cost of ownership for the operation of the Fresno EOC Transportation Department will be less expensive than the cost of an equivalent fossil fuel fleet. It also details that over the lifetime of the vehicles, Fresno EOC will save over \$19M in operating expenses.



https://fleets.pge.com/tco/?kwhDisplacedForLcfs=1310000&gridIntensityInGramsCO2ePerMJ=0&estimationApproach=Vehicles&vehicleSets=%5B%7B%22idx%3A0%2C%22vehicle_id%3A%22lightning_electric_e-450_shutt...



Bar Chart Waterfall

		Electric Vehicle(s)	Fossil Vehicle(s)	EV Savings
Fuel		① \$3,457,872	① \$13,605,190	\$10,147,318
Vehicles	Purchase	① \$10,900,000	① \$6,804,000	\$-4,096,000
	Resale	\$-2,897,591	\$-1,808,735	\$1,088,856
Operations	Maintenance	① \$3,655,505	① \$11,705,894	\$8,050,389
	Insurance	① \$397,632	① \$248,210	\$-149,422
Grants ①		\$-5,725,000	N/A	\$5,725,000
LCFS		① \$-1,442,773	N/A	\$1,442,773
Construction		① \$3,060,000	N/A	\$-3,060,000
Total		\$11,405,646	\$30,554,559	\$19,148,914
Total (Rounded)		\$11,406,000	\$30,555,000	\$19,149,000

Fuel

Based on your selections, using electricity instead of fossil fuel saves **\$846,000** per year.

ANNUAL FUEL COSTS

To maximize BEV rate inputs, we have set your rate to **Business High Use EV**, with a subscription level of **40 blocks**. Check out the [Business EV Rate Calculator](#) to explore your options.

The total monthly cost would be **\$24,013**, which includes the cost to recharge to full and the subscription charges.

BEV COST COMPONENTS

Every mile driven depletes the battery of electric vehicles. Over the course of a week, the vehicle batteries will follow the schedule below:

VEHICLE SET SELECTED

Lightning Electric E-450

WEEKLY BATTERY SCHEDULE

https://fleets.pge.com/tco/?kwhDisplacedForLcfs=1310000&gridIntensityInGramsCO2ePerMJ=0&estimationApproach=Vehicles&vehicleSets=%5B%7B%22id%3A0%2C%22vehicle_id%3A%22%22%7D%5D 2/7

The site's electricity load will be the aggregate of all vehicles and their charging patterns, as shown for each weekday:

WEEKDAY SELECTED

Tuesday

SITE LOAD PROFILE (KWH)



Electricity rates are designed to encourage charging at certain hours. PG&E recently created the Business EV Rate with fleets in mind. To minimize costs, configure the vehicles to charge during the cheapest hours.

BEV HOURLY ENERGY CHARGES

Vehicles

The selected vehicles and their corresponding details is shown below.

VEHICLE SET CHARACTERISTICS

	Lightning Electric E-450	Lightning Electric E-450
Representative Image		
Vehicle Cost	\$218,000 (estimated)	\$218,000 (estimated)
Vehicle Range	120 miles	120 miles
Vehicle Battery Capacity	129 kWh	129 kWh
Workdays	Weekdays	Weekdays
Typical Workday	100 miles	80 miles
Charging Windows	9pm to 5am DCFC - 100kW Approach: Even 10am to 3pm DCFC - 100kW Approach: Max	9pm to 5am Level 2 - 19.2kW Approach: Even 10am to 3pm Level 2 - 19.2kW Approach: Max
Equivalent Fossil Vehicle	Efficiency (MPG) 7 miles per gallon diesel	Efficiency (MPG) 7 miles per gallon diesel

https://fleets.pge.com/tco?kwhDisplacedForLcf=1310000&gridIntensityInGmsCO2ePerMU=0&estimationApproach=Vehicles&vehicleSets=%5B%7B%22idx%3A0%2C%22vehicle_id%3A%22%22%3A%22Lightning_electric_e-450_shutt... 3/7

V2G Revenue

To provide Fresno EOC with an accurate calculation of V2G revenue, detailed knowledge of the specific vehicle model is required. The model of a vehicle determines crucial aspects like battery capacity, charging rates, efficiency, and regulatory compliance, all essential for precisely calculating potential earnings from V2G services. Without knowing the exact model, it is impossible to calculate V2G revenue accurately.

Importance of the Vehicle's Specifications

- **Battery Capacity:** Different models have varying battery sizes, which directly affect how much electricity they can store and, consequently, how much they can sell back to the grid.
- **Charging/Discharging Rates:** The speed at which a vehicle can charge, and discharge electricity varies among models, impacting the efficiency and the amount of energy that can be traded within a given time frame.
- **Energy Efficiency:** Different vehicles have distinct levels of energy efficiency, which determines how much energy is lost during charging and discharging.

Model-Specific Software and Hardware Compatibility

- Each vehicle model may have different software and hardware capabilities for interfacing with the grid. These technical specifications are crucial for the integration and operation of V2G services.

Regulatory and Warranty Concerns

- The impact of V2G on a vehicle's warranty may vary depending on the manufacturer and model. This affects the long-term financial viability of using a particular car for V2G.
- Regulatory approvals and standards for V2G are often model-specific. Without knowing the exact model, it's challenging to determine if the vehicle complies with local regulations, affecting its ability to participate in V2G programs.

ELRP Calculation

Below is a hypothetical ELRP scenario. It is not a guarantee and should only be viewed as an example of a potential event.

- ELRP offers \$2/kWh discharged
- Assume a bus with a 155 kWh battery can discharge 100 kWh total during an event
- A two-hour event is called
- Nuvve discharges the bus battery at a rate of 50 kW per hour
- $50 \text{ kW} * 2 \text{ hours} * \$2/\text{kWh} = \$200$ for one event
- 15 two-hour events are called over the ELRP period
- $\$200 * 15 \text{ events} = \$3,000$ for the ELRP season

Grants, Rebates, and Incentives

Grants & Rebates

Infrastructure

San Joaquin Valley Air Pollution Control District, Clean Vehicle Fueling Infrastructure Program (Carl Moyer)

Funding Type	First come, first serve
Funding Available	65% of Eligible Costs
Payment Structure	Reimbursement
Deadline	Rolling <ul style="list-style-type: none">Nuvve provided Fresno EOC's final application to Thomas Dulin on June 6, 2023. Application is attached to this proposal.

CA Energy Commission, CALSTART: EnergIIIZE Fast Track 2024

Funding Type	First come, first serve
Funding Available	50% of Adjusted Project Costs Incurred
Payment Structure	Reimbursement
Deadline	Q1 2024 <ul style="list-style-type: none">Nuvve has supported customers across CA with EnergIIIZE applications.

CA Energy Commission, CALSTART: EnergIIIZE Jump Start 2024

Funding Type	Competitive
Funding Available	75% of Adjusted Project Costs Incurred
Payment Structure	Reimbursement
Deadline	Q3 2024 <ul style="list-style-type: none">Nuvve has supported customers across CA with EnergIIIZE applications.

Vehicles

California VW Mitigation Fund

Funding Type	First come, first serve
Funding Available	\$192,000/vehicle
Payment Structure	Reimbursement
Deadline	December 2023 <ul style="list-style-type: none">All funds will be reallocated to Electric School Bus projects in January 2024 and will no longer

	be available to transit and shuttle fleet owners. <ul style="list-style-type: none"> • More details on Nuvve's support for Fresno EOC's VW application are attached to this proposal.
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California HVIP

Funding Type	First come, first serve (in most cases)
Funding Available	\$30-85K/vehicle
Payment Structure	Voucher
Deadline	Rolling

Incentives

PG&E EV Fleet Program

Funding Type	Mixed (see below)
Funding Available	<ul style="list-style-type: none"> • Free utility upgrades • Incentives to assist with BTM infrastructure costs • Charger rebates to offset up to 50% of charger hardware costs
Payment Structure	Reimbursement
Deadline	No deadline <ul style="list-style-type: none"> • Nuvve supported Fresno EOC throughout this process in Q2 - Q4 of 2022. Project Number: FLEET004440339. PG&E contract was sent to Fresno EOC in March 2023.

PG&E Self-Generation Incentive Program (SGIP)

Funding Type	First come, first serve
Funding Available	\$1.12 million
Payment Structure	Reimbursement
Deadline	Rolling



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT

Clean Vehicle Fueling Infrastructure Program

Form A2

Clean Vehicle Fueling INFRASTRUCTURE APPLICATION

I. PROJECT INFORMATION

1. Station type: <input type="checkbox"/> Publicly Accessible <input checked="" type="checkbox"/> Private-Use Only	
2. Project type: <input checked="" type="checkbox"/> New Station (describe below the new station) <input type="checkbox"/> Expansion of existing station (describe below the existing station and expansion at existing facility) <input type="checkbox"/> Conversion of existing station (describe below what fuel(s) are currently being dispensed at existing facility)	
3. Fuel type(s) that will be dispensed at the facility:	<input checked="" type="checkbox"/> Electricity <input type="checkbox"/> Hydrogen
4. Will at least 50% of the energy provided to covered sources by the project be generated from solar or wind? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Did the applicant select a project through competitive bidding (See Guidelines for requirements)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. Please describe how the applicant chose the bid: <div style="border: 1px solid red; padding: 2px; margin-top: 5px;">Applicant released public RFP.</div>	
6. For heavy-duty truck parking facilities, will the facility provide communal charging opportunities? <input type="checkbox"/> Yes N/A <input type="checkbox"/> No	
7. Location of proposed project (Provide an address if one is available and GPS coordinates) Address: 3110 W. Nielson Avenue, Fresno, CA 93706 GPS Coordinates: Latitude: 36.742942 Longitude: -119.847727	
8. Is the property where the clean vehicle fueling infrastructure will be located owned by the applicant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Please describe how the applicant has control of the land (ex: long-term lease, easement, etc.):	

Form A2



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT

Clean Vehicle Fueling Infrastructure Program

<p>9. Will the applicant be operating the clean vehicle fueling infrastructure:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Please identify the company that will be operating the station:</p>
<p>10. Does the applicant currently have the all required land use permits:</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Please describe the process required for obtaining all required land use permits:</p>
<p>11. Please describe and provide the total number of vehicles in your fleet that will be using the station:</p> <p>50 - Type A Transit Shuttle Buses</p> <p>2 - Type C School Buses</p>

Please complete Section II or Section III, based on your project type.

II. NEW CLEAN VEHICLE FUELING INFRASTRUCTURE INFORMATION

Estimated number of alternative vehicles to be serviced by fueling stations:	
Heavy-Duty Vehicles: _____ Transit Buses: <u>50</u> School Buses: <u>2</u>	
<p>For an electric battery charging station, specify how many chargers are:</p> <p>Level 2 single port: 18</p> <p>Level 2 dual port: 0</p> <p>D/C Fast Chargers: 34</p> <p>Total number of ports: 52</p> <p>Total number of charging units: 52</p>	<p>For a hydrogen fueling station, specify how many dispensers will be on-site:</p>
Estimated annual output of new station (kilowatts, kilograms, etc.):	
38,000 kWh	
Maximum annual output of new station (kilowatts, kilograms, etc.):	
1,985,000 kWh	
Estimated number of monthly plug-ins or refueling occurrences:	
520	

III. EXPANSION or CONVERSION OF EXISTING FACILITY INFORMATION

Number of alternative vehicles currently being serviced by the existing fueling station:		
Light/Medium-duty Vehicles: <u>0</u>	Heavy-Duty Vehicles: <u>0</u>	Transit and School Buses: <u>0</u>

Form A2



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT

Clean Vehicle Fueling Infrastructure Program

Estimated number of additional alternative vehicles that the station will be able to service after expansion/conversion:
Light/Medium-duty Vehicles: _____ Heavy-Duty Vehicles: _____ Transit and School Buses: <u>52</u>
Current annual output of the existing station (kilowatts, kilograms, etc.):
N/A - No EVs currently on site
Maximum annual output of the existing station (kilowatts, kilograms, etc.):
N/A
Estimated annual output of the existing station after expansion/conversion (kilowatts, kilograms, etc.):
N/A
Maximum annual output of the existing station after expansion/conversion (kilowatts, kilograms, etc.):
N/A
Estimated number of monthly plug-ins or refueling occurrences:
N/A

IV. PROJECT COST, FUNDING, AND IMPLEMENTATION INFORMATION

Please complete the Project Overview table below and provide an itemized project breakdown of the project using the sheet on page 5. Items provided on the list below should specify whether or not it is an eligible cost and must also reflect the items on the quotes/bids submitted in the application. The total cost in the Itemized Project Breakdown should reflect the information provided in the Project Overview section. Items not included in this list may not be considered when determining potential incentive funding. **Please make additional copies of this form as necessary.**

Project Overview	
1. Equipment Cost: _____ \$4,571,463.40	
2. Installation Cost (including labor and materials): _____ \$5,443,967.32 Includes commissioning/safety cost	
3. Design/Engineering Cost: _____ \$182,851.84	4. Permitting Cost: _____ \$45,000.00
5. Total Eligible Project Cost: _____ \$10,284,402.56	
6. Total Project Cost (Eligible + Ineligible, Including design, permits, equipment, etc.): _____ \$10,430,646.56	
7. Total funding amount requested from the District (eligible reimbursable items): _____ \$6,684,861.66	
8. Total project match funding amount (includes capital outlays and labor towards the project that are not reimbursable by the District): _____ \$3,892,028.90	
9. Anticipated project start date: _____ 09/05/2023	10. Anticipated project completion date: _____ 12/20/2024

V. ROUTE MAP FOR FLEETS USING CLEAN VEHICLE FUELING INFRASTRUCTURE



VI. ITEMIZED PROJECT BREAKDOWN

Please complete and include all items from corresponding quotes/bids. See sample Itemized Project Breakdown on page 9.

Itemized Project Breakdown					
Eligible Item	Non-Eligible Item	Item Description	Qty.	Estimated/Quoted Cost of Each Item:	Funding Source: District, Applicant, or Other (please specify)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EVSE Construction	1	\$3,590,272.40	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EVSE Engineering	1	\$103,000.00	AQD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EVSE Construction Management	1	\$22,561.50	Fresno EOC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EVSE Operation and Admin	1	\$10,423.00	Fresno EOC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	EVSE Storm Water Management	1	\$12,500.00	Fresno EOC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EVSE Equipment DC Fast Charger	34	\$44,000	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EVSE Equipment L2, Pedestals & Wifi	18	\$3100.00	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GIVE Platform Subscription - 3 years	34	\$680.00	AQD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extended Warranty	18	\$440.00	Fresno EOC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction Permits	1	\$45000	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BESS & Solar Construction	1	\$1,713,750.92	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BESS & Solar Equipment	1	\$2,395,663.40	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BESS/Solar Commissioning	1	\$89,944.00	AQD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BESS/Solar Soil Sampling	1	\$47,355.00	Fresno EOC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BESS/Solar Construction Management	1	\$22,561.50	Fresno EOC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BESS/Solar Storm Water Mgmt Plan	1	\$12,500.00	Fresno EOC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BESS/Solar Design Engineering	1	\$79,851.84	AQD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BESS/Solar Operation & Admin	1	\$10,423.00	Fresno EOC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Switchgear	1	\$624,000.00	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	GIVE Platform Subscription - 5 years	18	\$1,000.00	AQD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EVSE Commissioning	1	\$50,000.00	AQD
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
Total				\$ 10,430,646.56	

Form A2



San Joaquin Valley
AIR POLLUTION CONTROL DISTRICT

Clean Vehicle Fueling Infrastructure Program

VII. BUDGET SUMMARY SHEET

Please complete with all partners and funding amounts. See sample budget sheet on page 8.

Project Partners	Project Funding Amount
1. San Joaquin Valley Air Pollution Control District	\$ 6,684,861.66
2. Fresno EOC	\$ 3,745,784.90
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
Total:	\$ 10,430,646.56

VW Mitigation Fund Grant Application

The VW Mitigation Fund offers \$192,000 per shuttle vehicle scrappage for a potential total of \$3.45 million.

Nuvve initiated Fresno EOC's VW Mitigation Fund Grant Application in Q1 2023. We have worked with Fresno EOC to compile the necessary documentation for 18 buses.

A requirement of the VW Mitigation Fund Grant Application is a Board Resolution, signed by the Fresno EOC Board of Directors. We have included that document on the next page for Fresno EOC's review. This document must be signed for San Joaquin Valley Air Pollution Control District to consider the applications.

The VW Mitigation Fund Grant Application also requires signature from Fresno EOC's signatory authority on each application. (Each bus requires its own application.) For a third party (i.e., Nuvve) to submit an application on Fresno EOC's behalf, we would require explicit approval from the organization's signatory to sign the applications on their behalf.

Additionally, the Application requires the new bus selection at the time of submission. Fresno EOC must select the new bus to be purchased prior to an application being submitted on its behalf.

Once Nuvve receives the Board Resolution, permission from the signatory authority, and vehicle selection, Nuvve can submit Fresno EOC's application immediately.

It is important to note that the California Air Resources Board has approved the transition of vehicle funds from Transit and Shuttle to School Bus only, effective January 2024. This means that if Fresno EOC (or a third party on Fresno EOC's behalf) does not submit applications prior to the transition of funds, they will not be eligible for funding.

Nuvve is ready to answer any further questions on this topic.



Linda Hayes Board Chair
Emilia Reyes Chief Executive Officer

1920 Mariposa St., Suite 330
Fresno, CA 93721

Fresno Economic Opportunities Commission Board Resolution

It was approved by the Fresno Economic Opportunities Commission Governing Board, that the following Resolution be adopted:

RESOLUTION AUTHORIZING THE Chief Executive Officer (CEO) TO MAKE APPLICATION FOR AND TO SIGN CERTAIN ASSURANCES WITH RESPECT TO APPLICATIONS FOR LOCAL, STATE AND FEDERAL PROGRAMS, PROJECTS OR GRANTS

WHEREAS, Several Local, State and Federal programs allow public and non-profit transportation providers to apply for administration, capital, and operation assistance programs or grants; and

WHEREAS, the Volkswagen Environmental Mitigation Trust Fund (VEMT) became available to public and private owners of transit, schools and shuttle buses to provide funding to eligible applicant recipients for the replacement of old, high-polluting transit, school, and shuttle buses with new battery-electric or fuel-cell buses; and

WHEREAS, funds from the VEMT are administered through San Joaquin Valley Air pollution Control District (SJVAPCD) and the California Air Resources Board (CARB); and

WHEREAS, Fresno Economic Opportunities Commission Governing Board must authorize someone by resolution, as the "Authorized Individual" to make application and administer the Volkswagen Environmental Mitigation Trust Funds;

NOW, THEREFORE, BE IT RESOLVED that the Fresno Economic Opportunities Commission Governing Board hereby authorizes the Chief Executive Officer to make an application for, to sign required assurances, and to administer applications and contracts for Local, State, and Federal programs, projects, or grants relating to the receipt of the Volkswagen Environmental Mitigation Trust Funding up to the maximum amount authorized under the grant.

The foregoing Resolution was PASSED, APPROVED, and ADOPTED by the Fresno Economic Opportunities Commission Governing Board at a regular meeting thereof, held on this ___ day of _____, 2023

Authorized Board Official

Summary of Solar Energy Analysis

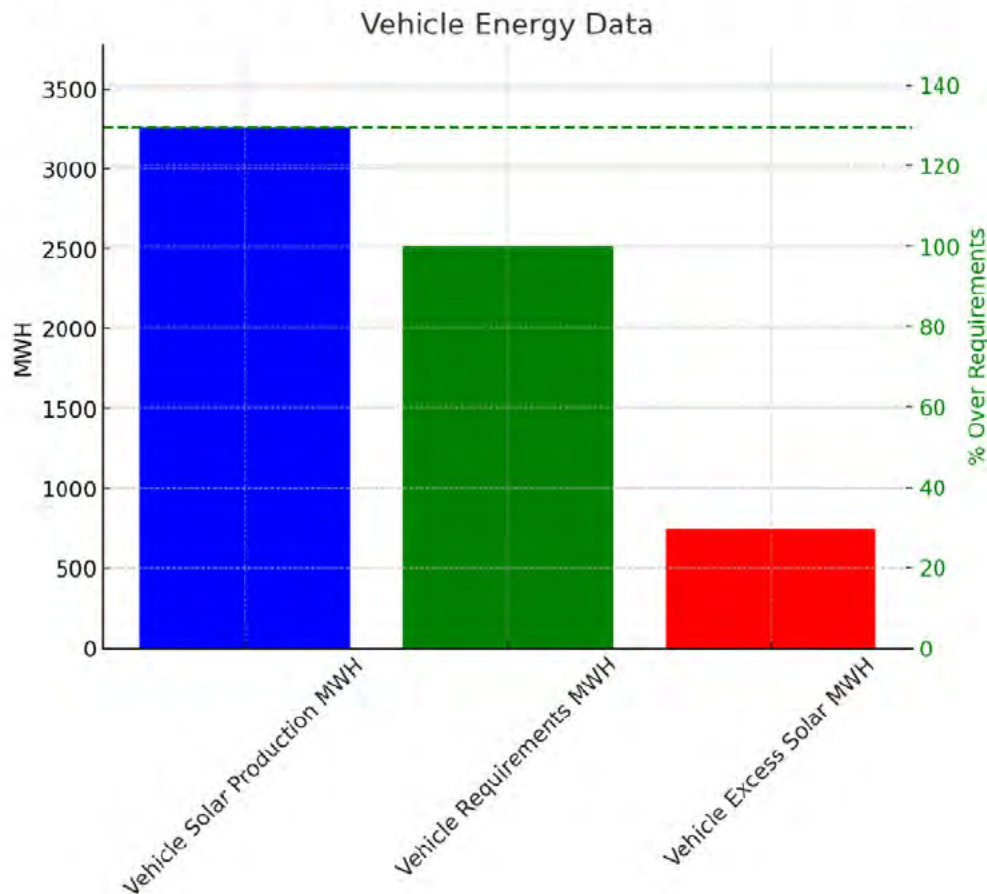
This solar energy analysis offers detailed insights into the efficiency and scalability of solar energy systems for the Vehicle and Kitchen arrays and highlights their robust potential within the existing infrastructure.

Summary

- **Efficiency and Scalability:** Both sectors can meet their respective energy demands and exhibit surplus energy generation. This underscores the efficiency and scalability of solar systems.
- **Potential for Expansion:** The ability to support additional vehicles with excess solar generation is a significant factor for considering future expansions or increased energy demands.
- **Sustainability and Reliability:** The data emphasizes a sustainable and reliable energy setup crucial for long-term planning and operations.

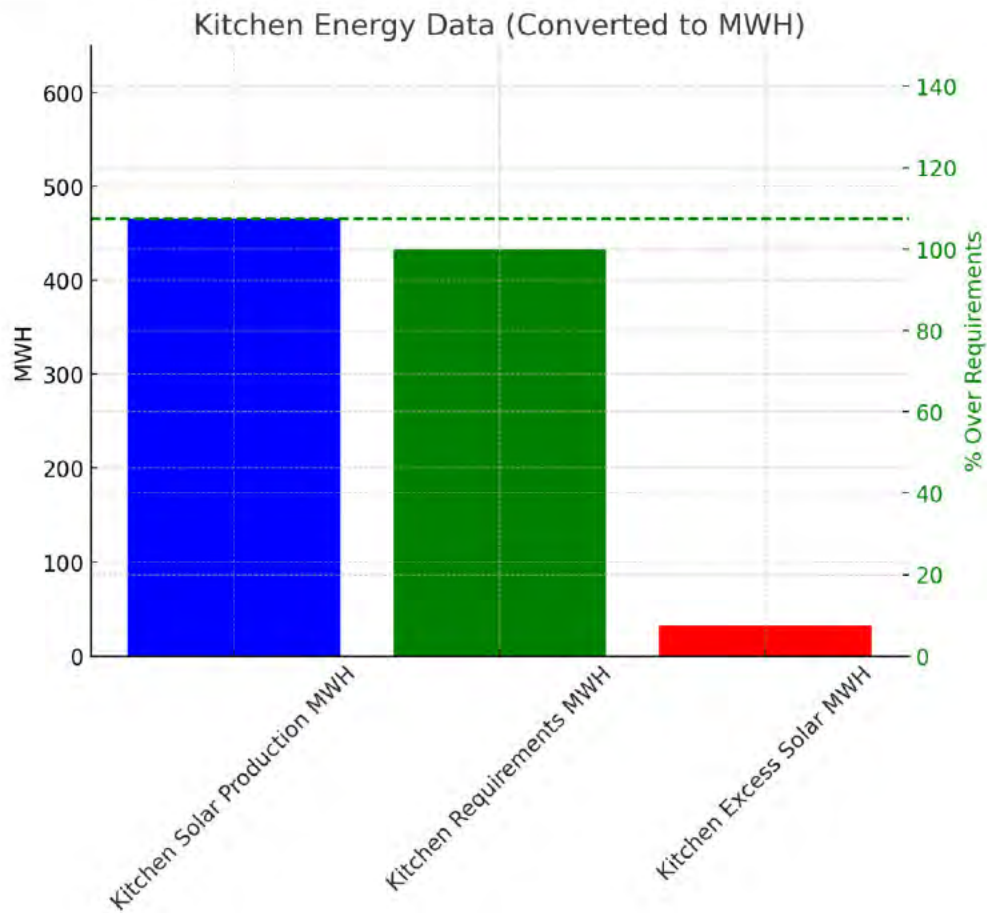
Vehicle Analysis

- **Total Solar Production:** 3,261 MWH
- **Total Vehicle Requirements:** 2,517.825 MWH
- **Total Excess Solar Generation:** 743.175 MWH
- **Percentage Over Requirements:** Approximately 129.52%, indicating that solar production exceeds vehicle requirements by about 29.52%.
- **Future Expansion Capability:** Can support about 15 additional vehicles, indicating substantial room for growth.



Kitchen Analysis

- Total Solar Production: 465.622 MWH
- Total Kitchen Requirements: 433.43 MWH
- Total Excess Solar Generation: 32.192 MWH
- Percentage Over Requirements: About 107.43%, showing solar production exceeds kitchen requirements by roughly 7.43%.



Stormwater Pollution Prevention Response

Disclaimer: A Stormwater Pollution Prevention Plan (SWPPP) is typically not included in a Request for Proposal (RFP) response for several reasons. The RFP stage is often pre-construction and lacks the detailed project information necessary for a SWPPP, which is usually required during permitting and post-contract award. At this point, the scope of the RFP may not involve ground-disturbing activities, and creating a SWPPP prematurely could lead to resource inefficiency and unnecessary rework due to project details that are not yet finalized. Additionally, firms may avoid the potential liability of committing to specific management practices before contract selection and may withhold detailed plans for competitive and confidentiality reasons.

Considerations

1. **Pre-Construction Phase:** The RFP response stage is often a pre-construction phase where the full details of the project, including specifics that would affect stormwater management, such as stormwater runoff patterns, are not yet fully developed or known.
2. **Regulatory Timing:** Regulations may only require a SWPPP to be submitted for review and approval as part of the permit application process, not during the proposal stage.
3. **Scope of Work:** If the work is purely design or consultancy with no actual ground disturbance or construction activities, a SWPPP would not be relevant.
4. **Provisional Information:** The detailed, site-specific data needed to prepare a comprehensive SWPPP may not be available until the project progresses.
5. **Cost and Resource Efficiency:** It might not be cost-effective or efficient to develop a detailed SWPPP for every proposal, particularly when bidding on multiple projects with no guarantee of winning the contract.
6. **Liability and Commitment:** Without a contract, firms may be reluctant to assume such responsibilities' potential liabilities and/or obligations.
7. **Customization to Selected Contractor:** SWPPPs are often tailored to the specific practices and procedures of the selected contractor. Until a contractor is chosen, a one-size-fits-all SWPPP in an RFP response might not be practical or appropriate.
8. **Dynamic Project Details:** The specifics of a project can change between the RFP response and the start of construction, necessitating revisions to a SWPPP. Therefore, creating a SWPPP during the RFP phase could lead to rework and wasted effort.
9. **Strategic Considerations:** Companies may prefer to discuss their approach to SWPPP in general terms within their RFP response, highlighting their understanding and commitment to compliance rather than providing a detailed plan that could prematurely lock them into specific methodologies.
10. **Confidentiality:** SWPPP could include sensitive or proprietary methods that a company may not wish to disclose at the RFP stage for competitive reasons.

Charge Management Program

This Charge Management Overview (CMO) provides a framework for managing the charging infrastructure of the Fresno EOC Transit Systems Electrification project, ensuring efficient operations, safety, and compliance with regulatory standards. The document is essential for the sustainable and effective operation of the EV charging system. This document summarizes all the methods that need to be implemented for the Fresno fleet electrification effort. A more detailed plan will be crafted once the fleet is fully electrified.

- 1. **Introduction**
 - a. Purpose: Establish protocols for the efficient and effective management of the EV charging infrastructure.
 - b. Scope: Applicable to all EV charging stations and related equipment for the Fresno EOC transit electrification project.
- 2. **Charging Infrastructure Overview**
 - a. Charging Stations: Nuvve 125kW V2G-HD
 - b. Layout: See included document.
 - c. Integration: Connection with solar power generation and battery storage systems.

3. **Charging Schedules and Procedures**

Procedure	Description
Daily Charging Plan	Midday charging 10 a.m.-3 p.m., prioritizing off-peak hours, and night charging 9 p.m. to 5 a.m.
Priority Charging	Systems for critical service and high-usage vehicles.
Dynamic Scheduling	Using intelligent systems for real-time adjustments based on real-time data.
V2G Integration	Managing energy feedback to the grid during peak periods as necessary for grid support.
Emergency Charging	Protocols for unscheduled and urgent charging needs.
Queue Management	Digital and manual systems for managing charging queues.
Station Availability and Reservation	Monitoring and reserving charging slots.
Reporting and Feedback	Analysis of charging data and driver feedback mechanisms.

- 4. **Power Management**
 - a. Strategies: Maximizing solar power use, battery storage, and load balancing.
 - b. V2G Technology: Utilization for grid support and potential revenue generation.
- 5. **Maintenance and Safety Protocols**
 - a. Maintenance Schedules: Regular upkeep of charging equipment and proper scheduling for fleet operations when maintenance is scheduled.
 - b. Safety Procedures: Operating and maintenance safety guidelines.
 - c. Emergency Response: Plan for electrical hazards or equipment malfunctions.
- 6. **Data Management and Reporting**
 - a. Monitoring System: Tracking energy usage and operational efficiency.
 - b. Data Collection: Methods for performance analysis and compliance reporting.
 - c. Privacy and Security: Guidelines for data handling and security.
- 7. **Training and User Guidelines**
 - a. Staff Training: Programs on charging station use and safety.

- b. Driver Guidelines: Instructions for efficient use of charging stations.

8. **Compliance and Regulatory Considerations**

Compliance	Description
Regulatory Adherence	Compliance with all relevant EV charging regulations.
Environmental Compliance	Particularly concerning solar energy use.

9. **Future Expansion and Upgrades**

- a. Expansion Plan: Scaling up the infrastructure with fleet growth.
- b. Technology Upgrades: Keeping pace with charging technology advancements.

10. **Stakeholder Engagement and Communication**

- a. Communication Plan: Updates and information sharing with stakeholders.
- b. Feedback Mechanism: For reporting issues or suggesting improvements.

11. **Review and Update Mechanism**

- a. Regular Review: Scheduled updates of the CMD.
- b. Incorporation of Feedback: Adapting to technological changes and operational feedback.

Data Collection

Data Management and Reporting

This Data Management and Reporting (DM&R) document provides the framework for monitoring, collecting, processing, analyzing, and reporting the data necessary to ensure efficient operations for Fresno EOC Fleet Electrification efforts.

1. **Data Collection and Integration**

Data	Description
Charging Data	Collect comprehensive data on each charging session, including time, duration, energy consumed, and vehicle details.
System Performance Metrics	Track performance indicators such as charger availability, utilization rates, energy efficiency, and downtimes.
Vehicle Data	Integrate vehicle-specific data, including battery status, mileage, and usage patterns.
Energy Source Data	Record data related to energy sources, particularly the contribution from the solar farm and the utilization of the battery storage system.

2. **Data Processing and Analysis**

- a. Data Aggregation: Compile data from various sources into a unified database for easy analysis.
- b. Analytical Tools: Employ advanced analytics tools to process and interpret data, identifying trends, inefficiencies, and opportunities for improvement.
- c. Custom Reporting: Develop custom reports that cater to the specific needs of different stakeholders, including operational staff, management, and external partners.

3. **Performance Reporting**

- a. Regular Performance Reports: Generate monthly reports detailing operational performance, energy consumption, and cost analysis.
- b. Dashboards: Create interactive dashboards for real-time monitoring of key performance indicators (KPIs).
- c. Benchmarking: Compare performance data against pre-defined benchmarks or industry standards to assess the efficiency and effectiveness of the charging infrastructure.

4. **Financial Reporting**

- a. Cost Analysis Reports: Provide detailed breakdowns of electricity costs, maintenance expenses, and revenues generated (e.g., through V2G services).
- b. Budget Tracking: Monitor and report on the alignment of operational costs with allocated budgets.

5. **Data-Driven Decision Making**

- a. Operational Adjustments: Use data insights to make informed decisions about charging schedules, maintenance planning, and infrastructure upgrades.
- b. Strategic Planning: Support long-term planning and decision-making processes with comprehensive data analysis.

6. **Data Privacy and Security**

- a. Data Protection Policies: Implement stringent data protection policies to safeguard sensitive information.
- b. Cybersecurity Measures: Apply robust cybersecurity measures to prevent unauthorized access to the data management system.

7. Compliance and Reporting Standards

Item	Description
Regulatory Compliance	Ensure all data collection and reporting practices comply with relevant legal and regulatory requirements.
Standardized Reporting Formats	Use standardized formats for reporting to ensure consistency and facilitate straightforward interpretation by all stakeholders.

8. Feedback and Continuous Improvement

- a. Feedback Loops: Establish mechanisms for receiving and integrating feedback from users and stakeholders into the data management process.
- b. Continuous Improvement: Regularly review and update data management practices to incorporate new technologies, methodologies, and stakeholder needs.

Utility Coordination and Interconnection Application Submittal



*Pacific Gas and
Electric Company*

Project Info

CUSTOMER AND FACILITY INFO

Project Number	125852817
Program	Complex Self Generation
Sub Program	NEM Multiple Tariff
NEM Multiple Tariff	NEM + Non-Export
Service Type	New Generating Facility (Existing Electric Service)
Is this application for new construction?	No
Electric Service Agreement Number	0168448694
Electric Badge Meter Number	1008845834
PG&E Project Name	Fresno EOC
Facility Info	Company
Account Holder Name	FRESNO COUNTY EOC
First Name	
Last Name	
Company Name	FRESNO COUNTY EOC
Legal Status	Government Agency
State of Incorporation	CA
Facility Address	3100 W NIELSEN AVE
Zip	93706
City	FRESNO
State	CA
Phone	5592638005
Extn	
Email	thomas.dulin@fresnoeoc.org
Confirm Email	thomas.dulin@fresnoeoc.org

ADDITIONAL FACILITY INFO

Disaster Impacted	No
Study Process	Fast Track
Max three-phase fault	2500
Short Circuit Interruption Rating	12000
Account Considerations	None

Contact Info

CUSTOMER CONTACT

Customer Contact	Facility Street Address
Customer First Name	Thomas
Customer Last Name	Dulin
Customer Company Name	FRESNO COUNTY EOC
Title	Transit Systems Director
Customer Mailing Address	3100 W NIELSEN AVE
Customer Mailing Address Zip Code	93706
Customer Mailing Address City	FRESNO

Customer Mailing Address State	CA
Customer Phone Number	5592638005
Customer Phone Extension	
Customer E-mail	thomas.dulin@fresnoeoc.org
Legal Status	

CONTRACTOR

Self Installed?	No
CSLB Number	
Contractor First Name	Alex
Contractor Last Name	Green
Contractor Company	EOS Organization
Contractor Address	19671 Beach Blvd Suite 200
Zip	92648
Contractor City	HUNTINGTON BEACH
Contractor State	CA
Contractor Phone Number	3054628390
Contractor Phone Ext	
Contractor Email	alex@eosorg.com

AUTHORIZED CONTACT

Authorized Contact	the Contractor
Authorized Contact First Name	Alex
Authorized Contact Last Name	Green
Authorized Contact Company	EOS Organization
Authorized Contact Address	19671 Beach Blvd Suite 200
Authorized Contact Zip	92648
Authorized Contact City	HUNTINGTON BEACH
Authorized Contact State	CA
Authorized Contact Phone	3054628390
Authorized Contact Phone Extn	
Authorized Contact Email	alex@eosorg.com
Authorized Contact Confirm Email	alex@eosorg.com

Equipment

EQUIPMENT DETAILS

Program	NEM
Tech Type	Solar PV
Generator Type	Inverter-External
Fuel Type	Solar
Will this Generator be used as a Backup?	No
Please Select an Anti-Island Detection Method	Group 7: I do not know
Do you plan to limit export?	No
Not Listed	No
Manufacturer	Sungrow Power Supply Co., Ltd.
Model	SG125HV [600V] [SI1-JUN20]
Quantity	15
Nameplate Rating (kW)	125.178
Nameplate Rating (kVA)	125.178
Nameplate Capacity (kW)	1877.67
Effective Rating (kVA)	1849.504950
Effective Rating (kW)	1849.504950

Inverter Efficiency	0.985
Output Voltage Rating	600
Phase	Three Phase
Power Factor	1
Power Factor Adjustment Max	1
Power Factor Adjustment Min	0.9
Short Circuit Contribution exceeds 1.2 per unit	No
Total Gen (kW)	1877.67
Tech Type	Solar PV
Generator Type	PV Panels
Fuel Type	Solar
Not Listed	No
Manufacturer	Trina Solar
Model	TSM-650DE21
Quantity	3008
Inverter Efficiency	0.985
PTC Rating (kW-DC)	0.6161
Nameplate Rating (kW)	0.6068585
Nameplate Capacity (kW)	1825.430368
CEC AC Rating	1825.430368
Total Gen (kW)	1853.2288

Program	Non-Export
Tech Type	Storage
Generator Type	Inverter-External
Fuel Type	Onsite Renewable
Will this Generator be used as a Backup?	Yes
How will the generator act as a back-up?	Certified Inverter
Please Select an Anti-Island Detection Method	Group 7 : I do not know
Please provide the method of Transition	Open
Not Listed	No
Manufacturer	Sungrow Power Supply Co., Ltd.
Model	SG125HV (600V) [S11-JUN20]
Operating Mode	Momentary Parallel (Make Before Break)
Quantity	4
Nameplate Rating (kW)	125,178
Nameplate Rating (kVA)	125,178
Nameplate Capacity (kW)	500.712
Effective Rating (kVA)	493.201320
Effective Rating (kW)	493.201320
Inverter Efficiency	0.985
Output Voltage Rating	600
Phase	Three Phase
Power Factor	1
Power Factor Adjustment Max	1
Power Factor Adjustment Min	0.9
Short Circuit Contribution exceeds 1.2 per unit	No
Total Gen (kW)	500.712
Tech Type	Storage
Generator Type	Battery
Fuel Type	Onsite Renewable
Not Listed	Yes
Manufacturer	Sungrow Power Supply Co., Ltd.
Model	ST556KWH
Software Version	Samsung SDI
Quantity	1
Inverter Efficiency	0.985

PTC Rating (kW-DC)	556
Nameplate Rating (kW)	547.66
Nameplate Capacity (kW)	547.66
Total Gen (kW)	556.0
Maximum Storage Capacity (kWh)	556
Storage Net Usage	101743
Storage Grid Charge	Yes
Storage Peak Charge	No
Storage Rated Charge Demand	223

Project Total Export (kW)	2375.382
GENERATING FACILITY NP (kVA)	250.356
Short Circuit Interrupting Rating	890

VARIANCE

Interconnection Main Breaker	Customer Side (Recommended)
Not Listed	No
Manufacturer	Square D
Model	QED-2 Switchboard 2000A
Quantity	1
Rating (Amps)	2000
AC Disconnect within 10 ft of the main service panel	Yes
Does this project meet the Distribution Interconnect Handbook (DIH) and Greenbook Requirements?	Yes

TELEMETRY

Telemetry Options	PG&E MiniRTU
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WARRANTY

Equipment Warranty Verification	A warranty of at least 10 years has been provided on all equipment and on its installation.
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ICA Capacity Values

Generation Hosting Capacity (OP Flex)	0
Generic PV Hosting Capacity (OP Flex)	0
Generation Hosting Capacity (SG)	0
Generic PV Hosting Capacity (SG)	0
ICA Protection Value	270

Customer Sector

SOLAR STATISTICS DATA

Solar Customer Sector	Other Government
Solar PV Mounting Method	Mixed
Solar PV Tracking Type	Fixed
Solar PV Tracking Fixed Tilt	35
Solar PV Tracking Fixed Azimuth	180
Solar PMRS	Yes

Solar PMRS Data Receiving	Customer,3rd Party
Solar PMRS Receiving Name	EOS Organization
Solar System Owner	PGE Customer Owned
Solar System Cost	3643374
Solar PACE Financed	No
Payment Method	Paid by Cash
CA Rebate Program	No
California Solar Initiative Rebate	No
CSI Eligible	No
Electric Vehicles	Yes
Electric Vehicles Quantity	50

FACILITY NAMEPLATE

Facility Nameplate (kW)	2378,382
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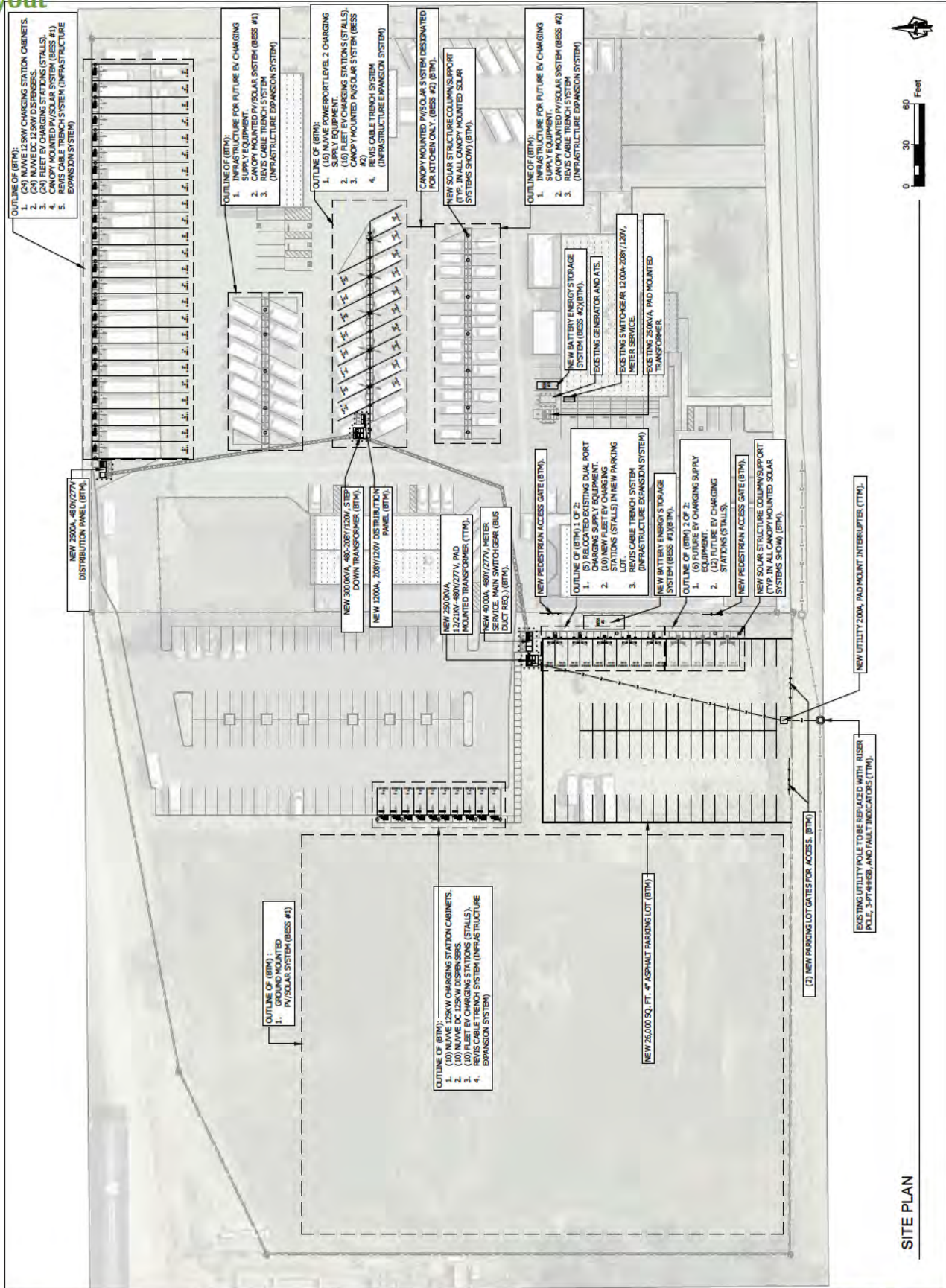
Documents

Building Permit Number	
Assessor Parcel Number	
Building Permit Date Applied	
Building Permit Final Sign off Date	
Single-Line Drawing	2023-04-10 16:28:31
Site Plans and Diagrams	2023-04-10 16:28:32
Transfer Switch Scheme Documentation	2023-04-10 16:28:32
AC Disconnect Variance Requested	No
Additional Technical Documentation	2023-04-10 16:28:32
	Add Another Document
	Add Another Document
Additional Technical Documentation	2023-04-10 16:28:32
	Add Another Document
Additional Technical Documentation	2023-04-10 16:28:33

Review and Submit

APPLICATION REVIEW

Site Layout



Before



After



Complete Project Management Plan

Project Charter

Project Title: Fresno EOC Fleet Electrification	Date: TBD
Project Manager: Fargo Hall	

Primary Stakeholders	Name	Title
Nuvve Holding Corp	Ted Smith	Chief Operating Officer
Fresno EOC	Emilia Reyes	Chief Executive Officer
Pacific Gas & Electric	Jeremy Bartlett	Project Manager
Mollé Energy	Andrew Mollé	President and CEO
Imperial Electric	Windell Pascascio Jr	President and CEO
Financing Partner	TBD	

Project Description

To provide turnkey Design, Engineering, Installation, Maintenance, and Monitoring of EVSE, Solar, and Battery Energy Storage System (BESS) infrastructure. Nuvve will provide various grid services to create value for Fresno EOC by utilizing Nuvve hardware and software for the aggregation of Distributed Energy Storage Resources through V2G services, including but not limited to:

1. Wholesale Energy Sales
2. Demand Response
3. Energy Arbitrage
4. 3rd party Charging Revenue
5. Load/Peak Shaving
6. Ancillary Services

Primary Objectives

- Execute a turnkey project, including comprehensive energy audits, savings analysis, design, construction, and financing of the capital improvements.
- Reduce Fleet Operating Costs
- Create recurring Revenue for Fresno EOC through a percentage share of:
 - 70/30 Grid Services (V2G, ELRP, Arbitrage, Demand Response, etc.)
 - 80/20 Carbon Credits (LCFS)
- Improve site resiliency.

Secondary Objectives

- Achieve comprehensive energy system efficiency and operational efficiency programs.
- Reduce fleet GHG Contributions and improve Fresno County air quality.
- Achieve the lowest GHG construction methodology using Lifecycle Analysis principles for current and future construction.
- Collaborate with local employment divisions, training institutions, community colleges, and the Chamber of Commerce to develop partnerships to design training programs developed for the specific needs of the Fleet Electrification project.
- Promote the local workforce through advertisements on job boards, community organizations, and social media platforms for job openings related to the specific needs of the Fleet Electrification project.

Project Phases

Initiation, Planning, Execution, Monitoring and Control, Closeout

General Scope

- Design/Build/Grant/Financing services for the entire behind-the-meter (BTM) infrastructure to support all future EVSE deployments, including an on-site solar generation system and battery system that can fully offset the expected vehicle and kitchen energy usage.
- Procurement and installation of approximately 56 V2G PG&E rebate-eligible Level 2 (L2) and Level 3 (L3) charging stations with bi-directional V2G capabilities, with easy ability to expand and install future V2G EVSE at minimal cost.
- Nuvve to set up Fresno EOC on cloud-based GIVe™ Platform to provide intelligent, bidirectional V2G charging services.
- Construction of 26,000 SF 4" asphalt parking lot with 6 EVSE, with the capability to expand.
- Three (3) gates for access to the new parking lot.
 - Two (2) vehicle gates. One (1) personnel entry.

Not in Scope

- Vehicles supplied by outside parties.
- Work performed at an address other than specified in contract documents.
- Any task not working to meet the primary or secondary objectives.
- Any request fundamentally changing one of the four project baselines of Scope, Schedule, Cost, and Quality.
- Implementing Wi-Fi updates at the site to accommodate EVSE data requirements.

Key Constraints, Risks, and Assumptions

- Adequate electrical capacity.
- Assumption grant money is available and awarded.
- Market prices for construction materials are experiencing significant volatility due to global economic uncertainty, while ongoing supply chain disruptions, including shortages and delays, pose challenges to timely project execution.
- Please note that the assumption here is that vehicles purchased outside of Nuvve's procurement processes are V2G capable. However, it's essential to be aware that if a vehicle has not passed Nuvve's interoperability testing, V2G revenue is not guaranteed.
- If the selected EV is incompatible with the specified charging equipment (DCFC EVSE spec sheet provided on [p. 134](#)), the contracting party shall be responsible for all costs to modify the EVSE to ensure compatibility. These costs shall be allocated to the contingency line item of the project budget. This clause clarifies that the EVSE supplier shall not bear financial responsibility for incompatibilities resulting from the equipment selection made by the contracting party.

Key Deliverables

- Grant, Rebate, and Incentives coordination and submission
- Financing
- Recurring revenue model
- Total Cost of Ownership
- Utility Coordination and Interconnection Agreement
- Site Construction
- Data Collection and Reporting
- Commissioning

- V2G Operational (see assumption above)
- AI forecasting for fleet operations

Cost / Budgetary Constraints

Based on the scope of work provided by Fresno EOC, the Project Budget is approximately \$13.2M (\$14.7M with 15% contingency)

The budget for the Fresno EOC Transit Systems Electrification Project will be strictly controlled and managed in accordance with all applicable sections of the Project Management Plan (PMP). This encompasses diligent adherence to established budgetary limits, effective utilization of allocated resources, and consistent monitoring and evaluation of financial activities as outlined in the PMP. The project team is committed to ensuring that all expenditures and financial operations align with the defined scope, schedule, quality standards, and stakeholder expectations while maintaining compliance with relevant organizational and regulatory requirements. Regular reviews and updates to the budget management process will be conducted to ensure ongoing alignment with the project goals and objectives and to address any deviations or changes promptly and efficiently.

Project Time-Cost Tradeoff

The Project Manager (PM) is entrusted with the authority to determine the trade-off between time and cost, prioritizing the project's successful conclusion within the agreed scope, schedule, quality standards, and budget. The PM is empowered to evaluate and execute tactics that enhance the project's timetable and financial plan, considering the project's goals and the well-being of all primary stakeholders.

Scope of Work

Project	Project Manager	Date
Fresno EOC Fleet Electrification	Fargo Hall	11.3.2023

Justification
Fresno EOC aspires to promote innovative green energy transportation, reduce its GHG footprint, improve Fresno County air quality, and provide its clients with quiet, clean transportation services while lowering its fleet's Total Cost of Ownership (TCO).
They will accomplish their goals through fleet electrification and revenue-generating grid services using a compatible V2G EVSE and corresponding infrastructure, including distributed solar, battery energy storage systems, and a vehicle charge-demand management platform.

Scope Description
In Scope
<ul style="list-style-type: none"> • Target implementation Q2 2024 <ul style="list-style-type: none"> ○ EVSE Deployment <ul style="list-style-type: none"> ▪ Turnkey Design/Build services for the entire behind-the-meter (BTM) infrastructure to support all future EVSE deployments. ▪ 56 EVSE <ul style="list-style-type: none"> • 34-125kW DCFC – Nuve RES HD125 V2G • 34 Gen 3 Dispensers • 22 L2 – Nuve PowerPort 19.2 kW • Full Site Survey

- Private Location of all underground Utilities
- Customer-provided Soil Survey Constructability Assessment for solar installation
 - Coordination of Utility management for to-the-meter (TTM) services.
 - EVSE and BESS Commissioning Services
 - 26,000SF Parking lot
 - 6 L2 – Nuvve PowerPort 19.2 kW
 - 6 Make Ready
 - 500LF wrought iron fence with three (3) gates
- Solar Power System
 - 1.96 MWP rated located in the vacant lot west of the main structures with two canopies at the north end of the parking lot.
 - 423kW. Second service to Fresno EOC Kitchen.
 - Two canopies at the south end of the parking lot
 - Offset 100% of Kitchen service. Existing Meter #1008845834
- Stationary Battery – BESS
 - 1.12MW/1MWH combined total.
 - 556kW to Kitchen.
 - The site has an existing ATS.
 - 556kW to EV service.
- Adequate lighting will be installed at all charging station locations.
- Grant writing services to help procure 50 Electric Shuttle Buses.
- Charge Management System
- Financing
- Additional Considerations
 - If necessary, the contractor shall certify that all personnel have successfully passed a criminal background check before assignment at Fresno EOC
 - The contractor will manage any work required for Utility and AHJ permits. Associated costs will be itemized and passed through without markup.
 - Local job training program
 - Local workforce for construction and ongoing project administration and maintenance.

Out of Scope

Any task not included in the original project plan that does not contribute to the project's objective is out of scope.

Baseline: Any request fundamentally changes one of the four project baselines of Scope, Schedule, Cost, and Quality. Examples include, but are not limited to:

- Integration of external energy networks into the Nuvve GIVE™ Platform.
- Switch Yard/Electrical Substation, Primary Transformers by PG&E (install, connection, maintenance, upgrade, future expansion).
- Repair any existing facility infrastructure found during construction.
- Work completed at any address other than specified in contract documents.

Business Objectives

To design a facility that will:

1. Meet the needs of Fresno EOC fleet electrification goals.
2. Accomplish Fresno EOC's objectives of integrating electric vehicles into its fleet while capitalizing on those vehicles' energy storage capabilities to support the electric grid.
3. Acquire recurring revenue to achieve an attractive economic outcome for all parties involved.

Project Deliverables
<ol style="list-style-type: none"> 1. V2G EVSE/BESS/Solar exporting infrastructure managed by the Nuvve platform, enabling Fresno EOC to participate in revenue-generating grid services. 2. 2.383 total MWP Solar System 3. 1.12MW/1.12MWH Battery Energy Storage System - BESS 4. Grant writing assistance for procurement services for approximately 50 vehicles. 5. Charge Management System 6. Financing 7. Project Management

Project Exclusions
<p>The list of exclusions includes but is not limited to the following:</p> <ol style="list-style-type: none"> 1. Necessary grid infrastructure upgrades and maintenance of PG&E distribution lines. 2. Nuvve or affiliates will not be held accountable for the Professional Errors or Omissions of others. 3. Site-Specific- No work will be performed at any address other than 3110 W. Nielson Ave, Fresno, CA 93706. 4. Hazardous Conditions – Fresno EOC to ensure the site is free from hazardous conditions, including hazardous material. Nuvve or affiliates are not responsible for safely handling, collecting, or transporting any hazardous material discovered during construction unless agreed upon before construction begins. 5. Acts of God - Property damage, schedule delays, cost overrun, or failure to meet contractual requirements due to force majeure. 6. Unforeseen Site Conditions – Absent misrepresentation, Nuvve or affiliates bear no risk or cost related to the unpredicted or unknown site conditions. 7. Technology: Uncertainties from new, undefined, or evolving technologies or existing ones in new or different applications shall be excluded. 8. Fresno EOC understands that the ability of Nuvve or Affiliates to perform any or all of the services under this Scope of Work depends upon other technologies and third-party products. This includes charging stations and EVs that must be operational, technically integrated, and qualified by the Company to provide services. The performance of other technologies connected to the Software Platform is subject to individual operating requirements, warranties, and agreements. The Company does not guarantee the operation of other resources nor assure revenues from using the Software Platform. 9. Insurance covering project assets & equipment. 10. Site security (if required by Fresno EOC). 11. Utility costs.

Constraints
<ol style="list-style-type: none"> 1. Resources: Available resources, human, material, and services shall be provided, to the greatest extent possible, from local sources. 2. Budget: TBD 3. Quality: The minimum acceptable standard to achieve the project's deliverables. Implementing the required processes, including but not limited to Quality Management, Quality Planning, Quality Assurance, and Quality Control, to ensure the project shall satisfy the needs for which it was undertaken. 4. Time: 2-year program.

5. Customer Satisfaction: Understanding, defining, evaluating, and managing customer requirements so that their expectations are satisfied. Tied directly to quality. Ensures that the project's policies, objectives, and responsibilities satisfy all stakeholders.

Assumptions

1. Substitutions – To keep the project on time and within the scope and budget. After acting in good faith and not obtaining permission from Fresno EOC, Nuvve or affiliates shall decide it necessary to substitute material that meets their original design criteria. Substitutions will also be allowed when a product or service becomes unavailable or unsuitable through no fault of Nuvve or affiliates.
2. Engineering Document Revisions – If Fresno EOC cannot or will not be available to answer questions or make project-related decisions. In keeping with Best Management Practices, Good Engineering Principles, and the project's best interests, Nuvve or its affiliates shall be allowed to make necessary revisions to the relevant Engineering Documents.
3. The cost spent for the purchase and maintenance of the resources will stay within the planned budget by the project manager. However, if the resources depreciate, or malfunction, the budget may exceed the actual cost assumptions since it requires repairing the resources.
4. The project's material, equipment, and resource costs will strive to remain constant when purchasing. However, the market price might be exceeded or reduced since the market price is often flexible. In addition, due to current market volatility in the commodities market, materials in high demand, such as Copper, Steel, PVC, and wire, will require possible price adjustment throughout the project.
5. All equipment or materials are available according to the planned schedule when needed. However, due to current supply chain constraints, there might be a situation where the materials are insufficient for the project when required.
6. The project's scope and specifications will remain the same when the project occurs. However, when conducting the project, there might be cases where the scope and specifications need altering to cater to the requirements and needs of the project.
7. All the goods supplied by the suppliers are in the best condition and with desirable quality.
8. The project location is fixed throughout the project's life cycle and will not change as the project progresses. However, there might be conditions where the project members may need to work remotely when necessary.
9. Regarding weather, if it is safe to do so while not placing an undue burden on the contractor, the project will continue during seasonal rainy seasons.
10. Nuvve will sub-bill the work of licensed contractors if requested by Fresno EOC. However, the rights and obligations of third-party agreements will remain between Fresno EOC and the applicable contractor.

Project Management Monitoring and Control

The following Project Management disciplines will have separate controlling documents.

1. Budget Management Plan
2. Change Management Plan
3. Communication Plan
4. Conflict Management Plan
5. Cost Control Plan

6. Critical Success Factors
7. Monitoring and Control Plan
8. Quality Management Plan
9. Resource Management Plan
10. Risk Management Plan
11. Schedule Management Plan
12. Scope Management Plan

Project Plan Schedule

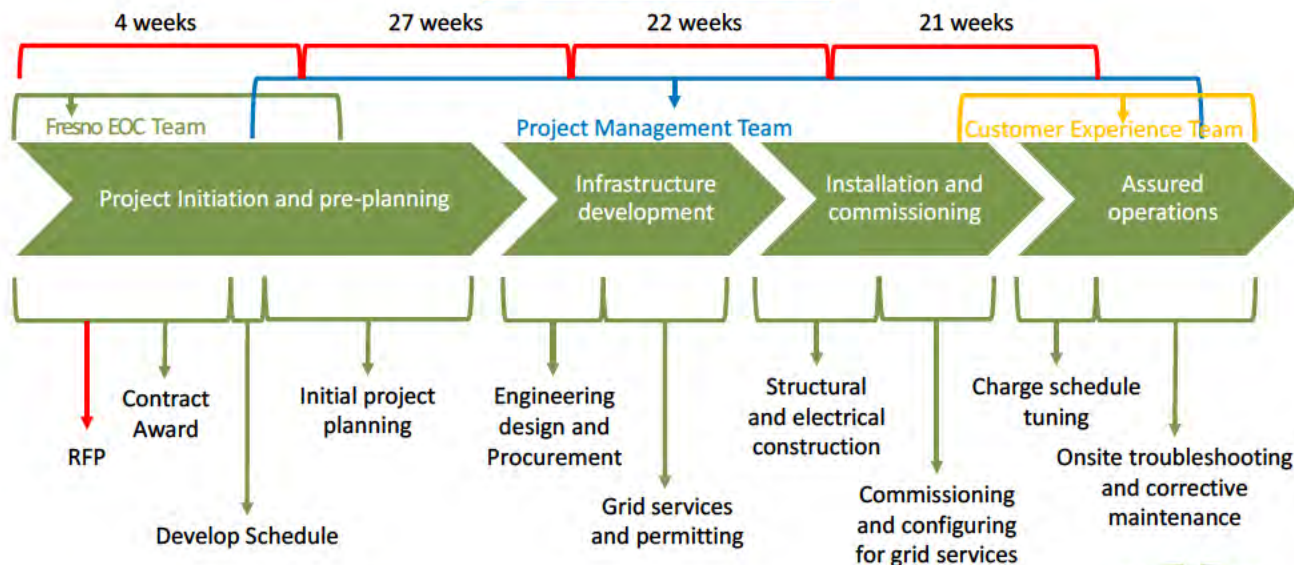
Critical Path – 52 weeks

Fresno EOC Infrastructure Project Plan – 60 Weeks

I. Initiation	
a. RFP Response	4 wks
b. RFP Award	TBD
II. Planning	27 wks
a. <u>Schedule Development</u>	1 wks
i. Milestones	
ii. Schedules	
b. <u>Project Management Plans</u>	2 wks
i. Cost/Budget Control	
ii. Quality Control	
iii. Reporting Requirements	
iv. Risk Management	
v. Schedule Control	
vi. Change Control	
vii. Scope Control	
viii. Stakeholder Management	
ix. Communication Plan	
x. Conflict Management	
c. <u>Engineering</u>	25 wks
i. Land Survey	4 wks
1. Utility Locate	
ii. CD-30	2 wks
1. Prelim site layout	
iii. CD-50	4 wks
iv. Switchgear	16 wks
1. Design Specifications	
2. Solicit Quotes	
3. Approve Quote, Request shop drawings	
4. Receive shop drawings	
5. Utility approval of shop drawings	
6. <i>Release for fabrication –</i>	
a. <i>Critical Path – 52 weeks</i>	
v. CD-90	4 wks
vi. CD-100	12 wks
1. Signed Stamped Set	
2. AHJ Approval w/ comment inclusion	
III. Material Procurement	46 wks
a. Solar Canopy	4 wks
b. BESS	34 wks
c. Solar Panels	12 wks
d. Switchgear	52 wks
IV. Execution	21 wks
a. Construction	21 wks
i. Civil	8 wks
ii. Electrical	6 wks
iii. Solar	12 wks
iv. Bess	1 wks
v. Equipment set	4 wks
b. Commissioning	4 wks
c. Interconnection	8 wks
V. Closeout	4 wks

* The combined time for the tasks does not accurately represent the main task duration. Overlapping tasks have compressed the overall time frame.

Project Implementation Fresno EOC



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NUVE

Project Management Plan

Executive Summary

The Project Management Plan (PMP) serves as a comprehensive roadmap for the successful execution of your project. It encompasses various management plans, but the most immediate and relevant plans to the Fresno EOC project are the [Detailed Risk Analysis](#) and the [Fresno-Specific Critical Success Factors](#).

Collectively, all these management plans provide a robust framework for project success. They enable effective communication, stakeholder engagement, change management, conflict resolution, resource utilization, scope control, budget management, performance monitoring, and risk mitigation. By following the outlined plans and leveraging the identified strategies and tools, we can achieve our project objectives, deliver high-quality results, and meet stakeholder expectations. Continuous monitoring, evaluation, and improvement will ensure project success and maximize stakeholder value.

Budget Management Plan

BUDGET OBJECTIVES

Cost Estimation

- Develop a comprehensive budget for project activities, resources, materials, and contingencies.
- Utilize historical data, expert judgment, and industry benchmarks to estimate costs accurately.
- Consider potential risks and uncertainties impacting the budget.
- Incorporate appropriate contingencies.

Budget Allocation

- Allocate the approved project budget to different work packages, phases, or cost categories.
- Assign responsible parties to manage and track each area's budget.

Budget Documentation

- Maintain clear documentation of the budget plan, including detailed cost breakdowns, assumptions, and dependencies.
- Ensure transparency and accessibility of budget documentation for project stakeholders.

BUDGET TRACKING AND CONTROL

Budget Baseline

- Establish a baseline budget that represents the approved financial plan for the project.
- Document and communicate the baseline budget to all relevant stakeholders.

Cost Monitoring

- Implement a robust system to track actual costs against the budget baseline.
- Review and analyze cost performance regularly to identify variations, discrepancies, or potential cost overruns.

Change Control

- Develop a process to evaluate and manage budget-related changes, such as scope changes or budget reallocation requests.
- Assess the impact of proposed changes on the budget and obtain appropriate approvals before implementing them.

Variance Analysis

- Conduct regular variance analysis to compare actual and planned costs and identify significant deviations.
- Investigate and address budget variances promptly, taking appropriate corrective actions when necessary.

Risk Management

- Identify potential risks and uncertainties impacting the project budget.
- Develop risk mitigation strategies and contingency plans to address potential cost overruns or budget constraints.

FINANCIAL REPORTING

Budget Reports

- Prepare regular reports that provide a clear overview of the project's financial status, including actual costs, planned costs, variances, and forecasts.
- Communicate budget reports to relevant stakeholders to keep them informed and engaged.

Forecasting and Projections

- Use historical data, trends, and project performance to forecast future financial requirements and project the expected budget outcomes.
- Update financial forecasts and projections regularly to reflect the most current information.

Financial Governance and Compliance

- Ensure compliance with applicable financial regulations, organizational policies, and reporting requirements.
- Maintain accurate and auditable financial records under financial governance standards.

BUDGET RECONCILIATION AND CLOSURE

- Conduct a thorough budget reconciliation at the end of the project to compare actual costs with the final budget.
- Identify and document any remaining unallocated funds or outstanding expenses.

BUDGET MANAGEMENT REVIEW

- Conduct periodic reviews of the budget management processes to evaluate effectiveness and identify areas for improvement.
- Seek project team members, finance professionals, and stakeholders' feedback to enhance budget management practices.

Change Management Plan

INTRODUCTION

Purpose

The Change Management Plan outlines the approach to managing changes that may arise during the design, engineering, and construction of the behind-the-meter (BTM) infrastructure project to support approximately 50 EV shuttle buses.

Objective

Ensure changes are effectively assessed, approved, implemented, and communicated to minimize disruptions and achieve project success.

CHANGE MANAGEMENT PROCESS

Change Identification

- Establish a formal process to identify and document proposed changes, including scope, schedule, budget, or resource changes.
- Encourage stakeholders to report potential changes and provide a designated change request form.

Change Evaluation and Impact

Assessment

- Assess the potential impact of each change on project objectives, scope, timeline, cost, quality, risks, and stakeholders.
- Engage the project team, relevant stakeholders, and subject matter experts to evaluate changes and provide recommendations.

Change Approval

- Establish a Change Control Board (CCB) comprising key project stakeholders and decision-makers to review change requests.
- Define change approval criteria, considering project goals, feasibility, alignment with objectives, and impact assessment.
- Ensure change requests are properly documented and submitted to the CCB for evaluation and decision-making.

Change Implementation

- Develop an implementation plan for approved changes, including required tasks, resources, timelines, and dependencies.
- Assign responsibilities and ensure clear communication regarding the execution of approved changes.
- Monitor and track progress during change implementation, addressing any issues or risks that may arise.

Change Communication

- Establish a communication plan to inform stakeholders about approved changes, their rationale, and potential impacts.
- Tailor communication messages to different stakeholders and utilize appropriate channels for effective dissemination.
- Provide regular updates on the progress and outcomes of implemented changes.

Change Documentation and Reporting

- Maintain a change log to capture all change requests, evaluations, approvals, and implementation details.
- Ensure all change-related documentation is appropriately stored and accessible to project stakeholders.
- Generate periodic reports summarizing change requests' status, impact, and overall change management effectiveness.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION

- Identify key stakeholders impacted by proposed changes and involve them in the change management process.
- Establish effective communication channels to inform stakeholders about changes, address concerns, and gather feedback.
- Conduct stakeholder analysis to understand their attitudes, expectations, and potential change resistance.

TRAINING AND SUPPORT

- Assess the need for training and support related to approved changes.
- Develop training materials and sessions to ensure project team members and relevant stakeholders have the necessary knowledge and skills to adapt to changes.
- Provide ongoing support during the transition period to address any challenges or questions that may arise.

RISK MANAGEMENT

- Identify potential risks associated with changes, including risks to project objectives, scope, quality, schedule, and stakeholder satisfaction.
- Develop risk mitigation strategies and contingency plans to address identified risks.
- Monitor and evaluate risks throughout the change management process, taking appropriate action to mitigate or eliminate them.

CHANGE EVALUATION AND LESSONS LEARNED

- Conduct regular evaluations of the change management process to identify areas for improvement.
- Capture lessons learned from implemented changes and incorporate them into future projects or change initiatives.
- Continuously refine the change management approach based on feedback, experiences, and best practices.

Formal Process for Change Identification

CHANGE REQUEST FORM: APPENDIX A

- Use the standardized change request form that captures essential information about the proposed change.
- When proposing a change, stakeholders must complete and submit the change request form.

CHANGE REQUEST SUBMISSION

- Communicate the process for submitting change requests to all relevant stakeholders.
- Define the designated channels for submitting change requests, such as a dedicated email address or an online project management system.
- Provide clear instructions on how to complete the change request form and where to submit it.

CHANGE REQUEST REVIEW

- Designate a Change Control Board (CCB) or a change management team responsible for reviewing change requests.
- Establish a schedule for regular CCB meetings or review cycles to ensure timely evaluation of change requests.
- Allocate resources, including subject matter experts, to assist in the review process.

INITIAL CHANGE ASSESSMENT

- Upon receiving a change request, conduct an initial assessment to determine its feasibility and impact on the project.
- Evaluate the change's alignment with project objectives, scope, schedule, budget, quality standards, and contractual obligations.
- Identify potential risks and benefits associated with the proposed change.

IMPACT ASSESSMENT

- Engage relevant stakeholders, such as project managers, technical experts, and key decision-makers, to assess the change's potential impact.
- Evaluate the change's implications on project deliverables, resources, dependencies, and work packages.
- Consider the change's impact on other project constraints, such as regulatory compliance, safety, and stakeholder satisfaction.

CHANGE RECOMMENDATION

- Based on the impact assessment, recommend each change request.
- The recommendation can include approval, rejection, or request for additional information or clarification.
- Justify the recommendation with supporting details, highlighting the rationale and potential consequences of the decision.

CHANGE APPROVAL

- Present the change requests and recommendations to the Change Control Board or relevant decision-makers.
- Conduct discussions, deliberations, and reviews to decide on each change request.
- Document the approval decisions, including any conditions or modifications associated with the approved changes.

CHANGE NOTIFICATION

- Communicate the decision on each change request to the submitter and other stakeholders impacted by the change.
- Explain the decision clearly, highlighting the reasons for approval or rejection.
- Share any specific instructions or actions required from stakeholders regarding the approved changes.

CHANGE DOCUMENTATION

- Maintain a centralized change log or repository to record all change requests, their evaluations, and the corresponding decisions.
- Document any supporting materials, analysis, or references related to the change request and impact assessment.
- Update relevant project documentation, such as the project scope, schedule, budget, and requirements, to reflect approved changes.

CHANGE MONITORING

- Establish mechanisms to monitor and track the implementation of approved changes.
- Regularly assess the progress, effectiveness, and outcomes of implemented changes.
- Capture any lessons learned or feedback from stakeholders during the change implementation process.

Appendix A
Change Request Form

CHANGE REQUEST ID	[AUTO-GENERATED]
DATE SUBMITTED	[DATE]
SUBMITTED BY	[NAME]
CONTACT INFORMATION	[EMAIL, PHONE]
CHANGE DESCRIPTION [DESCRIBE THE PROPOSED CHANGE IN DETAIL, INCLUDING THE SPECIFIC AREA OR ASPECT OF THE PROJECT AFFECTED BY THE CHANGE.]	
REASON FOR CHANGE [PROVIDE A CLEAR RATIONALE FOR THE PROPOSED CHANGE, EXPLAINING THE NEED, BENEFITS, AND ANY RELEVANT SUPPORTING INFORMATION.]	
IMPACT ASSESSMENT [ASSESS THE POTENTIAL IMPACT OF THE CHANGE ON VARIOUS PROJECT ASPECTS, INCLUDING SCOPE, SCHEDULE, BUDGET, QUALITY, RESOURCES, STAKEHOLDERS, AND RISKS.]	
PROPOSED SOLUTION [OUTLINE THE RECOMMENDED SOLUTION OR APPROACH TO IMPLEMENT THE CHANGE, INCLUDING ANY NECESSARY ADJUSTMENTS TO PROJECT PLANS, DELIVERABLES, OR RESOURCES.]	
STAKEHOLDER IDENTIFICATION [LIST THE KEY STAKEHOLDERS AFFECTED BY THE CHANGE AND SPECIFY THEIR ROLES OR RESPONSIBILITIES CONCERNING THE PROPOSED CHANGE.]	
ATTACHMENTS [IF APPLICABLE, PROVIDE ANY SUPPORTING DOCUMENTATION, SUCH AS DIAGRAMS, TECHNICAL SPECIFICATIONS, OR RELEVANT REPORTS.]	
CHANGE REQUEST EVALUATION	
INITIAL ASSESSMENT [PROVIDE AN INITIAL ASSESSMENT OF THE CHANGE REQUEST, INDICATING ITS FEASIBILITY AND ALIGNMENT WITH PROJECT OBJECTIVES.]	
IMPACT ASSESSMENT [SUMMARIZE THE FINDINGS OF THE IMPACT ASSESSMENT, INCLUDING THE IDENTIFIED IMPLICATIONS ON PROJECT CONSTRAINTS, DEPENDENCIES, AND RISKS.]	
RECOMMENDATION [PROVIDE A RECOMMENDATION FOR THE CHANGE REQUEST, INDICATING WHETHER IT SHOULD BE APPROVED, REJECTED, OR REQUIRE FURTHER INFORMATION OR CLARIFICATION.]	
DECISION	
APPROVED [INDICATE IF THE CHANGE REQUEST HAS BEEN APPROVED. IF APPROVED, PROVIDE ANY SPECIFIC CONDITIONS OR MODIFICATIONS ASSOCIATED WITH THE APPROVAL.]	
REJECTED [INDICATE IF THE CHANGE REQUEST HAS BEEN REJECTED. PROVIDE A BRIEF EXPLANATION FOR THE REJECTION.]	
ADDITIONAL INFORMATION OR COMMENTS [INCLUDE ANY ADDITIONAL INFORMATION, COMMENTS, OR INSTRUCTIONS RELATED TO THE CHANGE REQUEST.]	
SIGNATURE [DIGITAL OR PHYSICAL SIGNATURE]	
DATE	[DATE]

Appendix B Change Request Log

Change Request ID	Date Submitted	Submitted by	Change Description	Change Reason	Impact Assessment	Proposed Solution	Stakeholder ID	Status	Approved by	Approval Date
CR-001										

Communication Management Plan

PURPOSE

The communication plan establishes effective communication channels and guidelines to ensure a timely and accurate exchange of information among project stakeholders. The plan aims to facilitate clear and consistent communication, foster collaboration, and address conflicts or concerns through open and transparent communication.

OBJECTIVES

The communication plan aims to achieve the following objectives:

- Facilitate clear and consistent communication between the project team and external stakeholders.
- Ensure all stakeholders are adequately informed about project progress, changes, and decisions.
- Foster collaboration, engagement, and support from project stakeholders.
- Resolve conflicts and address concerns through open and transparent communication.

KEY STAKEHOLDERS

Identify the stakeholders involved, including project team members, sponsors, clients, end-users, and other relevant parties. Determine their roles, responsibilities, and communication needs. Next, classify stakeholders based on their influence, interest, or involvement in the project.

COMMUNICATION CHANNELS

Identify

Identify the preferred communication channels for different types of communication.

Common channels include:

Email: For formal communication, updates, and document sharing.

Meetings: For discussions, brainstorming sessions, and decision-making.

Project Management Software: For task tracking, document sharing, and collaboration.

Collaboration Tools: For real-time communication, file sharing, and team collaboration.

Specify

Specify the purpose and frequency of using each communication channel. For example:

Email: Weekly progress updates, change notifications, and formal project communication.

Meetings: Regular team meetings, milestone reviews, and stakeholder meetings.

Project Management Software: Daily task updates, document repository, and project tracking.

Collaboration Tools: Ad hoc discussions, quick updates, and real-time collaboration.

Determine

Determine the parties responsible for managing and monitoring each channel. Assign individuals or roles responsible for overseeing communication channels and ensuring proper functioning.

COMMUNICATION METHODS AND FREQUENCY

Define

Define the methods of communication for different types of information. Examples include:

Progress Updates

- Weekly status reports, team meetings, or online project management tools.

Status Reports

- Monthly reports are shared with stakeholders via email or project management software.

Milestone Achievements

- Formal presentations, milestone review meetings, or newsletters.

Risks and Issues

- Immediate email notifications, ad hoc meetings, or risk management reports.

Specify

Specify the frequency and timing of communication for each type of information. For example:

- Progress updates: Weekly on Fridays, covering achievements, challenges, and upcoming tasks.
- Status reports: Monthly on the last business day, summarizing project progress and highlighting key metrics.
- Milestone achievements: Immediately after completing a significant milestone, with a celebratory meeting or email announcement.
- Risks and issues: Immediately upon identification or assessment, with timely updates until resolution.

Clarify

Clarify the parties responsible for initiating and delivering the communication. Assign specific team members or roles accountable for preparing, reviewing, and distributing each type of communication.

REPORTING AND DOCUMENTATION

- Identify the reports and documents that must be generated and distributed to stakeholders. Examples include:
 - Project progress reports
 - Budget and financial reports
 - Risk and issue logs
 - Meeting minutes and action items
 - Stakeholder status reports
- Determine each report or document's format, content, and distribution list. Next, specify the templates, key data points, and stakeholders who should receive the reports.
- Establish timelines for report generation and distribution. Set report creation, review, and distribution deadlines to ensure stakeholders receive information promptly.

ESCALATION PROCEDURE

- Define a procedure for escalating issues or concerns that require immediate attention or decision-making. Establish a clear escalation path to ensure swift resolution of critical matters.
- Specify the individuals or roles responsible for handling escalated matters. Identify who should be notified and who has the authority to make decisions.
- Outline the communication channels and time frames for escalating and resolving issues. Define the process for escalating problems, the frequency of follow-ups, and how updates will be communicated.

STAKEHOLDER ENGAGEMENT

- Identify strategies for engaging and involving stakeholders in project activities and decision-making processes. Examples include:
 - Regular stakeholder meetings
 - Surveys or feedback sessions
 - Workshops or focus groups.
 - One-on-one discussions or interviews
- Determine the methods for soliciting feedback, addressing concerns, and managing stakeholder expectations. Plan for regular communication with stakeholders to maintain their support and involvement.

COMMUNICATION RISK MANAGEMENT

- Identify potential communication risks and challenges that may arise during the project. Examples include misinterpretation of information, lack of clarity in communication, or stakeholder resistance.
- Develop mitigation strategies to address communication barriers, conflicts, or misunderstandings. Examples include providing clear, concise messages, regular check-ins, or establishing feedback loops.
- Regularly assess the effectiveness of communication and adjust as necessary. Monitor communication channels, solicit stakeholder feedback, and implement improvements based on lessons learned.

REVIEW AND UPDATE

Establish a process for reviewing and updating the communication plan regularly. Schedule periodic evaluations to ensure the communication plan remains relevant and practical throughout the project lifecycle.

Stakeholder Tracking

Name	Role	Organization	Contact Info	Category	Role/Influence	Potential Risks	Mitigation Plan	Action Plan	Notes

Conflict Resolution Management Plan

INTRODUCTION

The Conflict Resolution Management Plan outlines the procedures and strategies to address and resolve conflicts that may arise during the project. It aims to promote effective communication, collaboration, and constructive problem-solving to minimize the impact of conflicts on project objectives and maintain a positive project environment.

CONFLICT IDENTIFICATION

The Conflict Resolution Management Plan outlines the procedures and strategies to address and resolve conflicts that may arise during the project. It aims to promote effective communication, collaboration, and constructive problem-solving to minimize the impact of conflicts on project objectives and maintain a positive project environment.

Proactive Conflict Identification

Encourage open communication and regular project status updates to identify potential conflicts early. - Conduct periodic risk assessments to identify sources of conflicts and anticipate potential issues. - Foster a culture of transparency and trust where team members feel comfortable raising concerns and discussing conflicts openly.

Reactive Conflict Identification

Establish clear channels for reporting conflicts, such as a designated point of contact or a conflict reporting mechanism. Encourage project team members to promptly report conflicts as they arise, providing sufficient details and supporting information.

CONFLICT RESOLUTION PROCESS

Conflict Assessment and Definition

Assign a neutral facilitator or conflict resolution team responsible for assessing the conflict and defining its nature, causes, and potential impact. - Engage the involved parties in an open dialogue to gather their perspectives and understand the underlying issues.

Collaboration and Problem-Solving

Facilitate a collaborative environment where parties can express their concerns, interests, and proposed solutions. - Encourage active listening, empathy, and respect for different viewpoints to foster a constructive problem-solving approach. - Utilize brainstorming, negotiation, and mediation techniques to explore potential solutions and reach a mutually beneficial agreement.

Escalation and Mediation

If the conflict remains unresolved, escalate the matter to higher-level management or the designated authority responsible for conflict resolution. - Engage a trained mediator or third-party neutral to facilitate discussions and guide the conflicting parties towards a resolution. - Maintain confidentiality and impartiality during the mediation process to create a safe and unbiased space for dialogue.

Formal Dispute Resolution

Establish a formal dispute resolution process when informal resolution methods fail. - If necessary, define the procedures for escalating conflicts to an arbitration board or legal authorities. - Clearly outline the formal dispute resolution process's roles, responsibilities, and timelines.

COMMUNICATION AND DOCUMENTATION

- Maintain clear and accurate records of all conflicts, their resolutions, and any related communication.
- Document the steps to address conflicts, including the parties involved, decisions made, and any agreed-upon actions.
- Share relevant conflict resolution updates with the project team and stakeholders to maintain transparency and alignment.

CONFLICT PREVENTION STRATEGIES

- Proactively identify and address potential sources of conflict through effective project planning, risk management, and stakeholder engagement.
- Foster a collaborative team culture with open lines of communication and regular feedback mechanisms.
- Encourage early problem-solving and encourage team members to address conflicts directly and constructively.

CONFLICT RESOLUTION TRAINING AND SUPPORT

- Provide conflict resolution training to project team members to enhance their conflict management and negotiation skills.
- Offer access to external resources, such as conflict resolution experts or consultants, to provide guidance and support during challenging conflict situations.

REVIEW AND CONTINUOUS IMPROVEMENT

- Regularly review the effectiveness of the conflict resolution process and adjust it based on lessons learned and feedback from project team members.
- Seek opportunities to improve conflict prevention strategies and promote a positive project culture.

Cost Control Plan

COST PLANNING

Cost Objectives

- Clearly define the cost objectives, including the total project budget, constraints, and allowable variances.
- Identify any specific cost requirements or limitations that stakeholders or project sponsors impose.
- Align the cost plan with the overall project goals and priorities.

Cost Estimation

- Develop a comprehensive cost estimation approach, considering historical data, expert judgment, and industry benchmarks.
- Use estimation techniques such as analogous estimation, bottom-up estimation, or parametric estimation to derive accurate cost estimates for each project component.
- In the cost estimation process, Account for direct costs (labor, materials, equipment) and indirect costs (overhead, contingencies).

Budget Development

- Establish the project budget by aggregating the estimated costs for all project components.
- Allocate the budget to specific work packages or activities based on the WBS and project schedule.
- Consider contingency reserves or management reserves to address unforeseen events or risks.

Cost Baseline

- Establish a cost baseline that represents the approved version of the project budget.
- Document and communicate the cost baseline to all relevant stakeholders as a reference point for cost tracking and control.
- Include the cost baseline in the project management software or tools used for tracking and reporting.

COST TRACKING AND CONTROL

Cost Monitoring

- Implement a robust cost-tracking system to monitor expenditures against the planned budget.
- Regularly update the project cost data, including actual, committed, and forecasted costs.
- Ensure project team members and stakeholders accurately and consistently report cost data.

Cost Variance Analysis

- Calculate the cost variance (CV) by comparing the actual costs against the planned budget.
- Analyze cost variances to identify activities or areas where actual costs exceed or are lower than the budgeted amounts.
- Investigate the reasons behind cost variances and take appropriate corrective actions.

Earned Value Management (EVM)

- Implement an EVM system to integrate cost, schedule, and scope performance measurements.
- Use EVM techniques such as Earned Value (EV), Planned Value (PV), and Actual Cost (AC) to assess project performance.
- Calculate key EVM metrics, including Cost Performance Index (CPI) and Schedule Performance Index (SPI), to measure cost efficiency and schedule adherence.

Change Control

- Establish a change control process to evaluate and manage cost-related changes, such as scope changes, additional work requests, or resource adjustments.

- Assess the impact of proposed changes on the project budget and obtain appropriate approvals before implementing them.
- Maintain a change log to document all approved changes and their effects on the project cost baseline.

Cost Forecasting

- Utilize cost forecasting techniques to predict future costs based on project progress and performance trends.
- Update the cost forecast regularly to provide accurate projections of the final project cost.
- Identify potential cost risks or deviations from the budget and take proactive measures to mitigate them.

COST REPORTING

Cost Reports

- Prepare regular cost reports to communicate project cost status and performance to stakeholders.
- Include actual costs, variances, EVM metrics, cost forecasts, and budget utilization.
- Customize the format and level of detail in the cost reports based on the needs of different stakeholders.

Cost Review Meetings

- Conduct periodic cost review meetings with project stakeholders to discuss cost performance, variances, and trends.
- Use these meetings to address cost-related issues, propose corrective actions, and seek relevant parties' input.
- Update the cost management plan as necessary based on the outcomes of these meetings.

COST CONTROL PROCEDURES

Cost Reduction Measures

- Identify cost reduction opportunities by analyzing cost drivers, conducting value engineering exercises, or seeking alternative solutions.
- Implement cost-saving measures without compromising project quality or performance.
- Evaluate the feasibility and risks associated with cost-reduction initiatives before implementing them.

Vendor and Supplier Management

- Establish effective vendor and supplier management procedures to ensure competitive pricing, timely delivery, and adherence to budget constraints.
- Monitor vendor performance and contract terms to avoid cost overruns or disputes.
- Foster strong relationships with vendors and suppliers to negotiate favorable terms and manage costs effectively.

Cost Contingency Management

- Maintain an appropriate level of contingency reserves to address potential cost overruns or unforeseen events.
- Regularly reassess the contingency reserves based on project risks, progress, and cost performance.
- Document and obtain necessary approvals for any changes made to the contingency reserves.

Cost Awareness Training

- Promote cost awareness and accountability among project team members and stakeholders.
- Provide training or workshops on cost management principles, techniques, and responsibilities.

- Encourage a cost-conscious culture within the project team and foster continuous improvement in cost management practices.

COST AUDITING COMPLIANCE

Cost Audits

- Conduct periodic cost audits to ensure compliance with cost management procedures, policies, and regulations.
- Verify the accuracy and reliability of cost data, including cost estimates, budgets, and actual expenditures.
- Identify cost control gaps or non-compliance issues and take appropriate corrective actions.

Financial Reporting Compliance

- Ensure compliance with financial reporting requirements, accounting standards, and applicable regulations.
- Coordinate with the finance or accounting department to align cost management practices with organizational financial policies.
- Maintained accurate and auditable cost records to facilitate financial reporting and external audits.

LESSONS LEARNED AND CONTINUOUS IMPROVEMENT

Lessons Learned

- Document lessons learned related to cost management throughout the project lifecycle.
- Identify successful cost management practices, challenges encountered, and recommendations for future projects.
- Use lessons learned to refine cost management processes and improve cost control effectiveness.

Continuous Improvement

- Continuously assess and enhance cost management procedures based on feedback, performance data, and industry best practices.
- Foster a culture of continuous improvement by encouraging feedback, innovation, and sharing of cost management knowledge and experiences.

Fresno-Specific Critical Success Factors

CRITICAL RISK FACTORS

Based on the Scope of Work below, here are the Critical Risk Factors:

- Designed, engineered, and constructed the behind-the-meter (BTM) infrastructure to support approximately 50 EV shuttle buses.
- PG&E (PACIFIC GAS AND ELECTRIC) will be responsible for the electrical infrastructure up to the meter (TTM) panel, covering the costs of construction, ownership, and maintenance. PG&E will determine customer-owned eligibility based on the project scope and associated expenses. The contractor will act as a liaison between the customer and PG&E.
- Procurement and installation of approximately 50 V2G rebate-eligible Level 2 (L2) and Level 3 (L3) charging stations with bi-directional Vehicle-to-Grid (V2G) capabilities.
- Design, engineering, supply, and installation of an on-site solar generation system and battery to offset 100% of the anticipated vehicle consumption.
- Please note that the assumption here is that vehicles purchased outside of Nuvve's procurement processes are V2G capable. However, it's essential to be aware that if a vehicle has not passed Nuvve's interoperability testing, V2G revenue is not guaranteed.
- If the selected EV is incompatible with the specified charging equipment (DCFC EVSE spec sheet provided on [p. 134](#)), the contracting party shall be responsible for all costs to modify the EVSE to ensure compatibility. These costs shall be allocated to the contingency

line item of the project budget. This clause clarifies that the EVSE supplier shall not bear financial responsibility for incompatibilities resulting from the equipment selection made by the contracting party.

Permitting and Regulatory Compliance

Risk

Delays or complications in obtaining necessary permits and ensuring compliance with local, state, and federal regulations for the design, engineering, and construction of the BTM infrastructure, charging stations, and solar generation system.

Explanation

Obtaining permits and complying with regulations related to electrical infrastructure, construction, environmental impact, and safety can involve complex processes and potential challenges. Delays or non-compliance can significantly impact project timelines and costs.

Technical Challenges

Risk

Encountering technical difficulties or limitations during the design, engineering, and construction of the BTM infrastructure, charging stations, solar generation system, and integration of V2G capabilities.

Explanation

Technical challenges may arise in infrastructure design, electrical system compatibility, integrating V2G capabilities, optimizing charging station performance or ensuring efficient solar generation and battery storage. Effectively addressing these challenges is essential to achieving the desired outcomes.

Budget and Cost Overruns

Risk

Exceeding the allocated budget for the project due to unexpected expenses related to construction, materials, equipment, or unforeseen design/engineering changes.

Explanation

Budget constraints and potential cost overruns can occur due to inaccurate cost estimates, unforeseen site conditions, fluctuations in material prices, scope changes, or inadequate cost control measures. Monitoring and managing the budget effectively are critical to project success.

Supply Chain and Vendor Management

Risk

Delays or disruptions in procuring and delivering charging stations, solar generation system components, battery storage, and electric shuttle buses.

Explanation

Managing the supply chain involves coordinating with multiple vendors, ensuring timely delivery of equipment and components, monitoring quality, and mitigating potential delays or issues. Supply chain disruptions, such as component shortages or logistical challenges, can impact project schedules and costs.

Coordination and Communication

Risk

Miscommunication or lack of coordination between the contractor, customer, and PG&E leads to delays, errors, or misunderstandings during project execution.

Explanation

Effective communication and coordination are crucial for aligning project stakeholders, ensuring clarity in project requirements, resolving issues, and maintaining project progress. Inadequate communication can result in delays, rework, and increased project complexity.

Integration and Interoperability

Risk

Challenges in integrating the BTM infrastructure, charging stations, solar generation system, and V2G capabilities to ensure seamless operation and optimal performance.

Explanation

Integrating various components and systems may require addressing interoperability challenges, ensuring compatibility between different technologies, and validating the performance of integrated solutions. Failure to achieve seamless integration can lead to operational issues and reduced system efficiency.

Safety and Security

Risk

Safety incidents include electrical hazards during construction or operation and security threats to the infrastructure, charging stations, and electric shuttle buses.

Explanation

Construction and operation of electrical infrastructure, charging stations, and electric vehicles require adherence to safety standards and protocols. Failure to implement proper safety measures can result in accidents or injuries. Additionally, cybersecurity threats to charging infrastructure and V2G capabilities must be addressed to safeguard against unauthorized access or data breaches.

Environmental Impact and Sustainability

Risk

Failing to achieve the intended environmental benefits, such as offsetting vehicle consumption through the solar generation system.

Explanation

Environmental impact assessments, compliance with regulations, and implementation of sustainable practices are essential to ensure the project's alignment with environmental goals. Failure to meet sustainability targets or address environmental concerns can result in reputational damage and regulatory non-compliance.

Stakeholder Management

Risk

Stakeholder resistance or lack of support for the project, including the customer, PG&E, local community, or other relevant stakeholders.

Explanation

Stakeholder engagement, addressing concerns, and managing expectations are critical for project success. Stakeholders with competing interests, concerns about project impacts, or resistance to change may hinder progress if not effectively handled.

Project Schedule and Timelines

Risk

Delays in project milestones and timelines impact the project schedule and delivery.

Explanation

Various factors, such as permit delays, technical challenges, supply chain disruptions, coordination issues, or unforeseen circumstances, can cause schedule delays. Failure to manage and mitigate these risks effectively can impact project completion, financial implications, and stakeholder satisfaction.

Vehicle Procurement

Risk

Delays or challenges in procuring approximately 25 V2G-capable electric shuttle buses.

Explanation

The procurement process, including vendor selection, contract negotiation, and vehicle delivery, can result in delays due to limited availability, production delays, supply chain disruptions, or unforeseen manufacturing issues. Any delays in vehicle procurement can impact project timelines and overall operational readiness.

Grant Management

Risk

Inadequate management of grants and associated requirements for funding the project.

Explanation

If the project relies on grant funding, managing the grants effectively, complying with grant regulations, meeting reporting obligations, and tracking expenses accurately are essential. Failure to adhere to grant requirements can result in potential funding reduction, claw-backs, or reputational damage.

Funding and Budget Constraints

Risk

Insufficient funds or budget constraints impacting the procurement of electric shuttle buses or grant management activities.

Explanation

Limited funds or budget constraints can restrict the ability to procure the required electric shuttle buses or meet grant management obligations. Inadequate financial planning, unexpected expenses, or changes in funding availability can pose risks to project implementation.

Compliance with Grant Requirements

Risk

Non-compliance with the specific requirements or conditions associated with the grants received for the project.

Explanation

Grants typically come with specific obligations, reporting requirements, milestones, or performance metrics that must be met. Failure to comply with these grant requirements can result in funding penalties, repayment obligations, or loss of grant funding altogether.

Grant Approval and Timelines

Risk

Delays in approval or extended timelines for securing grant funding.

Explanation

Securing grant approval can involve an extensive application and review process, which may experience delays due to administrative procedures, additional documentation requests, or other factors. Delays in grant approval can impact project schedules and funding availability.

Grant Reporting, Compliance, and Documentation

Risk

Inadequate or incomplete reporting and documentation related to grant-funded activities.

Explanation

Grant agreements often require periodic reporting, financial documentation, and performance metrics. Failure to provide accurate and timely reporting or maintain appropriate documentation can result in grant compliance issues and potential funding reductions.

Grant Funding Uncertainty

Risk

Uncertainty regarding the availability or continuity of grant funding throughout the project lifecycle.

Explanation

Grant funding may be subject to changes in government priorities, budget cuts, or policy shifts. Uncertainty regarding the availability or continuity of grant funding can create risks to project funding and sustainability.

Monitoring and Control Plan

PERFORMANCE MEASUREMENT

Key Performance Indicators (KPIs)

- Identify and define key performance indicators that align with project objectives and success criteria.
- Establish clear targets or benchmarks for each KPI (Key Performance Indicators) to monitor project performance.

Data Collection and Analysis

- Determine the data collection methods and tools required to capture relevant project performance data.
- Establish a regular reporting cycle and schedule for collecting and analyzing performance data.

Performance Baselines

- Establish performance baselines for key project metrics, such as schedule, budget, quality, and scope.
- Document and communicate the baselines to stakeholders as a reference point for measuring performance.

PROJECT TRACKING AND REPORTING

Project Schedule

- Monitor project progress against the schedule by comparing actual progress with planned activities and milestones.
- Utilize project management software or tools to track and visualize schedule performance.

Budget Tracking

- Monitor project expenditures and financial performance against the approved budget.
- Regularly review and analyze budget variances and take appropriate actions to address deviations.

Quality Assurance

- Implement a quality management system to monitor and control project quality.
- Conduct inspections, audits, or tests to ensure project deliverables meet the required quality standards.

SCOPE CONTROL

- Monitor and control project scope by reviewing and approving any proposed scope changes.
- Use change management processes to assess the impact of scope changes on schedule, budget, and resources.

RISK MANAGEMENT

- Continuously monitor identified risks and evaluate their likelihood and impact on project objectives.
- Implement risk response strategies and track risk mitigation actions to minimize potential negative impacts.

ISSUE AND CHANGE CONTROL

Issue Identification and Tracking

- Establish a process for identifying and documenting project issues or concerns.
- Assign responsibilities for issue resolution and track the progress of issue resolution activities.

Change Control

- Implement a change control process to evaluate, review, and approve proposed changes to the project.
- Document change requests, assess their impact, and communicate decisions to relevant stakeholders.

STAKEHOLDER COMMUNICATION

Communication Plan

- Develop a communication plan to ensure timely and accurate information dissemination to project stakeholders.
- Define communication channels, frequency, and relevant stakeholders for each communication type.

Status Reporting

- Prepare regular project status reports to update stakeholders on progress, issues, risks, and mitigation strategies.
- Tailor the format and content of reports based on stakeholder requirements and expectations.

Project Governance

- Establish clear roles and responsibilities for project governance and decision-making.
- Conduct periodic project reviews and audits to ensure adherence to project processes, standards, and governance frameworks.

Lessons Learned

- Encourage continuous learning and improvement by capturing lessons learned throughout the project.

- Conduct post-project reviews to document successes, challenges, and recommendations for future projects.

Escalation and Issue Resolution

- Define escalation paths for addressing project issues or conflicts that cannot be resolved at the project team level.
- Establish procedures for prompt issue resolution to minimize the impact on project progress.

Monitor and Control Plan Review

- Conduct periodic reviews of the Monitor and Control Plan to evaluate its effectiveness.
- Seek feedback.

Quality Management Plan

INTRODUCTION

This Quality Management Plan aims to ensure that the EVSE (Electronic Vehicle Supply Equipment) deployment, solar power system, stationary battery (BESS (Battery Energy Storage Systems)), adequate lighting installation, and grant writing services meet the required quality standards. In addition, this plan outlines the project's processes, procedures, and responsibilities for quality management.

QUALITY OBJECTIVES

- Ensure the design, installation, and commissioning of the EVSE infrastructure, solar power system, stationary battery, and lighting meet the specifications and industry standards.
- Minimize the risk of project delays, rework, and customer dissatisfaction.
- Achieve high customer satisfaction by delivering a reliable and efficient charging infrastructure.
- Ensure the grant writing services are high quality, effectively meeting the requirements and maximizing funding opportunities.

QUALITY ROLES AND RESPONSIBILITIES

Project Manager

Responsible for overall quality management and ensuring adherence to the Quality Management Plan.

Quality Assurance (QA) Manager

Responsible for developing and implementing quality control procedures and conducting audits to verify compliance.

Project Team

Responsible for executing project activities according to quality standards and reporting quality issues to the Project Manager.

QUALITY PLANNING

Quality Standards

Adhere to relevant industry standards and guidelines for EVSE, solar power systems, stationary batteries, lighting, and grant writing services.

Quality Control

Develop and implement processes to ensure each component and deliverable meets the specified quality requirements.

Quality Assurance

Conduct periodic audits and inspections to verify compliance with quality standards and identify opportunities for improvement.

QUALITY CONTROL PROCESSES AND PROCEDURES

Design and Engineering Review

Review the design and engineering plans for the EVSE infrastructure, solar power system, stationary battery, lighting, and grant writing services to ensure they meet the project requirements.

Material Inspection

Inspect all materials and equipment procured for the project to ensure they meet the specified quality standards.

Installation and Construction Quality Control

Implement inspection and testing procedures during installation and construction to ensure adherence to specifications and industry standards.

Commissioning and Testing

To verify functionality, safety, and performance, perform comprehensive testing and commissioning of the EVSE, solar power system, and stationary battery.

Documentation Control

Maintain accurate and up-to-date documentation, including drawings, specifications, test reports, and records of inspections and audits.

Non-Conformance Management

Develop a process for identifying, documenting, and resolving non-conformances. Implement corrective and preventive actions as necessary.

QUALITY ASSURANCE PROCESSES AND PROCEDURES

Audits

Conduct periodic audits to assess compliance with quality standards, identify areas for improvement, and ensure corrective actions are implemented.

Training and Competence

Provide necessary training and ensure project team members and subcontractors possess the knowledge and skills to perform their tasks effectively.

Lessons Learned

Capture lessons learned throughout the project to improve processes, procedures, and future project performance.

QUALITY COMMUNICATION AND REPORTING

Quality Performance Reporting

Provide regular updates on quality performance to the project stakeholders, including progress against quality objectives, key quality issues, and corrective actions taken.

Issue Resolution

Establish a process for identifying, documenting, and resolving quality issues. Communicate resolutions and lessons learned to the project team.

Stakeholder Feedback

Solicit feedback from stakeholders to gauge their satisfaction with the quality of the deliverables and services provided.

QUALITY DOCUMENTATION

All quality-related documentation, including plans, procedures, inspection reports, test results, and audit findings, should be appropriately documented and maintained throughout the project.

Resource Management Plan

RESOURCE IDENTIFICATION AND REQUIREMENTS

Human Resources

- Identify the roles and responsibilities required for the project and create a staffing plan outlining the specific skills, expertise, and experience needed.
- Determine the resources needed for each role and define their availability throughout the project lifecycle.
- Consider resource constraints like vacations, training, and other project commitments.

Equipment and Materials

- Identify the equipment and materials required for the project, considering the scope of work and specific deliverables.
- Create an inventory of available resources, and if necessary, assess the need for procuring or renting additional equipment and materials.
- Define each resource's specifications, quantity, quality standards, and expected delivery timelines.

Facilities and Infrastructure

- Assess the need for dedicated project facilities or specific infrastructure requirements, such as office space, meeting rooms, storage areas, and IT infrastructure.
- Secure the necessary facilities and infrastructure promptly, ensuring they meet project needs and comply with safety and regulatory standards.

RESOURCE ACQUISITION AND ALLOCATION

Human Resources

- Identify potential sources for acquiring human resources, including internal staff, contractors, or external agencies.
- Define the recruitment and selection process, including job postings, interviews, and skill assessments, to ensure the right individuals are selected for each role.
- Develop an onboarding and orientation plan to familiarize new resources with the project objectives, processes, and expectations.
- Assign resources to specific project roles and responsibilities based on their skills, expertise, availability, and requirements.
- Regularly review resource allocation to address imbalances or conflicts and make necessary adjustments.

Equipment and Materials

- Establish relationships with vendors, suppliers, and procurement channels to acquire necessary equipment and materials.
- Define the procurement process, including requests for proposals (RFPs), evaluation criteria, and contract negotiation, to ensure timely and cost-effective acquisition.
- Monitor inventory levels, track resource usage, and replenish or replace resources as needed to avoid delays or interruptions.

Facilities and Infrastructure

- Secure necessary facilities and infrastructure through leasing agreements, partnerships, or internal arrangements.
- Coordinate with facility management or relevant stakeholders to ensure the availability and readiness of project-specific facilities.
- Conduct regular inspections and maintenance of facilities to address any issues promptly and ensure a safe and productive working environment.

RESOURCE UTILIZATION AND OPTIMIZATION

Resource Scheduling and Workload Management

- Develop a project schedule considering resource availability, dependencies, and milestones.
- Implement a resource management system or software to track resource assignments, utilization, and conflicts.
- Monitor resource workload and balance assignments to prevent overallocation and mitigate burnout or decreased productivity risks.
- Identify critical resources or skills and prioritize their allocation to high-priority tasks or project phases.

Skills Development and Training

- Assess the skills gaps and development needs of the project team.
- Provide training and development opportunities to enhance the skills and competencies of project team members.

- Encourage knowledge sharing and cross-training to improve resource flexibility and enable smoother resource transitions.

Resource Performance and Motivation

- Establish performance evaluation criteria and feedback mechanisms to monitor resource performance.
- Provide regular performance feedback and recognition to motivate and retain talented resources.
- Implement effective communication channels to address resource concerns, provide support, and foster a positive working environment.

RESOURCE CONTINGENCY PLANNING

- Identify potential risks and uncertainties that may impact resource availability, such as changes in project scope, resource turnover, or external factors.
- Develop contingency plans to address resource disruptions, including alternative sourcing options, skill succession plans, or resource reallocation strategies.
- Maintain open communication with stakeholders and proactively address resource-related risks and issues.

RESOURCE TRACKING AND REPORTING

- Implement a robust tracking and reporting mechanism to monitor resource utilization, costs, and performance.
- Regularly generate resource-related reports, including resource allocation summaries, utilization rates, and budget expenditures.
- Share resource reports with key stakeholders to ensure transparency and enable informed decision-making.

CHANGE MANAGEMENT AND RESOURCE IMPACTS

- Integrate resource management with the Change Management Plan to assess and address resource impacts resulting from changes in project scope, schedule, or requirements.
- Conduct resource impact assessments for change requests and update resource allocation and scheduling accordingly.

RESOURCE RELEASE AND TRANSITION

- Define the process for releasing and transitioning resources upon project completion or phase completion.
- Conduct knowledge transfer sessions to capture and transfer project-specific knowledge to relevant stakeholders or successors.
- Complete necessary paperwork, such as resource release forms, exit interviews, or equipment return procedures.

RESOURCE MANAGEMENT REVIEW

- Conduct periodic reviews of resource management processes and performance.
- Seek feedback from project team members and stakeholders to identify areas for improvement and implement necessary adjustments.
- Continuously monitor resource management metrics and benchmarks to drive ongoing optimization.

Risk Management Plan

INTRODUCTION

This Risk Management Plan aims to identify, assess, and manage potential risks associated with the EVSE deployment, solar power system, stationary battery (BESS), adequate lighting installation, and grant writing services. In addition, this plan outlines the project's processes, procedures, and responsibilities for risk management.

RISK MANAGEMENT OBJECTIVES

- Identify potential risks impacting project objectives, including cost, schedule, quality, and safety.
- Assess the probability and severity of risks to prioritize them for mitigation.
- Develop strategies and actions to mitigate, avoid, transfer, or accept identified risks.
- Monitor and review risks throughout the project lifecycle to ensure proactive risk management.

RISK MANAGEMENT PROCESS

Identify potential risks related to the project scope, including but not limited to:

Technology

Technology-related risks: Potential issues with EVSE infrastructure, solar power system, stationary battery, and lighting technologies.

Schedule

Schedule risks: Delays in design, construction, installation, or commissioning activities.

Budget

Budget risks: Cost overruns, changes in material prices, or unexpected expenses.

Regulatory and Compliance

Regulatory and compliance risks: Non-compliance with local regulations and permit requirements.

Safety

Safety risks: Hazards associated with construction, installation, and operation.

Stakeholder

Stakeholder risks: Risks related to stakeholder expectations, communication, and engagement.

Grant Writing

Grant writing risks: Challenges in securing funding or meeting grant application requirements.

RISK ASSESSMENT

Assess the identified risks based on their probability and potential impact on the project objectives. Then, use a risk matrix to prioritize risks for further analysis and mitigation.

RISK MITIGATION

Develop strategies and actions to mitigate, avoid, transfer, or accept identified risks. Assign responsibilities and timelines for implementing risk mitigation measures. Some examples of risk mitigation strategies include:

Technology

Technology risks: Conduct thorough testing and evaluation of EVSE, solar power system, stationary battery, and lighting technologies before deployment. Engage experienced vendors and contractors.

Schedule

Schedule risks: Develop a detailed project schedule with realistic timelines and contingency plans. Regularly monitor progress and take proactive measures to address potential delays.

Budget

Budget risks: Conduct thorough cost estimation and monitoring. Identify potential cost-saving measures and alternatives. Have contingency reserves for unforeseen expenses.

Regulatory and Compliance

Regulatory and compliance risks: Establish a dedicated compliance team to ensure adherence to local regulations and obtain necessary permits. Stay updated with changing regulations.

Safety

Safety risks: Implement comprehensive safety measures and protocols. Conduct regular safety training and inspections. Engage qualified contractors and adhere to industry standards.

Stakeholder

Stakeholder risks: Develop a stakeholder engagement plan. Communicate regularly with stakeholders and address their concerns promptly. Manage expectations through effective communication.

Grant Writing

Grant writing risks: Engage experienced grant writers with a proven record of accomplishment. Conduct thorough research on grant requirements and align proposals accordingly.

RISK MONITORING AND REVIEW

Regularly monitor identified risks throughout the project lifecycle. Update the risk register, reassess risks, and adjust mitigation strategies as necessary. Conduct periodic risk reviews with the project team to identify emerging threats and take proactive measures.

RISK COMMUNICATION AND REPORTING

Establish a communication plan for risk-related information. Regularly report on the status of identified risks, mitigation measures, and any significant changes or emerging risks. Provide stakeholders with timely and accurate information to maintain transparency.

RISK DOCUMENTATION

Maintain a risk register that documents all identified risks, their assessments, mitigation measures, responsible parties, and status updates. In addition, include supporting documentation such as risk assessment reports, mitigation action plans, and communication records.

CONTINGENCY PLANNING

Develop contingency plans for high-impact risks that cannot be fully mitigated. Define alternative approaches, resources, and actions to minimize the impact on project objectives if these risks occur. Regularly review and update contingency plans as needed.

LESSONS LEARNED

Capture lessons learned throughout the project to improve future risk management. Conduct post-project reviews to evaluate the effectiveness of risk mitigation strategies and identify areas for improvement.

CONCLUSION

Effective risk management is essential to ensure the execution of the EVSE deployment, solar power system, stationary battery (BESS), adequate lighting installation, and grant writing services. By following this Risk Management Plan, the project team can proactively identify, assess, and mitigate risks, increasing the likelihood of project success.

Detailed Risk Analysis

RISK ANALYSIS, PROBABILITY, IMPACT, AND MITIGATION

Technology Risks

- Risk: Compatibility issues between the EVSE infrastructure and electric vehicles (EVs).
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct thorough compatibility testing between the EVSE infrastructure and various EV models. Engage with EV manufacturers and ensure interoperability.
- Risk: Reliability and performance concerns with the Nuvve RES HD60 V2G DCFC (Direct Current Fast Chargers) and PowerPort 16.6kW L2 EVSE.
 - Probability: Moderate
 - Impact: Moderate

- Mitigation: Evaluate the track record and reputation of the chosen EVSE provider (Nuvve) and request references. Conduct pilot testing of a limited number of units to assess performance and reliability before full deployment.
- Risk: Inadequate integration or functionality of the Charge Management System.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Thoroughly review the requirements and specifications of the Charge Management System. Involve key stakeholders in the selection and implementation process to ensure compatibility and desired functionality.
- Risk: Technical failures or limitations of the stationary battery (BESS) system.
 - Impact: High
 - Mitigation: Engage experienced battery system vendors and conduct thorough due diligence. Ensure rigorous testing and performance verification of the BESS system before installation. Develop contingency plans in case of any technical failures.
- Risk: Interoperability issues between the EVSE infrastructure and different EV models.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Prioritize EVSE models with proven compatibility with a wide range of EVs. Engage with EV manufacturers to ensure ongoing compatibility and conduct regular firmware updates to address interoperability challenges.
- Risk: Insufficient power capacity or electrical infrastructure to support the EVSE deployment.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct a thorough electrical infrastructure assessment to ensure it meets all EVSE units' power requirements. Engage with utility providers to assess power capacity and plan for any necessary upgrades or modifications.
- Risk: Cybersecurity vulnerabilities in the EVSE infrastructure.
 - Probability: Low
 - Impact: High
 - Mitigation: Implement robust cybersecurity measures, such as encryption, secure communication protocols, and regular security audits. Engage with reputable EVSE providers with a strong focus on cybersecurity to ensure the integrity and protection of the infrastructure.
- Risk: Limited availability or obsolescence of EVSE components or spare parts.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Select EVSE models from established manufacturers with a robust supply chain and commitment to long-term support. Maintain an inventory of critical spare parts and establish relationships with reliable suppliers to mitigate the risk of component unavailability or obsolescence.
- Risk: Inadequate network infrastructure or communication systems for EVSE management and monitoring.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Conduct a network infrastructure assessment and ensure it can handle the data requirements of the EVSE management and monitoring systems. Engage with experienced network providers and implement redundancy measures to minimize communication failures.
- Risk: Limited scalability or future expansion challenges for the EVSE infrastructure.
 - Probability: Low
 - Impact: Moderate

- Mitigation: Design the EVSE infrastructure with scalability, considering potential expansion. Engage with vendors and consultants with experience designing scalable and expandable EVSE deployments.

Risk	Probability	Impact	Mitigation
Compatibility issues or technical failures	Low	High	Thorough testing, quality assurance, regular maintenance
Inadequate infrastructure or system capacity	Moderate	High	Comprehensive planning, scalability considerations
Lack of skilled resources or expertise	Moderate	Moderate	Training, hiring qualified personnel, knowledge sharing
Data security breaches or cyberattacks	Low	High	Robust security measures, data encryption, monitoring
Technology obsolescence or rapid advancements	Low	Moderate	Continuous research, technology roadmap, agile approach

Schedule Risks

- Risk: Delays obtaining necessary permits and approvals for EVSE deployment and solar power system installation.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Start the permit application process early and communicate openly with relevant authorities. Engage experienced professionals to assist with permit acquisition and approvals.
- Risk: Construction or installation delays due to unforeseen site conditions or weather.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct a thorough site survey to identify potential obstacles or challenges. Develop contingency plans for adverse weather conditions and allocate additional time for possible delays.
- Risk: Longer-than-anticipated lead times for EVSE or solar power system components.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Engage reputable suppliers with a proven track record of on-time delivery. Maintain open communication with suppliers to monitor lead times and promptly address potential delays.
- Risk: Delay in obtaining required permits and approvals from regulatory authorities.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Engage with regulatory authorities early in the project and maintain open communication to understand the permit requirements and ensure timely submission of permit applications. Allocate sufficient time for the permit review process and proactively address any concerns or modifications requested by regulatory authorities.
- Risk: Unforeseen delays in utility coordination and connection for to-the-meter (TTM) services.
 - Probability: Moderate
 - Impact: Moderate

- Mitigation: Establish clear communication channels with utility providers and engage with them early in the project to understand their requirements and timelines. Regularly follow up with utility providers to ensure timely coordination and connection of TTM services. Have contingency plans in place in case of unexpected delays.
- Risk: Construction or installation delays due to adverse weather conditions.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Monitor weather forecasts regularly and plan construction activities accordingly. Develop contingency plans that consider potential weather-related delays and allocate additional time in the project schedule to accommodate any unforeseen weather challenges.
- Risk: Inadequate resource allocation and workforce availability.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Develop a comprehensive resource management plan that includes identifying the required skill sets, estimating resource requirements, and aligning resource availability with the project schedule. Maintain open communication with the project team and subcontractors to address resource constraints proactively.
- Risk: Dependencies on external suppliers or subcontractors not meeting their delivery timelines.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct thorough due diligence when selecting suppliers and subcontractors, considering their track record and reliability. Establish clear contractual agreements with well-defined deliverables, milestones, and penalties for non-compliance. Regularly communicate and coordinate with suppliers and subcontractors to monitor their progress and promptly address any delays.
- Risk: Inaccurate estimation of construction or installation timelines.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Engage experienced professionals in construction and installation planning. Utilize historical data, industry benchmarks, and expert judgment to estimate realistic timelines. Conduct regular progress monitoring and adjust the schedule as needed based on actual project performance.

Risk	Probability	Impact	Mitigation
Delays in obtaining necessary permits and approvals	Moderate	Moderate	Start the permit application process early and communicate openly with relevant authorities. Engage experienced professionals.
Construction or installation delays due to unforeseen factors	Moderate	High	Conduct a thorough site survey. Develop contingency plans for adverse weather conditions. Allocate additional time for delays.

Longer-than-anticipated lead times for components	Low	Moderate	Engage reputable suppliers with a proven record of accomplishment. Maintain open communication and monitor lead times.
Delay in obtaining required permits and approvals	Moderate	High	Engage with regulatory authorities early. Allocate sufficient time for the permit review process. Address concerns proactively.
Unforeseen delays in utility coordination and connection	Moderate	Moderate	Establish clear communication channels with utility providers. Then, regularly follow up and have contingency plans in place.
Construction or installation delays due to adverse weather	Moderate	Moderate	Monitor weather forecasts regularly. Develop contingency plans and allocate additional time for weather-related challenges.
Inadequate resource allocation and workforce availability	Low	Moderate	Develop a comprehensive resource management plan. Maintain open communication and proactively address resource constraints.

Budget Risks

- Risk: Increased costs due to changes in material prices, market conditions, or unforeseen project requirements.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Regularly monitor market trends and engage in price negotiations with suppliers. Develop a contingency budget to account for potential cost fluctuations or unforeseen expenses.
- Risk: Cost overruns resulting from inaccurate cost estimation or unforeseen expenses during construction, commissioning, or grant writing services.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct a detailed and comprehensive cost estimation process. Engage experienced professionals for accurate cost projections. Implement robust cost control measures and regularly monitor project expenses.
- Risk: Insufficient funding or grant approval for the desired number of Electric Shuttle Buses.
 - Probability: Moderate

- Impact: Moderate
 - Mitigation: Diversify funding sources by exploring multiple grant opportunities. Develop a compelling and comprehensive grant proposal highlighting the benefits of Electric Shuttle Buses. Explore alternative financing options, such as partnerships or sponsorship opportunities.
- Risk: Delay in obtaining required permits and approvals from regulatory authorities.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Engage with regulatory authorities early in the project and maintain open communication to understand the permit requirements and ensure timely submission of permit applications. Allocate sufficient time for the permit review process and proactively address any concerns or modifications requested by regulatory authorities.
- Risk: Unforeseen delays in utility coordination and connection for to-the-meter (TTM) services.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Establish clear communication channels with utility providers and engage with them early in the project to understand their requirements and timelines. Regularly follow up with utility providers to ensure timely coordination and connection of TTM services. Have contingency plans in place in case of unexpected delays.
- Risk: Construction or installation delays due to adverse weather conditions.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Monitor weather forecasts regularly and plan construction activities accordingly. Develop contingency plans that consider potential weather-related delays and allocate additional time in the project schedule to accommodate any unforeseen weather challenges.

Risk	Probability	Impact	Mitigation
Cost overruns or budget deviations	Moderate	High	Robust cost control, regular monitoring, contingency planning
Inadequate financial planning or forecasting	Moderate	High	Thorough financial assessment, regular financial reporting
Currency exchange rate fluctuations	Low	Moderate	Hedging strategies, currency risk assessment
Insufficient funding or financial constraints	Low	High	Comprehensive financial planning and fundraising strategies
Payment disputes or financial disputes	Low	Moderate	Clear contractual agreements, dispute resolution measures
Unanticipated increases in material or labor costs	Moderate	High	Thorough cost estimation, regular cost tracking, supplier management
Inaccurate budget estimation or unrealistic financial targets	Moderate	Moderate	Detailed budget planning, periodic review, and adjustment

Economic or market downturn affecting project funding	Low	High	Diversify funding sources, maintain financial stability
Unforeseen taxes, duties, or financial regulatory obligations	Moderate	Moderate	Conduct thorough research, consult with tax and legal professionals

Construction and Installation Safety Risks

- Risk: Accidents, injuries, or fatalities during construction or installation activities.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Implement comprehensive safety training programs for workers, including proper use of PPE, hazard identification, and safe work practices. Conduct regular safety inspections, enforce strict adherence to safety protocols, and provide ongoing supervision and monitoring.
- Risk: Inadequate safety measures leading to falls from heights, electrocution, or other hazards.
 - Probability: Low
 - Impact: High
 - Mitigation: Develop and enforce strict safety protocols for working at heights, electrical safety, and other construction hazards. Provide adequate safety equipment, such as fall protection systems and electrical safety tools. Conduct regular safety audits and inspections to ensure compliance.
- Risk: Insufficient PPE compliance among workers.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Implement a comprehensive PPE policy and provide appropriate training to workers on adequately using and maintaining PPE. Conduct regular inspections to ensure compliance with PPE requirements and provide continuous reminders and reinforcement of safety practices.
- Risk: Improper handling or storage of construction materials leading to accidents or injuries.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Develop proper material handling and storage procedures, including worker training. Provide guidelines on safe lifting techniques, storage protocols, and equipment usage. Regularly inspect storage areas and enforce compliance with safety regulations.
- Risk: Lack of proper signage or warnings for construction zones, posing risks to workers and site visitors.
 - Probability: Moderate
 - Impact: Low
 - Mitigation: Mark construction zones with appropriate signage, including warning signs, barricades, and visible indicators. Provide clear communication to workers and visitors about restricted areas and potential hazards. Regularly inspect signage to ensure visibility and legibility.

Risk	Probability	Impact	Mitigation
Accidents, injuries, or fatalities during construction or installation	Moderate	High	Implement comprehensive safety training programs for workers. Conduct regular safety inspections.

			Enforce strict adherence to safety protocols. Provide ongoing supervision and monitoring.
Inadequate safety measures leading to falls, electrocution, or hazards	Low	High	Develop and enforce strict safety protocols. Provide adequate safety equipment. Conduct regular safety audits and inspections.
Insufficient PPE compliance among workers	Moderate	Moderate	Implement a comprehensive PPE policy. Provide appropriate training and regular inspections. Reinforce safety practices.
Improper handling or storage of construction materials	Low	Moderate	Develop proper handling and storage procedures. Provide worker training. Regularly inspect storage areas and enforce compliance.
Lack of proper signage or warnings for construction zones	Moderate	Low	Mark construction zones with appropriate signage. Provide clear communication to workers and visitors. Regularly inspect signage.

Electrical Safety Risks

- Risk: Improper electrical connections or grounding in the EVSE infrastructure or solar power system.
 - Probability: Low
 - Impact: High
 - Mitigation: Engage qualified electricians or electrical contractors experienced in EVSE and solar power system installations. Conduct thorough inspections and tests to ensure proper electrical connections, grounding, and adherence to electrical codes and standards.
- Risk: Electrical shocks or electrocution hazards during installation or maintenance.
 - Probability: Low
 - Impact: High
 - Mitigation: Provide comprehensive training to workers on electrical safety practices, including lockout/tagout procedures, proper handling of electrical equipment, and emergency response protocols. Ensure that only qualified personnel perform electrical work and conduct regular inspections of electrical systems to identify and rectify any potential hazards.
- Risk: Insufficient training or qualifications of electricians or technicians working on electrical systems.
 - Probability: Moderate

- Impact: Moderate
- Mitigation: Require proper certification and training for electricians and technicians working on electrical systems. Verify qualifications and experience before engaging contractors or personnel. Regularly update training and provide opportunities for skill development to ensure knowledge of current electrical safety practices.
- Risk: Fire hazards due to electrical faults or short circuits.
 - Probability: Low
 - Impact: High
 - Mitigation: Implement fire prevention measures, such as proper circuit protection, installation of fire suppression systems, and regular inspections of electrical components. Develop and practice emergency response procedures, including evacuation plans, fire drills, and adequate fire extinguisher placement. Ensure workers are trained in fire safety protocols.
- Risk: Inadequate protection against power surges or overloads in the EVSE infrastructure or solar power system.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Incorporate appropriate surge protection devices and overcurrent protection mechanisms into the electrical system design. Follow manufacturer guidelines for the installation and maintenance of protective devices. Conduct regular inspections and tests to ensure the functionality of protective measures.

Risk	Probability	Impact	Mitigation
Improper electrical connections or grounding	Low	High	Engage qualified electricians or electrical contractors experienced in EVSE and solar power system installations. Conduct thorough inspections and tests.
Electrical shocks or electrocution hazards	Low	High	Provide comprehensive training on electrical safety practices. Ensure only qualified personnel perform electrical work. Conduct regular inspections to identify hazards.
Insufficient training or qualifications of electricians or technicians	Moderate	Moderate	Require proper certification and training for personnel. Verify qualifications and experience. Regularly update training.
Fire hazards due to electrical faults or short circuits	Low	High	Implement fire prevention measures. Develop emergency response procedures—train workers in fire safety protocols.
Inadequate protection against power surges or overloads	Low	Moderate	Incorporate appropriate protective devices into the design. Follow

			installation and maintenance guidelines. Regularly test.
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Hazardous Materials and Chemicals Risks

- Risk: Improper storage, handling, or disposal of hazardous materials or chemicals.
 - Probability: Low
 - Impact: High
 - Mitigation: Develop and enforce standard operating procedures (SOPs) for adequately storing, handling, and disposing of hazardous materials. Provide adequate training to workers on chemical safety, including proper handling techniques, use of personal protective equipment (PPE), and emergency response protocols. Regularly audit and inspect storage and disposal areas to ensure compliance.
- Risk: Exposure to toxic substances or hazardous fumes during construction or installation activities.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Identify hazardous substances and conduct thorough risk assessments to determine exposure risks. Implement control measures such as ventilation systems, personal protective equipment, and safe work practices. Monitor air quality regularly and provide medical surveillance for workers potentially exposed to hazardous substances.
- Risk: Insufficient ventilation or controls to mitigate risks associated with hazardous materials.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Assess ventilation requirements based on the type and quantity of hazardous materials. Install proper ventilation systems in areas where dangerous materials are stored or used. Implement engineering controls, such as containment measures, to minimize exposure. Regularly monitor and maintain ventilation systems to ensure effectiveness.
- Risk: Lack of proper training or awareness regarding the handling and use of hazardous materials.
 - Probability: Moderate
 - Impact: Low
 - Mitigation: Provide comprehensive training programs on hazardous material handling, including identification, storage, handling techniques, and emergency response procedures. Ensure all workers can access safety data sheets (SDS) and understand their contents. Conduct regular refresher training sessions and promote a culture of safety awareness.
- Risk: Inadequate emergency response procedures in case of chemical spills or releases.
 - Probability: Low
 - Impact: High
 - Mitigation: Develop and communicate emergency response plans for chemical spills or releases. Ensure workers are trained in proper response procedures, including containment, evacuation, and notification protocols. Maintain appropriate spill response kits and equipment. Conduct periodic drills to test the effectiveness of emergency response measures.

Risk	Probability	Impact	Mitigation
Improper storage, handling, or disposal of hazardous materials	Low	High	Develop and enforce SOPs for proper storage, handling, and disposal. Provide training on

			chemical safety. Regularly audit and inspect storage areas.
Exposure to toxic substances or hazardous fumes	Low	Moderate	Identify hazardous substances and conduct risk assessments. Implement control measures and safe work practices. Monitor air quality and provide medical surveillance.
Insufficient ventilation or controls for hazardous materials	Low	Moderate	Assess ventilation requirements. Install proper ventilation systems. Implement engineering controls. Regularly monitor and maintain ventilation systems.
Lack of proper training or awareness of hazardous materials	Moderate	Low	Provide comprehensive training programs. Ensure access to safety data sheets. Conduct regular refresher training sessions. Promote safety awareness.
Inadequate emergency response procedures for chemical spills	Low	High	Develop and communicate emergency response plans. Train workers on response procedures. Maintained spill response kits and conducted drills.

Traffic and Pedestrian Safety Risks

- Risk: Inadequate traffic control measures during construction, posing risks to workers and passing vehicles.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Develop and implement a comprehensive traffic management plan, including clearly defined traffic flow patterns, temporary signage, and barriers. Provide flaggers or traffic control personnel as required. Regularly monitor and adjust traffic control measures based on changing conditions.
- Risk: Insufficient pedestrian safety measures near construction areas or EVSE locations.
 - Probability: Moderate
 - Impact: Low
 - Mitigation: Implement designated pedestrian walkways and clear signage to guide pedestrians safely around construction zones and EVSE stations. Provide barriers or fencing to prevent unauthorized access to hazardous areas. Conduct regular inspections to ensure the integrity and effectiveness of pedestrian safety measures.
- Risk: Lack of proper signage or warnings for temporary road closures or detours.
 - Probability: Moderate

- Impact: Low
 - Mitigation: Develop and implement a comprehensive signage plan for temporary road closures or detours. Communicate alternative routes and directions through visible signage. Coordinate with local authorities to ensure compliance with traffic regulations and proper notification to drivers and pedestrians.
- Risk: Poor visibility of EVSE stations or infrastructure for approaching vehicles or pedestrians.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Ensure proper lighting and visibility of EVSE stations and infrastructure, particularly during low-light conditions. Install reflective markers or signage to enhance visibility. Conduct regular inspections to ensure the functionality of lighting systems.
- Risk: Inadequate lighting in parking lots or walkways, posing risks to pedestrians or users of EVSE stations.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Implement adequate lighting systems in parking lots and walkways, considering appropriate lux levels and uniform distribution. Regularly maintain and inspect lighting fixtures to ensure optimal performance. Address any reported lighting issues promptly.

Structure and Equipment Safety Risks

- Risk: Inadequate structural integrity of EVSE stations, canopies, or other infrastructure elements.
 - Probability: Low
 - Impact: High
 - Mitigation: Engage qualified structural engineers to design and evaluate the structural integrity of EVSE stations, canopies, and other infrastructure components. Conduct regular inspections and maintenance to identify and address any structural deficiencies promptly.
- Risk: Risks of collapse or failure of structures due to design or construction deficiencies.
 - Probability: Low
 - Impact: High
 - Mitigation: Engage experienced architects, engineers, and contractors to ensure proper design and construction practices. Conduct thorough inspections during construction to ensure compliance with design specifications and applicable codes. Regularly monitor structural elements throughout the project lifecycle.
- Risk: Equipment malfunctions or failures in EVSE units, batteries, or charging systems.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Procure EVSE units, batteries, and charging systems from reputable manufacturers with a proven track record. Conduct thorough testing and commissioning of equipment before deployment. Implement preventive maintenance programs and regularly inspect and monitor equipment for any signs of malfunction or deterioration. Maintain a relationship with equipment suppliers to address warranty or maintenance issues promptly.
- Risk: Insufficient maintenance or testing of safety systems, such as fire alarms or emergency lighting.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Develop and implement a comprehensive maintenance program for safety systems, including regular inspections, testing, and maintenance activities. Ensure compliance with applicable codes and regulations. Maintain records of inspections and maintenance activities for audit purposes.

- Risk: Inadequate grounding or protection against lightning strikes.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Engage qualified professionals to design and install proper grounding systems for EVSE stations and other infrastructure components. Incorporate lightning protection systems as per industry standards. Conduct periodic inspections and tests of grounding and lightning protection systems to ensure their effectiveness.

Personal Security Risks

- Risk: Insufficient lighting or surveillance systems increase the risk of theft or vandalism.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Install adequate lighting systems in parking lots, walkways, and other vulnerable areas. Implement surveillance systems, such as CCTV cameras, to monitor the site. Regularly inspect lighting and surveillance systems to ensure proper functionality and promptly address any issues.
- Risk: Inadequate security measures for EVSE stations, parking lots, or adjacent facilities.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Develop a comprehensive security plan that includes access control measures, fencing, and security personnel if necessary. Install security cameras, alarms, and other appropriate security systems. Regularly review and update security protocols based on changing circumstances or identified vulnerabilities.
- Risk: Lack of emergency communication systems or panic alarms in EVSE stations.
 - Probability: Low
 - Impact: Low
 - Mitigation: Install emergency communication systems, such as panic buttons or intercoms, in EVSE stations. Communicate emergency contact information and procedures to users. Regularly test and maintain emergency communication systems to ensure their functionality.
- Risk: Insufficient training or awareness regarding personal security measures for EVSE users.
 - Probability: Moderate
 - Impact: Low
 - Mitigation: Develop user awareness programs that educate EVSE users about personal security measures, including vehicle and personal safety practices. Provide information on reporting suspicious activities and emergency response procedures. Regularly communicate safety tips and reminders to EVSE users.

STAKEHOLDER RISK

Project Owner/Client

- Risk: Unclear project requirements or scope changes.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct thorough project scoping and requirements gathering before project initiation. Implement a robust change management process to assess and document any scope changes. Maintain open communication with the project owner/client throughout the project and engage in regular status updates and progress reviews.
- Risk: Financial constraints or funding issues.
 - Probability: Low
 - Impact: High
 - Mitigation: Conduct a thorough financial assessment and secure proper funding before project initiation. Regularly monitor project costs and financial performance. Implement cost control measures and contingency plans to address any budget

- shortfalls. Maintain open communication regarding financial status and potential risks with the project owner/client.
- Risk: Unrealistic expectations or demands from the project owner/client.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Establish clear and realistic project objectives and deliverables at the outset. Conduct regular communication and expectation management with the project owner/client. Educate the project owner/client about project constraints, timelines, and limitations. Maintain a collaborative approach to manage expectations and promptly address issues or concerns.
 - Risk: Inadequate involvement or unavailability of key stakeholders during critical project stages.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Identify key stakeholders and their roles early in the project. Communicate expectations and responsibilities to stakeholders. Schedule regular meetings and provide clear agendas to ensure active participation. Maintain open channels of communication and provide regular project updates to stakeholders. Anticipate potential scheduling conflicts and plan accordingly.

Project Manager

- Risk: Inadequate project planning or poor project execution.
 - Probability: Low
 - Impact: High
 - Mitigation: Implement a comprehensive project planning phase, including a detailed project plan, schedule, and resource allocation. Assign experienced project managers and establish a robust governance structure. Regularly monitor project progress and implement corrective actions when deviations occur. Conduct regular project reviews and lessons learned sessions to identify areas for improvement.
- Risk: Insufficient project management skills or experience.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Assign experienced project managers with the necessary skills and qualifications. Provide appropriate training and professional development opportunities to enhance project management competencies. Encourage collaboration and knowledge sharing among project managers. Establish mentorship programs to support less-experienced project managers.
- Risk: Poor communication and coordination among project team members.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Implement effective communication channels and tools to facilitate regular communication among project team members. Establish clear roles and responsibilities and ensure proper coordination among team members. Conduct regular team meetings and provide a platform for open dialogue and problem-solving. Foster a collaborative team culture and address any communication issues promptly.
- Risk: Inadequate stakeholder engagement or conflict management.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Develop a stakeholder engagement plan to identify key stakeholders, their interests, and communication preferences. Maintain open and transparent communication with stakeholders throughout the project. Proactively address stakeholder concerns and conflicts through active listening, negotiation, and

mediation techniques. Seek win-win solutions and maintain a focus on project objectives and deliverables.

Contractors and Suppliers

- Risk: Substandard quality or inadequate quality control by contractors.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Implement a robust contractor selection process, thoroughly evaluating qualifications, references, and past performance. Clearly define quality standards and conduct regular inspections and audits to ensure compliance. Maintain open communication channels with contractors and address any quality issues promptly. Implement appropriate contractual clauses and penalties for non-compliance.
- Risk: Delays or disruptions caused by contractors or suppliers.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Develop clear contractual agreements with contractors and suppliers, including well-defined deliverables, milestones, and timelines. Regularly monitor progress and address any delays or disruptions promptly. Maintain contingency plans and alternative supplier options to mitigate potential risks. Foster a collaborative relationship with contractors and suppliers to promote effective communication and problem-solving.
- Risk: Financial instability or bankruptcy of contractors or suppliers.
 - Probability: Low
 - Impact: High
 - Mitigation: Conduct thorough financial assessments of contractors and suppliers before awarding contracts. Implement contract provisions that require regular financial reporting and performance guarantees. Monitor financial indicators and industry trends that may impact contractors or suppliers. Maintain open communication channels and address any financial concerns or warning signs promptly.

Regulatory Authorities and Permitting Agencies

- Risk: Delays or rejections in obtaining necessary permits or approvals.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct thorough research and engage with regulatory authorities and permitting agencies to understand the requirements and timelines early. Establish clear lines of communication with authorities and proactively seek clarifications or guidance. Prepare comprehensive and accurate permit applications and address any feedback or concerns promptly. Maintain contingency plans to address potential delays or rejections.
- Risk: Changes in regulatory requirements or compliance standards.
 - Probability: Low
 - Impact: High
 - Mitigation: Stay updated with relevant regulations and compliance standards applicable to the project. Establish a robust monitoring process for changes in regulations. Conduct regular compliance assessments and audits to ensure ongoing adherence. Engage legal counsel or regulatory consultants if needed to navigate complex regulatory environments. Maintain open communication with regulatory authorities to address any compliance-related concerns or issues.
- Risk: Legal disputes or non-compliance penalties.
 - Probability: Low
 - Impact: High

- Mitigation: Engage legal counsel to review contracts and agreements and ensure compliance with applicable laws and regulations. Implement robust contract management processes to monitor and enforce compliance by all parties. Maintain proper documentation and records to support compliance claims. Promptly address any legal concerns or disputes through negotiation, mediation, or legal means.

End Users or Public

- Risk: Safety hazards or accidents affecting end users or the public.
 - Probability: Low
 - Impact: High
 - Mitigation: Conduct comprehensive risk assessments and implement appropriate safety measures to mitigate hazards. Communicate safety instructions and guidelines to end users. Provide proper training and education on safe usage and emergency procedures. Regularly inspect and maintain the infrastructure to ensure its safety and functionality. Promptly address any reported safety concerns or incidents.
- Risk: Negative public perception or community opposition.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Engage in proactive and transparent communication with the public and local communities. Conduct public consultation sessions to address concerns and gather feedback. Implement community outreach programs to educate and inform about the project's benefits. Address any misconceptions or misinformation through effective communication channels. Foster a positive relationship with the community by supporting local initiatives and addressing social or environmental concerns.
- Risk: Inadequate user adoption or acceptance of EVSE stations or services.
 - Probability: Moderate
 - Impact: Moderate
 - Mitigation: Conduct market research and user surveys to understand user needs and preferences. Develop user-friendly interfaces and provide clear instructions for using EVSE stations. Offer training programs or user support to promote adoption and usage. Regularly collect user feedback and make improvements based on user experiences. Implement marketing and awareness campaigns to promote the benefits of EVSE and encourage user acceptance.

Changes in Regulatory Requirements

- Risk: Changes in laws, regulations, or industry standards that affect project compliance.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Establish a system for monitoring and staying updated with regulatory changes. Engage legal counsel or regulatory consultants to interpret and assess the impact of regulatory changes on the project. Conduct regular compliance assessments to identify gaps and implement necessary adjustments. Maintain open communication channels with regulatory authorities to seek guidance and clarify requirements.

Permitting and Approval Risks

- Risk: Delays or rejections in obtaining necessary permits or approvals.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Conduct thorough research and engage with regulatory authorities and permitting agencies to understand the requirements and timelines early. Establish clear lines of communication with authorities and proactively seek clarifications or guidance. Prepare comprehensive and accurate permit applications and address any feedback or concerns promptly. Maintain contingency plans to address potential delays or rejections.

- Risk: Incomplete or incorrect permit applications leading to non-compliance.
 - Probability: Low
 - Impact: Moderate
 - Mitigation: Develop a checklist or standardized process for preparing permit applications. Assign responsible personnel to review and verify the accuracy and completeness of application documents. Engage consultants or experts if needed to ensure compliance with specific requirements. Maintain clear documentation and records of permit applications to demonstrate compliance.

Environmental Compliance Risks

- Risk: Failure to comply with environmental regulations or permits.
 - Probability: Low
 - Impact: High
 - Mitigation: Conduct thorough environmental impact assessments to identify potential risks and mitigation measures. Develop an environmental management plan to guide compliance efforts. Implement appropriate pollution prevention measures and waste management practices. Conduct regular environmental monitoring and audits. Provide training to project staff on environmental responsibilities and regulations. Engage environmental consultants or experts as needed.
- Risk: Accidental spills, releases, or pollution incidents.
 - Probability: Low
 - Impact: High
 - Mitigation: Develop spill prevention and response plans specific to the project's activities. Implement proper storage, handling, and disposal procedures for hazardous materials. Train project staff in emergency response procedures. Regularly inspect and maintain equipment to minimize the risk of leaks or failures. Implement regular monitoring and reporting systems for early detection of any environmental incidents. Maintain appropriate insurance coverage to address liabilities in case of incidents.

Health and Safety Compliance Risks

- Risk: Failure to comply with occupational health and safety regulations.
 - Probability: Low
 - Impact: High
 - Mitigation: Develop a comprehensive health and safety management plan aligned with regulatory requirements. Conduct risk assessments and implement control measures to mitigate hazards. Provide appropriate personal protective equipment (PPE) and safety training to workers. Conduct regular safety inspections and audits. Establish a reporting and investigation system for incidents or near misses. Maintain open communication channels with workers and address safety concerns promptly.
- Risk: Workplace accidents or injuries.
 - Probability: Low
 - Impact: High
 - Mitigation: Implement robust safety protocols, including job hazard analysis and safety procedures. Provide adequate training and supervision to workers. Ensure proper maintenance and inspection of equipment and machinery. Promote a safe culture through regular communication and awareness campaigns. Conduct thorough investigations of accidents or injuries to identify root causes and implement corrective actions.

Financial and Tax Compliance Risks

- Risk: Inaccurate financial reporting or non-compliance with tax regulations.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Establish proper financial and accounting systems to ensure accurate and transparent reporting. Engage qualified accountants or financial professionals to

handle financial matters. Conduct regular internal audits to identify any discrepancies or non-compliance issues. Maintain documentation and records to support financial and tax filings. Stay updated with tax regulations and seek professional advice if needed.

- Risk: Inadequate budgeting or cost control leading to financial non-compliance.
 - Probability: Moderate
 - Impact: High
 - Mitigation: Develop a comprehensive budgeting process considering all project costs and contingencies. Implement robust cost control measures, including regular monitoring and reporting. Conduct variance analysis to identify and address budget deviations. Engage financial experts or consultants to guide financial management. Maintain open communication with relevant stakeholders regarding the project's financial status.

Scope Management Plan

PROJECT OBJECTIVES

- Define the objectives, including the desired outcomes, deliverables, and measurable success criteria.
- Document the project objectives in a concise and easily understandable manner.

Scope Statement

- Develop a detailed Scope Statement that describes the project scope, including the boundaries, deliverables, and exclusions.
- Define the project constraints and assumptions that may impact the scope.

Work Breakdown Structure (WBS)

- Create a comprehensive Work Breakdown Structure (WBS) that decomposes the project deliverables into smaller, manageable work packages.
- Assign responsibilities and define the scope of each work package within the WBS.

Scope Change Management Process

- Establish a transparent process for managing scope changes, including how changes will be identified, evaluated, approved, and implemented.
- Define roles and responsibilities for reviewing and approving scope changes, including the Change Control Board (CCB) or project sponsor.

Scope Change Control

Change Request Form

- Develop a standardized Change Request Form that captures all relevant information related to proposed scope changes.
- Include details like the change, rationale, potential impacts, resource requirements, and estimated costs.

Change Evaluation

- Establish a process for evaluating proposed scope changes, including their impact on project objectives, timeline, budget, and resources.
- Conduct a thorough analysis to assess each proposed change's feasibility, risks, and benefits.

Change Approval and Documentation

- Define the authority levels and decision-making process for approving or rejecting scope changes.
- Maintain a formal documentation trail of all scope change requests, evaluations, decisions, and associated communication.

Change Implementation

- Once a scope change is approved, ensure proper implementation by updating project plans, schedules, and resources.

- Communicate approved changes to all relevant stakeholders and ensure their understanding and acceptance.

Scope Verification

Deliverable Acceptance Criteria

- Establish clear acceptance criteria for project deliverables to meet the required quality standards.
- Involve stakeholders in developing acceptance criteria to ensure alignment and agreement.

Inspection and Validation

- Conduct inspections, reviews, and tests to verify that project deliverables meet the defined acceptance criteria.
- Document the results of inspections and validations and address any identified discrepancies or issues.

Formal Acceptance

- Obtain formal acceptance of project deliverables from relevant stakeholders.
- Document and archive acceptance records for future reference and project closure.

Scope Reporting and Communication

- Develop a communication plan to ensure timely and accurate reporting of project scope-related information to stakeholders.
- Regularly communicate project scope status, changes, and updates to keep stakeholders informed and engaged.

Scope Management Review

- Conduct regular reviews and audits of the scope management processes to identify areas for improvement.
- Seek feedback from project team members and stakeholders to enhance scope management effectiveness.

Schedule Management Plan

SCHEDULE PLANNING

Schedule Objectives

- Clearly define the schedule objectives, including project milestones, deliverable timelines, and critical path activities.
- Identify any specific schedule constraints or dependencies that stakeholders or project sponsors impose.

Work Breakdown Structure (WBS)

- Representations of the project schedule.

Resource Planning

- Identify the resources required for each activity, including personnel, equipment, and materials.
- Consider resources. Develop a comprehensive WBS that breaks the project scope into smaller, manageable work packages.
- Assign durations and dependencies to each work package to establish the sequence of activities.

Activity Sequencing

- Determine the logical sequence of project activities and their dependencies.
- To ensure realistic scheduling, utilize project management software or tools to develop a network diagram, Gantt chart, or other visual availability, constraints, and allocation.

SCHEDULE DEVELOPMENT

Estimating Durations

- Estimate the duration required to complete each activity, considering historical data, expert judgment, and industry benchmarks.

- Incorporate buffers or contingency time to account for uncertainties, risks, and potential delays.

Critical Path Analysis

- Identify the critical path, which represents the sequence of activities with zero float or slack time.
- Analyze the essential path to determine the actions that have the most significant impact on the project duration.

Schedule Compression Techniques

- Evaluate opportunities for schedule compression, such as fast-tracking (parallelizing activities) or crashing (adding resources to critical path activities).
- Assess the feasibility, risks, and impact of schedule compression techniques on the project.

Schedule Baseline

- Establish a schedule baseline that represents the approved version of the project schedule.
- Document and communicate the baseline to all relevant stakeholders as a reference point for schedule tracking and control.

SCHEDULE TRACKING AND CONTROL

Progress Monitoring

- Implement a progress tracking system to monitor the actual progress of project activities against the planned schedule.
- Regularly update the project schedule with definite start and finish dates, completed work, and remaining durations.

Schedule Variance Analysis

- Calculate the schedule variance (SV) by comparing the actual progress against the planned schedule.
- Analyze schedule variances to identify activities or areas behind or ahead of schedule.

Change Control

- Establish a change control process to evaluate and manage schedule-related changes, such as scope changes, activity sequencing adjustments, or resource reallocation requests.
- Assess the impact of proposed changes on the project schedule and obtain appropriate approvals before implementing them.

Schedule Performance Index

- Calculate the schedule performance index (SPI) to measure the efficiency of schedule performance.
- Compare the earned value against the planned value to assess if the project is on track per the schedule.

Resource Leveling

- Optimize resource allocation and leveling to ensure the availability of resources as required by the project schedule.
- Analyze resource utilization and adjust assignments to resolve conflicts or over/underutilization.

SCHEDULE REPORTING

Schedule Reports

- Prepare regular schedule reports that provide a clear

Public Contract Code Section and Non-Collusion Affidavit

PROJECT TITLE
Project No.

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED
WITH BID

STATE OF CALIFORNIA)
COUNTY OF Fresno) ss.

David Robson, being first duly sworn,
(Name of Principal of Bidder)

deposes and says that he or she is CFO
(Office of Affiant)

of Nuvve Holding Corporation, the party
(Name of Bidder)

making the foregoing Bid, that the Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Bid is genuine and not collusive or sham; that Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham Bid, and has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham Bid, or that anyone shall refrain from bidding, and that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Bid price of Bidder or any other bidder, or to fix any overhead, profit or cost element of the Bid price, or of that of any other bidder, or to secure any advantage against the City of Fresno, or anyone interested in the proposed contract; that all statements contained in the Bid are true; and further, that Bidder has not, directly or indirectly, submitted its Bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Bid depository, or to any member or agent thereof to effectuate a collusive or sham Bid.

Non-Collusion Affidavit

NUVVE

PROJECT TITLE
Project No.

Executed under penalty of perjury under the laws of the State of California:



David Robson
(Name of Bidder)
[Signature]
(Signature of Principal)

Subscribed and sworn before me Jennifer Babb, Notary Public
This 9th day of November, 2023
Notary Public of the State of California
In and for the County of San Diego
My Commission expires October 23, 2024 [Signature] (Seal)

- NOTE:** If Bidder is a partnership or a joint venture, this affidavit must be signed and sworn to by every member of the partnership or venture.
- NOTE:** If Bidder [including any partner or venturer of a partnership or joint venture] is a corporation, this affidavit must be signed by the Chairman, President, or Vice President and by the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.
- NOTE:** If Bidder's affidavit on this form is made outside the State of California, the official position of the person taking such affidavit shall be certified according to law.

-END OF DOCUMENT-

Non-Collusion Affidavit

Signature Page

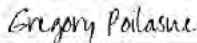
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5. SIGNATURE PAGE
RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL

The undersigned, having carefully read and examined this RFP, and being familiar with (1) all the conditions applicable to the work for which this proposal is submitted; (2) with availability of the required equipment, materials and labor hereby agrees to provide everything necessary to complete the work for which this proposal is submitted in accordance with the proposal documents for the amounts quoted herein and further agrees that if this proposal is accepted, within five (5) days after the contract is presented for acceptance, will execute, and mail a signed contract to the Fresno Economic Opportunities Commission EOC (EOC).

This Signature/Authorization page must be in Section 1 of your Proposal.

<div>DocuSigned by: </div>	11/29/2023
Signature of Authorized Agent	Date
Gregory Poilasne	11/29/2023
Printed Name of Authorized Agent	Date

Diversity Checklist

DocuSign Envelope ID: F105DEE8-B588-44E8-8742-A6E2C611601C

4. FRESNO EOC DIVERSITY CERTIFICATION CHECK LIST RESPONDENT TO COMPLETE AND RETURN WITH PROPOSAL (OPTIONAL)

Please check the diversity code that best represents your company and sign below:

N/A **Minority Business Enterprise (MBE)**

To qualify as a MBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled by minority group members. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, those minority group members control the management and daily operations. Minority group members are defined as:

- ☐ Asian-Indian - A U.S. citizen whose origins are from India, Pakistan or Bangladesh.
- ☐ Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- ☐ African-American - A U.S. citizen having origins in any of the Black racial groups of Africa.
- ☐ Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of Latin America or the following regions: Mexico, Central America, South America, and the Caribbean Basin, only.
- ☐ Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number). To certify your business as an MBE, contact your local SBA office to register as a "Small Disadvantaged Business" or 8(a) corporation on [SBA Pro-Net](#) or visit the [National Minority Supplier Development Council](#) home page.
- ☐ [US Pan Asian American Chamber of Commerce](#)

N/A **Women Business Enterprise (WBE)**

To qualify as a WBE, the firm must be a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated, and controlled, by a woman or women members. Ownership by female individual's means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by the woman or women members. Woman-owned businesses can be certified in any of three ways:

- ☐ Register with the [Women's Business Enterprise National Council](#)
- ☐ Register with the National Women Business Owners Corporation
- ☐ Current state or municipal certifications clearly stating woman-owned status (subject to review)
- ☐ All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence.
- ☐ All applicants must also meet applicable size standards for small businesses in their industry. To become SDB certified, visit the [SBA SDB home page](#)

N/A **Veteran-Owned Business (VOB)**

Business must meet the requirements as a Small Business. It must be at least 51% owned and controlled by a U.S. Veteran or Veterans possessing a discharge other than dishonorable.

Veteran-owned business can be certified two ways:

- ☐ Register with [SBA Veterans' Program](#)
- ☐ Register with [SBA Pro-net](#)

N/A **Disabled Veteran-Owned Business (DVOB)**

Business must meet the requirements as a Small Business. It must be at least 51% owned and controlled by a U.S. Veteran or Veterans possessing a discharge other than dishonorable. Disability may be any degree that was acquired or aggravated

during active service.

N/A **Disadvantaged Business Enterprise (DBE)**

Means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to the acquisition; and either: it has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B, and: no material change in disadvantaged ownership and control has occurred since its certification; where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and it is identified, on the date of its representation, as a certified small business concern in the Central Contractor Registration (CCR) database.

CONTRACTOR

Name: Nuvve Holding Corp.

DocuSigned by:
Gregory Poilasne
Signature of Authorized Agent

11/17/2023

Date

Gregory Poilasne, CEO
Printed Name and Title of Authorized Agent

E-mail address: gregory@poilasne@nuvve.com

Phone Number: (619)483-3448

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NUVVE

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Customary Exclusions

The following list of customary exclusions is not in the estimated project cost proposal:

Change Orders: Costs associated with changes in project scope initiated by the client after work has begun.

Design Errors or Omissions: Issues arising from inaccuracies or missing information in the construction plans or specifications.

Delay Penalties: Costs related to project delays not caused by the contractor, such as client-related delays or delays in obtaining necessary approvals from authorities.

Encroachment & Right-of-Way (ROW) Permits: Costs associated with obtaining permits for construction encroaching on public or private property, including any necessary legal consultations.

Public ROW Traffic Control Plans: Detailed planning and implementation of traffic control measures during construction to ensure minimal disruption to public roads and pedestrian pathways.

Permit Fees: All costs related to acquiring necessary construction permits will be billed directly to the client without any additional markup from project management side.

Water Extraction & Weather-Related Damage: Costs incurred due to water extraction from trenches or repairs due to water damage caused by adverse weather conditions or high groundwater levels.

Excavation of Hard Compacted Soil/Rock: Additional charges for excavation in areas with hard, compacted soil or rock necessitating specialized equipment like hydraulic breakers.

Hand Excavation Under Utility Lines: Enhanced care and labor costs for manual excavation around sensitive underground utility lines to prevent damage.

Damages Near Subgrade Utilities: Liability for any damage to utilities located within 18 inches of the subgrade level, emphasizing the need for accurate utility mapping before excavation.

Removal of Underground Obstructions: Costs associated with the unexpected discovery and removal of underground obstructions such as abandoned utility lines, concrete, or asphalt.

Unmarked Utility Damages: Any damages to utilities not accurately marked on existing plans, highlighting the importance of thorough pre-construction utility location services.

Hazardous Material Handling or Removal: Specialized handling, removal, and disposal of hazardous materials encountered during construction, including compliance with environmental regulations.

Bonds: Costs related to performance or payment bonds required for the project.

Utility Work & To-The-Meter (TTM) Costs: Exclusion of costs associated with utility work, particularly those extending to the metering points.

Tax: Explicitly mention that all applicable taxes are not included in the base contract price and are the client's responsibility.

Overtime, After-Hours, and Night Work: Additional labor costs for work outside standard working hours, including overtime rates.

Methane Zone Requirements: If applicable, specialized materials and labor costs associated with compliance in methane-sensitive zones.

Ethernet/Data Communication Infrastructure: Exclusion of costs related to installing ethernet or data communication conduits and wiring, emphasizing the need for clear communication on technological infrastructure.

Relocation or Removal of Existing Systems: Costs related to the unexpected need to relocate or remove existing building systems or materials not identified in the initial construction plans.

Internet Connectivity for EV Chargers: Specific exclusion of costs for providing internet connectivity to electric vehicle (EV) chargers, if applicable.

Force Majeure Events: Clear definition of circumstances under which force majeure applies, such as natural disasters, war, or other uncontrollable events, and the implications on project timelines and costs.

Weather-related Delays: Delays and costs associated with severe weather conditions that are not covered under force majeure.

Legal Fees: Costs related to legal disputes or requirements that are not part of the standard construction process.

Utility Connection Fees: Fees associated with connecting the project to local utilities, if not already covered.



Nuvve Project Management Services

Nuvve’s Project Management Team offers end-to-end services when providing vehicle-to-grid (V2G) charging solutions to our customers. From establishing project scope to supporting day-to-day operations, the Nuvve Project Team guides your team as you electrify your fleet.

MISSION STATEMENT

Nuvve’s Project Management Team’s mission is to deliver and commission fully operational charging solutions tailored to your needs. Our consultative approach is comprehensive, beginning with determining your specific operational requirements, developing your project’s plan, and assessing infrastructure requirements; successful installation and commissioning, and providing continuous hands-on assistance throughout your transition to new day-to-day electric vehicle operations.

We deploy, monitor, and maintain fully integrated V2G-capable electric vehicle supply equipment preconfigured to operate with Nuvve’s Grid Integrated Vehicle Platform (GIVe™). We accomplish this mission by performing the following services:



— Project Services

PROJECT PLANNING

- Identify current client needs while anticipating future growth capacity.
- Analyze operational requirements and develop an energy use plan.
- Assist with client fleet deployment goals.
- Determine EVSE selection based on client requirements.
- Develop total cost of ownership (TCO) model.
- Project budget development
- Identify and procure available grant funding.
- Set goals and milestones for the deployment timeline.
- Provide client financing solutions.
- Identify and coordinate with key stakeholders.
- Conduct and provide utility program research.
- Perform preliminary site assessments.
- Identify project risks and provide mitigations.
- Determine quality metrics desired for project success.

INFRASTRUCTURE DEVELOPMENT

- Coordinate engineering plans with electrical and structural engineers
- Determine construction responsibilities with the utility point of contact.
- Coordinate utility work order drawings
- Implement available incentive programs.
- Comply with permitting requirements.
- Coordinate shipping and storage of required infrastructure equipment

INSTALLATION AND COMMISSIONING

- Direct and manage EVSE installation and commissioning.
- Monitor construction and coordinate scope changes as necessary
- Manage routine communications with all necessary stakeholders.
- Partner with nationwide EPC firms and provide active management.
- Partner with industry-leading equipment manufacturers
- Establish networking and software interfacing.
- Configure installed chargers to client-specific needs.
- Provide remote operational training and documentation.

ASSURED OPERATIONS

- Manage day-to-day operations of EVSE.
- Employ data collection for grid service revenue generation.
- Apply artificial intelligence (AI) to predict infrastructure needs.
- Use AI to forecast fleet operations and grid services.
- Monitor the health and performance of EVSE.
- Coordinate corrective and preventative maintenance using AI.
- Perform configuration management of new software/hardware.
- Manage troubleshooting efforts for identified EVSE issues.
- Coordinate demonstrations of deployed equipment and technologies

— Connect with Us



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Turn your EV fleet into a virtual power plant

Nuvve's Grid Integrated Vehicle (GIVe™) technology is a cloud-based platform that enables intelligent, bidirectional, vehicle-to-grid (V2G) charging. With GIVe™, individual and fleet electric vehicles (EVs) are transformed into reliable, distributed energy storage resources that can provide grid services, vehicle-level services, and grid-connected building load management. Smart charging ensures that every EV is charged and ready to drive when needed.



HIGH LEVEL OF CONTROL

- Integrates variable sized resources (KWh)
- Independent control of each asset (EV)
- Second-by-second control



VERSATILE INTEGRATION

- Third party integrations with existing systems including EVSEs, OEMs, and utilities
- Secure REST API available
- Support for multiple communication protocols



MOBILE MANAGEMENT*

- Set charge levels and enable last-minute charging remotely
- Available as a mobile app and web interface



PERFORMANCE INSIGHTS

- 24/7 dashboard view of EV usage and charging
- Live energy delivery performance reporting
- Custom reports



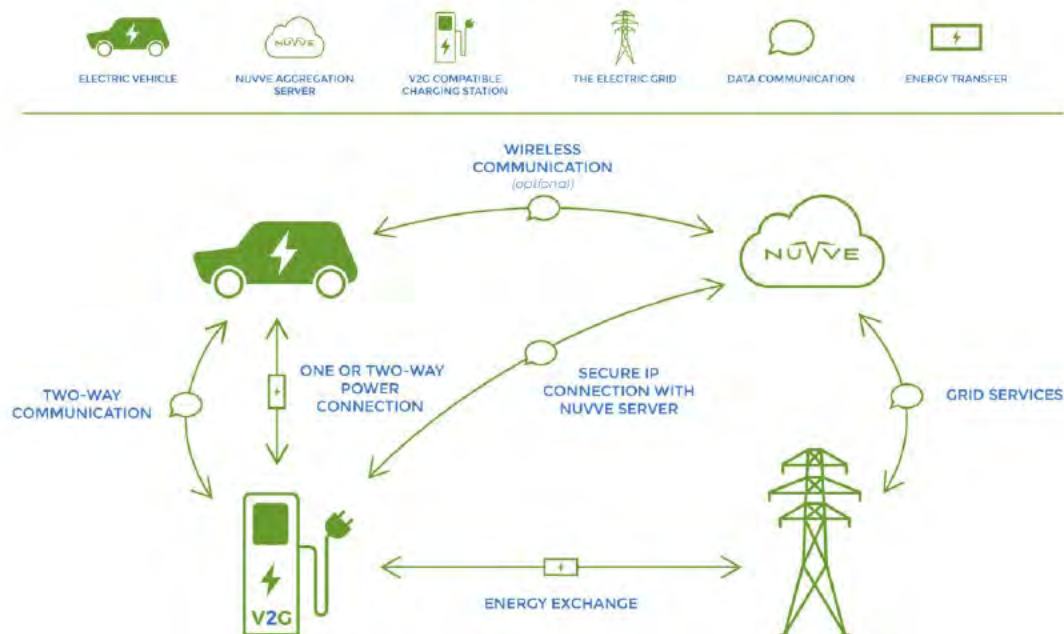
Drivers can adjust charge needs on the go*



Monitor your entire fleet with the Nuvve dashboard

*Coming soon for the U.S. market

How GIVe™ works



PROVEN TECHNOLOGY

- Over 10+ years of V2G deployments across 5 continents
- Experience controlling 10K+ EVs at once
- Highly flexible integrations

SECURITY FEATURES

- Secure onboarding of charging assets and role-based access controls
- End to end encryption using industry security standards
- PKI-based authentication
- API access through secure https

Contact us to get started today

- Full V2G offering including EVSE
- Custom integration of GIVe™ platform integration with existing or new EVSE.



SALES@NUVVE.COM | NUVVE.COM



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We Make Electric Vehicles Greener

EVSE@nuvve.com
NUVVE.com

Nuvve PowerPort

High-Power AC Charging Station

- ✓ UL-certified to 80A; enables 19.2kW charge rate
- ✓ Three-phase version for SAE J3068/Type 2 vehicles
- ✓ ENERGY STAR® certified
- ✓ V2G-capable for bidirectional vehicles[^]

The Nuvve PowerPort AC electric vehicle charging station provides fast, reliable, and intelligent charging with up to 80 amps of power (single phase) or 120 amps (three phase). It's the ideal solution for everyone from consumers at home and fleets at the workplace to heavy-duty vehicles such as buses and trucks. The PowerPort is fully controllable through Nuvve's software platform for unidirectional application or full bidirectional Grid Integrated Vehicle (GIVE™) application, including vehicle-to-grid (V2G) for vehicles that are modified to have onboard, bidirectional inverters and adequate grid protections.



Reliable, High-Powered Charging For Your Electric Vehicles (EVs)

Nuvve's patented V2G GIVE™ technology was developed in 1996 and has been successfully deployed on five continents. The latest generation of the Nuvve PowerPort is now available for the U.S. and European markets.

Save Money

Nuvve's aggregation platform allows you to offset your electricity bills by optimizing charging times. And with compatible V2G vehicles linked to Nuvve's GIVE™ platform electricity from your EV battery may be sold to earn revenue in energy markets.

Manage Your Charging Anytime Anywhere

Use the Nuvve on-the-go management app to set charge levels for the next day, set minimal charge levels, and trigger emergency charging, all in the convenience of a mobile or desktop app.

[^]Not all bidirectional vehicles are V2G-compatible.

Technical Specifications

Model #	EVSE-B-P1-H1	EVSE-B-P3-H1
Phase	Single	Three
No. Connectors	1	1
Connector Type	J1772/IEC 62196 Type 1	J3068 AC ₆ / IEC 62196 Type 2
Cordset Hanger	Yes	Yes
Dimensions	Inches: 21.8 H x 10.4 W x 4.1 D Millimeters: 554 H x 264 W x 105 D	
Weight*	29 lbs. / 13.15 kg	
Cord Length	20 ft./6.1m standard; 24 ft./7.3m option	

*Weight of enclosure + 20'(6.1m) / 80A-rated charging cable

Power Requirements	EVSE-B-P1-H1	EVSE-B-P3-H1
Current Capacity	Up to 80A	Up to 120A
Voltage Compatibility	100 to 240 VAC	200 to 480 VAC
Output Power*	Cable Option	
	80 amp	120amp*
Station Standby Usage	3.11W	
Frequency	50Hz/60Hz	

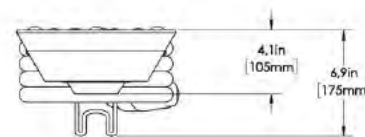
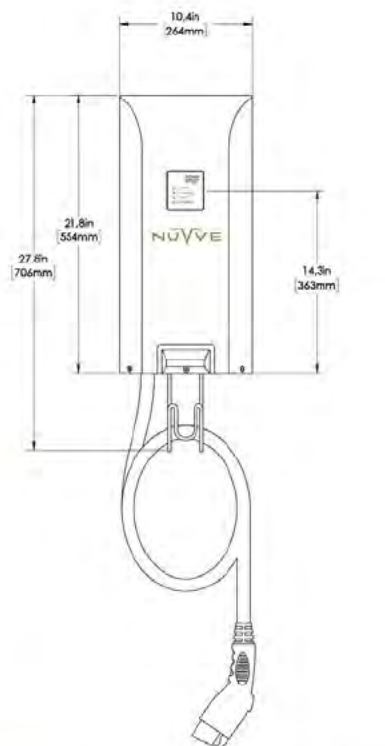
*Capacity at maximum compatible voltage *In development

Codes & Standards	
North American Regulatory Compliance	Certified: CSA 22.2, CSA 94.2, CSA 280-16, CSA 281.1, CSA 281.2, UL 50E, UL 991, UL 1998, UL 2231-1, UL 2231-2, UL 2594 Compatible/Compliant: (FCC Part 15, Class B), NEC 625, SAE J1772, SAE J3068
International Regulatory Compliance	CE, EN 61000-6-1, EN 61000-6-3, EN 61851-1:2017, EN 60529
Enclosure Rating	NEMA 3R, IP54, IK10
Metering	Utility grade
Communication Protocols	PWM, LIN
Operating Temperature	-30°C to 50°C
Relative Humidity	5% to 95%
Air Pressure	86kPa to 106kPa

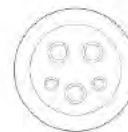
Networking	
Ethernet Connection	RJ 45 (Standard)
LAN	2.4 GHz Wifi option
WAN	3G/LTE, 4G/60Hz option

All product specifications as of January 2021 and are subject to change. Please contact Nuvve for updated information.

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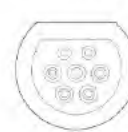


EVSE-B-P1-H1 Connector



J1772/IEC 62196 Type 1

EVSE-B-P3-H1 Connector



J3068 AC₆ / IEC 62196 Type 2



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Rugged, sturdy design for outdoor use

The Nuvve PowerPort Dual/Single Mount Pedestal provides ultimate flexibility to secure your Nuvve PowerPort EVSE-B charging station outdoors. A base plate allows for sturdy installation and includes a 3.5" opening to allow power cable routing through the bottom of the pedestal to each EVSE. Choose between a single mount or dual mount option.

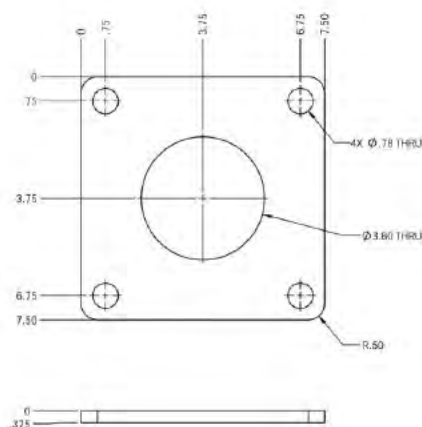
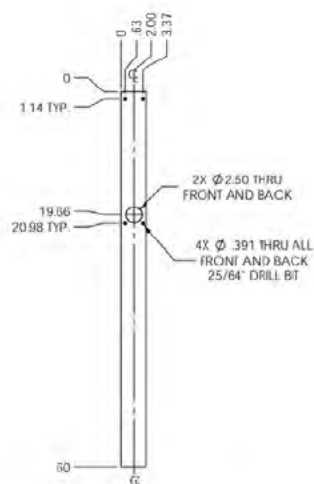
Specifications	
Material	304 Stainless Steel
Height	60.5"
Weight	58 lbs.
Color	Silver (stainless steel)
Compatibility	Nuvve PowerPort EVSE-B

Installation	
Base Plate	3.5" hole in base plate
Hardware	(4) anchor bolts required for base



Dual Mount

Single Mount



*All product specifications as of September 2019.
Please contact Nuve for updated information.*



Nuvve DC Rapid HD Charging Station

V2G | 125kW | DC CCS | HEAVY-DUTY

The Nuvve DC Rapid HD Charging Station (RES-HD125-V2G) is designed specifically for vehicle-to-grid (V2G) applications and is the ideal solution for the rapid, smart charging of heavy-duty fleet vehicles such as electric school buses. The RES-HD125-V2G is fully controllable through Nuvve's fleet management app and our V2G platform (GIVE™) enables unidirectional charging of any vehicle or bidirectional V2G charging and grid-connected building load management services when connected to a V2G-compatible vehicle.

KEY FEATURES

✓ **CCS1 CONNECTOR (COMBO)**

✓ **UL-1741 SA**

✓ **IEEE 1547**

✓ **95% EFFICIENCY**



POWERFUL, RELIABLE CHARGES

The Nuvve DC Rapid HD Charging Station (RES-HD125-V2G) features a CCS connector that can charge any vehicle with combo connector and discharge V2G-compatible vehicles with Nuvve software integration. It is designed to meet all utility safety standards in North America to enable interconnection of vehicles as a distributed energy resource.



YOUR FLEET'S CHARGING ACTIVITY AT A GLANCE

Drivers and fleet managers can remotely monitor and configure the charging of their buses via a fleet management app and trigger instant charging if needed.*



INTELLIGENT GRID SERVICES

Nuvve's solution is fully scalable to fit your needs and can perform a variety of grid services including frequency regulation, demand response, demand charge management, and time-of-use rate arbitrage, depending on region and grid interconnection.

*Coming soon to the U.S. market

✓ **We Make Electric Vehicles Greener**

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NUVVE.COM



Technical Specs RES-HD125-V2G

AC SPECIFICATIONS (POWER)	
Bidirectional Capable	Yes
Rated Power (kW/kVA)	125
Utility Grid Voltage (Vac)	480-3P
Max Rated Utility Current (Aac)	167A @ 480VAC (60 Hz)
Wiring	3 phase WYE (L1, L2, L3, Neutral, Ground)
Utility Grid Frequency (Hz)	60
Power Factor Range	+/- 0.5
THD for Linear Loads	<5%
Charging Efficiency	>95%
Grid Isolation	Galvanic, Integrated
DC OUTPUT	
Maximum Power (kW)	125
Voltage Operating Range (Vdc)	530 to 920
Maximum Current (Adc)	+/- 200A (charging cable limited)
Connector and Cable	CCSI, up to 8m (25 ft)
ENERGY METERING	
AC Energy Meter	+/- 2% from 10% to full scale
MECHANICAL	
PCS Dimensions	39.5"W x 24"D x 115"H
PCS Weight	2150 lbs
Dispenser Dimensions	22"W x 17"D x 75"H
Dispenser Weight	150 lbs (configuration dependent)
ENVIRONMENTAL	
Cooling	Air + integrated liquid heat exchanger
Environmental Rating	NEMA 3R
Operating Ambient Temp.	-20°C to 45°C (-4 to 113°F)
Storage Temperature Range	-30°C to 60°C (-22 to 140°F)
Humidity	0 to 95% (non-condensing)
Altitude	De-rated over 2,000 m above sea level
COMMUNICATION & CONTROL	
Network Interface	Standard: Ethernet (Optional: WiFi, 3G, 4G, LTE)
CERTIFICATION, SAFETY, COMPLIANCE	
Certifications	UL1741-SA, UL 2202, UL 2231, IEEE 1547.1 & CSA C22.2 No. 107.1-16



Charging Station



Dispenser

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All product specifications as of August 2021 and are subject to change. Please contact Nuvve for updated information.
Charging station and dispenser not to scale.

ST556KWH-D250HV +4xSG125HV

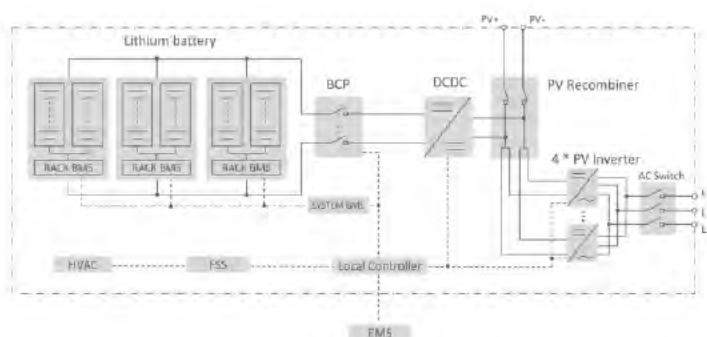
Storage System



SYSTEM FEATURES

- Fully integrated 1500V DC coupled PV+ESS system with "one stop shop"
- Intelligent MPPT-Charging control algorithm enable the high-efficient operation

CIRCUIT DIAGRAM



ST556KWH-D250HV+4xSG125HV

System Type	ST556KWH-D250HV+4xSG125HV
PV Data	
Max PV input voltage	1,500 V
MPPT voltage range at nominal power	860 ~ 1,250 V
Number of DC inputs	5
Max. PV input current	1,250 A
DCDC Data	
Working voltage range	500 ~ 1,500 V
Nominal power	250 KW
Max. current	344 A
Battery Data	
Cell type	Samsung SDI Mega E3, 3.68 V / 100 Ah
Configuration of system	2P2S2S*3
Battery capacity (BOL)	556 kWh
Battery voltage range	806.4 ~ 1,045.8 V
AC Data	
AC output power	500kVA @ 50 °C
Max. AC output current	480 A
Nominal AC voltage	3 / PE, 600 V
AC voltage range	480 ~ 690 V
Nominal grid frequency / Grid frequency range	60 Hz / 55 ~ 65 Hz
Power factor at nominal power / Adjustable power factor	> 0.99 / 0.8 leading ~ 0.8 lagging
Feed-in phases / connection phases	3/3
General Data	
Dimensions (W * H * D)	6,058 * 2,896 * 2,438 mm / 238.5" * 114.0" * 96.0"
Weight (with / without battery)	11.0 T / 7.0 T 24,250 lbs / 15,432 lbs
Degree of protection	IP S4 / NEMA 3R
Operating temperature range	-30 to 50 °C / -22 to 122 °F
Relative humidity	0 ~ 95 % (non-condensing)
Max. working altitude	2,000 m / 6,562 ft
Cooling concept of battery chamber	Heating, Ventilation and Air Conditioning
Fire suppression system of battery unit	FM-200 extinguishment system
Communication interfaces	RS485, Ethernet
Communication protocols	Modbus RTU, Modbus TCP
Compliance	UL 9540, UL 9540A

Solar

Mono Multi Solutions

Vertex

BACKSHEET MONOCRYSTALLINE MODULE

PRODUCT: TSM-DE21

POWER RANGE: 650 - 670W

670W

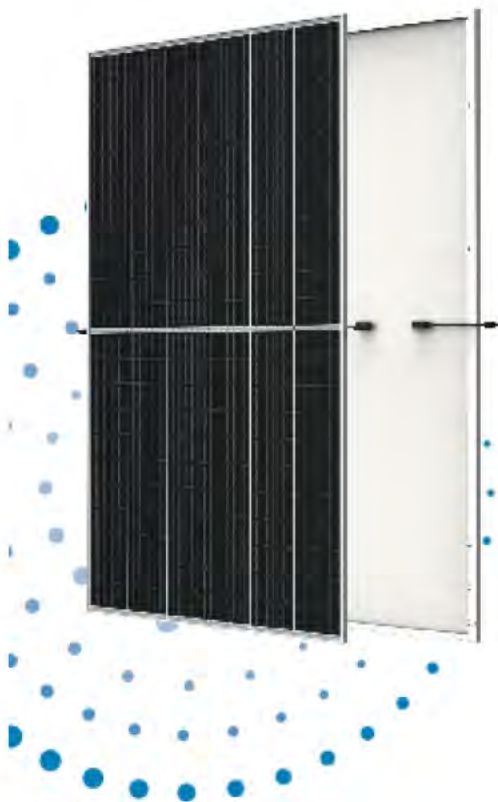
MAXIMUM POWER OUTPUT

0~+5W

POSITIVE POWER TOLERANCE

21.6%

MAXIMUM EFFICIENCY



High customer value

- Lower LCOE (Levelized Cost Of Energy), reduced BOS (Balance of System) cost, shorter payback time
- Lowest guaranteed first year and annual degradation;
- Designed for compatibility with existing mainstream system components



High power up to 670W

- Up to 21.6% module efficiency with high density interconnect technology
- Multi-busbar technology for better light trapping effect, lower series resistance and improved current collection



High reliability

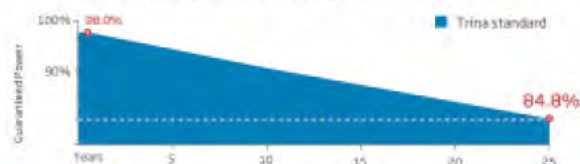
- Minimized micro-cracks with innovative non-destructive cutting technology
- Ensured PID resistance through cell process and module material control
- Resistant to harsh environments such as salt, ammonia, sand, high temperature and high humidity areas
- Mechanical performance up to 5400 Pa positive load and 2400 Pa negative load



High energy yield

- Excellent IAM (Incident Angle Modifier) and low irradiation performance, validated by 3rd party certifications
- The unique design provides optimized energy production under inter-row shading conditions
- Lower temperature coefficient (-0.34%) and operating temperature

Trina Solar's Backsheet Performance Warranty



Comprehensive Products and System Certificates

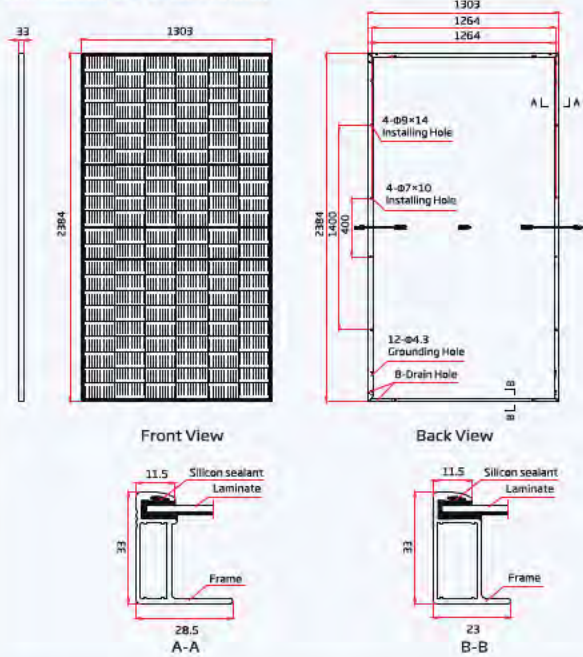


IEC61215/IEC61730/IEC61701/IEC62716/UL61730
 ISO 9001: Quality Management System
 ISO 14001: Environmental Management System
 ISO 14064: Greenhouse Gases Emissions Verification
 ISO 45001: Occupational Health and Safety Management System

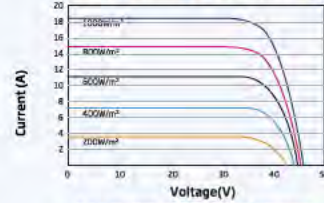
TrinaSolar

NOVVE

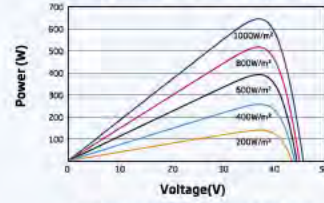
DIMENSIONS OF PV MODULE(mm)



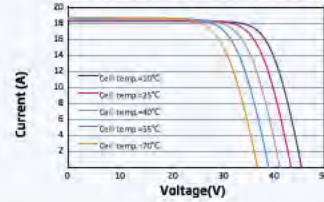
I-V CURVES OF PV MODULE(655 W)



P-V CURVES OF PV MODULE(655W)



I-V CURVES OF PV MODULE(655 W)



ELECTRICAL DATA (STC)

Peak Power Watts-P _{max} (Wp)*	650	655	660	665	670
Power Tolerance-P _{max} (W)			0 ~ +5		
Maximum Power Voltage-V _{mp} (V)	37.4	37.6	37.8	38.0	38.2
Maximum Power Current-I _{mp} (A)	17.39	17.43	17.47	17.51	17.55
Open Circuit Voltage-V _{oc} (V)	45.3	45.5	45.7	45.9	46.1
Short Circuit Current-I _{sc} (A)	18.44	18.48	18.53	18.57	18.62
Module Efficiency-η _m (%)	20.9	21.1	21.2	21.4	21.6

STC: Irradiance 1000W/m², Cell Temperature 25°C, Air Mass AM1.5. *Measuring tolerance: ±3%.

ELECTRICAL DATA (NOCT)

Maximum Power-P _{max} (Wp)	492	496	500	504	508
Maximum Power Voltage-V _{mp} (V)	34.9	35.1	35.3	35.4	35.6
Maximum Power Current-I _{mp} (A)	14.09	14.13	14.17	14.22	14.26
Open Circuit Voltage-V _{oc} (V)	42.7	42.9	43.0	43.2	43.4
Short Circuit Current-I _{sc} (A)	14.86	14.89	14.93	14.96	15.01

NOCT: Irradiance at 800W/m², Ambient Temperature 20°C, Wind Speed 1m/s.

MECHANICAL DATA

Solar Cells	Monocrystalline
No. of cells	132 cells
Module Dimensions	2384×1303×33 mm (93.86×51.30×1.30 inches)
Weight	33.3 kg (73.4 lb)
Glass	3.2 mm (0.13 inches), High Transmittance, AR Coated Heat Strengthened Glass
Encapsulant material	EVA
Backsheet	White
Frame	33mm(1.30 inches) Anodized Aluminium Alloy
J-Box	IP 68 rated
Cables	Photovoltaic Technology Cable 4.0mm² (0.006 inches²), Portrait: 350/280 mm(13.78/11.02 inches) Length can be customized
Connector	MC4 EVO2 / TS4*

*Please refer to regional datasheet for specified connector.

TEMPERATURE RATINGS

NOCT (Nominal Operating Cell Temperature)	43°C (±2°C)
Temperature Coefficient of P _{max}	-0.34%/°C
Temperature Coefficient of V _{oc}	-0.25%/°C
Temperature Coefficient of I _{sc}	0.04%/°C

MAXIMUM RATINGS

Operational Temperature	-40 ~ +85°C
Maximum System Voltage	1500V DC (IEC)
Maximum System Voltage	1500V DC (UL)
Max Series Fuse Rating	30A

WARRANTY

12 year Product Workmanship Warranty
25 year Power Warranty
2% first year degradation
0.55% Annual Power Attenuation

(Please refer to product warranty for details)

PACKAGING CONFIGURATION

Modules per box: 33 pieces
Modules per 40' container: 594 pieces



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Finance
Agenda Item #: 20A4	Director: Steven Warnes
Subject: Health Insurance Report	Officer: Jay Zapata

Background

The information presented below is intended to keep the Committee apprised on the financial status of the Agency's self-funded health insurance plan.

As of October 31, 2023, the health insurance reserve is at \$7.0 million, which covers approximately 9.5 months of average expenditures. Contributions from programs and employees for 2023 total \$8,685,213 while the Fund paid out \$7,179,655 in expenses

Changes to the health insurance plan in 2022 through 2024 include:

- Effective January 2022: Tele-health service was added and 1% increase in Employer premiums and an average 8% increase to Employee premiums.
- Effective January 2023: Restructured the wellness program to include more employees; replaced wellness discounted premium by an incentive program available to all employees. 5.5% increase in Employer premiums.
- Effective January 2024: Kaiser HMO plan offered as an alternative to our existing PPO plan. Employer and Employee premiums will increase by 8%. Recordkeeper for FSA and HSA plans moved to Health Equity.

This table presents a sample of the monthly health insurance premium rates for 2023. Rates vary depending on the level of coverage tier selected. Rates for the PPO and HMO options are shown (a high-deductible option is available to the employees at a 40% lower cost).

	Agency	Employee	Total Premium
Employee Only	\$684	\$162	\$846
EE +Child(ren)	\$1,238	\$291	\$1,529
EE + Family	\$1,643	\$387	\$2,030
EE + Spouse	\$1,374	\$324	\$1,698

FRESNO EOC
HEALTH INSURANCE FUND REPORT
 THROUGH OCTOBER 31, 2023

	2023												2022				
	January	February	March	April	May	June	July	August	September	October	November	December	YTD totals Jan-Oct	Mo. Avg. Prev 12 mos	YTD totals Jan-Oct	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
Beginning Fund Balance	5,493,909	5,464,765	5,865,711	6,054,466	6,356,077	6,661,811	6,713,754	6,593,919	6,582,222	6,781,560	6,999,467	6,999,467					
<u>Income</u>																	
Agency Contributions	753,479	747,863	758,762	746,004	744,968	750,773	469,368	730,091	737,693	739,773			7,178,774	717,470	7,192,960	8,623,821	718,652
Additional Agency Contr.	-	-	-	-	-	-	-	-	-	-			-	0	0	0	-
Employee Contributions	193,157	179,182	87,767	185,795	184,966	198,294	102,607	104,711	91,359	178,601			1,506,439	160,958	1,538,752	1,963,810	163,651
Total Income	946,636	927,045	846,529	931,799	929,934	949,067	571,975	834,802	829,052	918,374	-	-	8,685,213	878,428	8,731,712	10,587,631	882,303
<u>Expenses</u>																	
Health Claims Paid	597,281	252,921	277,335	258,071	304,953	538,213	322,956	467,555	230,864	364,673			3,614,822	414,579	3,826,529	5,188,655	432,388
Dental Claims Paid	47,952	37,885	42,028	52,612	38,170	43,411	47,309	40,230	51,508	35,308			436,413	42,855	447,763	525,612	43,801
Prescriptions Paid	161,856	93,451	158,339	153,394	111,262	144,243	148,592	175,789	169,927	131,072			1,447,925	143,657	1,488,921	1,764,880	147,073
Vision Claims Paid	6,778	2,036	14,828	1,220	8,412	9,115	6,472	6,625	11,450	6,536			73,472	6,896	59,329	68,611	5,718
Stop Loss Premiums	104,348	105,261	108,245	107,933	103,712	103,362	104,699	99,246	106,420	103,099			1,046,325	103,380	1,017,027	1,211,263	100,939
Stop Loss Claims	-	(22,123)	-	-	(67)	-	-	-	-	-			(22,190)	(35,993)	(31,218)	(440,948)	(36,746)
Life Insurance Premiums	8,250	8,188	8,240	9,187	9,203	9,170	8,969	9,043	9,028	8,999			88,277	9,419	125,000	149,754	12,480
Pinnacle	13,309	13,579	13,580	13,526	13,471	13,508	13,490	13,111	13,291	13,327			134,192	13,310	130,419	155,949	12,996
Blue Cross	13,835	13,895	13,994	13,975	13,875	13,955	13,954	13,558	13,696	13,716			138,453	13,759	136,678	163,337	13,611
Benefits Consultant	12,083	12,083	12,084	12,083	12,083	12,084	12,083	12,083	12,084	12,083			120,833	12,083	118,252	142,419	11,868
Employee Assist. Program	4,537	4,537	4,740	4,740	4,740	4,740	4,740	4,740	4,740	4,740			46,994	4,207	18,373	21,865	1,822
Preferred Chiropractors	871	875	881	880	874	879	878	854	863	864			8,719	871	8,908	10,645	887
TeleDoc	2,474	2,485	2,503	2,499	2,481	3,426	2,996	2,715	4,888	5,079			31,546	3,040	25,297	30,232	2,519
Other Expenses	2,206	1,026	977	68	1,031	1,018	982	950	955	971			10,184	1,014	20,604	22,588	1,882
ACA Fees	-	-	-	-	-	-	3,690	-	-	-			3,690	308	3,750	3,750	313
Total Expenses	975,780	526,099	657,774	630,188	624,200	897,124	691,810	846,499	629,714	700,467	-	-	7,179,655	733,386	7,397,632	9,018,612	751,551
Current Fund Activity (net)	(29,144)	400,946	188,755	301,612	305,734	51,943	(119,835)	(11,697)	199,338	217,907	-	-	1,505,558	145,041	1,334,080	1,569,019	130,752
Ending Fund Balance	5,464,765	5,865,711	6,054,466	6,356,077	6,661,811	6,713,754	6,593,919	6,582,222	6,781,560	6,999,467	6,999,467	6,999,467	6,999,467				
<u>Enrollment</u>																	
Employee only-Traditional	247	256	256	259	258	260	257	247	251	253				251		250	
High-Deduct	79	84	86	87	84	86	87	86	89	88				83		76	
Family coverage-Traditional	337	321	322	320	318	318	320	311	311	311				326		348	
High-Deduct	34	41	41	38	39	39	39	39	39	39				38		36	
Dental coverage only	42	54	49	47	49	47	46	45	48	49				46		40	
Temp/On Call Plan	-	-	-	-	-	-	-	-	-	-				0		0	
Total employees enrolled	739	756	754	751	748	750	749	728	738	740	-	-	743		750		
Average contributions per employee	1,281	1,226	1,123	1,241	1,243	1,265	764	1,147	1,123	1,241				1,182		1,176	
Average expenses per employee	1,320	696	872	839	834	1,196	924	1,163	853	947				987		1,002	

Estimated # months funded: 9.5

BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Finance
Agenda Item #: 20A5	Director: Chris Erwin
Subject: Non-Competitive Procurements	Officer: Jay Zapata

Background

The information presented below is intended to keep the Committee apprised of any procurements made through a non-competitive procurement process. In accordance with the Accounting Policies and Procedures Manual, Non-competitive Procurements are “special purchasing circumstances, in which competitive bids are not obtained. Non-competitive procurement (purchases and contracts) is only permissible in the following circumstances (2 CFR 200.320[f]):

- An emergency exists that does not permit delay.
- Only one source of supply is available.
- If the awarding Agency expressly authorizes non-competitive proposals in response to a written request from the Agency.
- Or after solicitation of several sources, competition is determined to be inadequate.

The key requirement for using non-competitive procurement is that the other procurement methods are not feasible and one of the above circumstances exists.” A report on the non-competitive procurement awards will be made to the Board of Commissioners.

The Agency also follows the following guidelines:

- Purchases from \$10,000 to \$150,000 require three written quotes and may be approved by the CEO.
- Purchases over \$150,000 require a formal bid and approval from the Board.
- Purchases over \$10,000 without quotes or bids must be disclosed to the Board.

Vendor	Purpose	Amount	Justification
N/A	October 2023 reporting period	N/A	N/A



PROGRAM PLANNING AND EVALUATION COMMITTEE
1920 Mariposa Street, Suite 310
Fresno, CA 93721
November 27, 2023
12:00 p.m.

MINUTES

1. CALL TO ORDER

Amy Arambula, Chair, called the meeting to order at 12:08 p.m.

2. ROLL CALL

Roll was called and a quorum was established.

Committee Members:

Amy Arambula
Alena Pacheco
Sherry Neil

Staff:

Emilia Ryes
Michelle L. Tutunjian
Karina Perez
Jack Lazzarini
Misty Gattie-Blanco
Andy Arredondo
Shawn Riggins
Greg Streets

Joseph Amader
Jane Thomas
Fen Westphal
Patrick Turner
Susan Lopez
Sandy Lomelino
Elionora Vivanco
Ana Medina

Teleconference (T):

N/A

Absent:

Robert Pimentel
Linda Hayes

3. APPROVAL OF SEPTEMBER 25, 2023 MINUTES

A. September 25, 2023 Program Planning and Evaluation Committee Meeting Minutes

Public Comments: None heard.

Motion by: Neil **Second by:** Pacheco

Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.

Nays: None

4. HEALTH SERVICES

A. Early Childhood Wraparound Services Grant

Jane Thomas, Health, and Dental Services Director provided an overview of the Early Childhood Wraparound Services grant application submitted on October 6, 2023, in the amount of \$1,500,000 to the California Department of Health Care Services.

Commissioner Pacheco inquired about the Parents as Teachers curriculum and asked if it was new to the program. Thomas stated that it is a new program for Health Services.

Committee Chair Arambula inquired if training will be provided to each Case Manager. Thomas confirmed that training will be provided to staff.

Public Comments: None heard.

Motion by: Pacheco Second **by:** Neil

Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.

Nays: None

B. Rural Education and Development for Youth (READY) Agreement

Thomas provided an overview of the Rural Education and Development for Youth renewal agreement with the University of California, San Francisco in the amount of \$345,100 for a 12-month period beginning July 1, 2023.

Committee Chair Arambula inquired regarding the budget category “other” and asked what those funds covered and how they are to be used. Thomas stated the funds will be used for rent, phone, and internet services.

Public Comments: None heard.

Motion by: Neil **Second by:** Pacheco

Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.

Nays: None

C. Fresno HOPE Pathways Community HUB Grant

Thomas provided an overview of the Fresno HOPE Pathways Community HUB grant submitted on November 15, 2023, in the amount of \$325,000 to the Fresno Community Health Improvement Partnership.

Committee Chair Arambula inquired how the program will conduct outreach. Thomas stated they are contracting with multiple partners and utilizing CAP60’s client list.

Commissioner Pacheco inquired if the project begins on December 15, 2023, and if staff have already been trained. Thomas stated and confirmed that staff have been trained.

Thomas stated this program is open to all clients whether they are insured or uninsured.

Public Comments: None heard.

Motion by: Pacheco Second **by:** Neil

Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.

Nays: None

5. ENERGY SERVICES

A. 2024 Low-Income Home Energy Assistance Program Contract

Joseph Amader, Energy Services Director, provided an overview of the 2024 Low Income Home Energy Assistance Program contract with the State of California, Department of Community Services and Development in the amount of \$8,368,217, beginning November 1, 2023.

Committee Chair Arambula inquired regarding the emergency heating and cooling. Amader stated they provide temporary electric heating and cooling for clients that are in need.

Public Comments: None heard.

Motion by: Neil **Second by:** Pacheco
Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.
Nays: None

B. 2023 Low Income Home Energy Assistance Program Agreement Amendment 2

Amader, provided an overview of the 2023 Low Income Home Energy Assistance Program Amendment 2, with the State of California, Department of Community Services and Development, reflecting an increase in the amount of \$10,237,715.

Emilia Reyes, Chief Executive Officer, recommended that due to having three overlapping LIHEAP contracts and to ensure we are spending all funds for each agreement, these items would go to the Finance Committee Meeting.

Public Comments: None heard.

Motion by: Pacheco **Second by:** Neil
Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.
Nays: None

6. **LOCAL CONSERVATION CORPS**

A. 2023-2024 YouthBuild AmeriCorps Education Subgrantee Award

Shawn Riggins, Local Conservation Corps Director, provided an overview of the 2023 -2024 YouthBuild AmeriCorps Education Subgrantee agreement with YouthBuild USA in the amount of \$200,000 for a 12-month period.

Committee Chair Arambula inquired regarding the education award amounts and hours for full-time and half-time members. Riggins stated the award amounts per hours for each member was a typo and would be modified before full board consideration.

Public Comments: None heard.

Motion by: Neil **Second by:** Pacheco
Ayes: Amy Arambula, Sherry Neil, and Alena Pacheco.
Nays: None

7. **SANCTUARY & SUPPORT SERVICES**

A. Project HOPE Bridge Housing Update

Misty Gattie-Blanco, Sanctuary Director, provided an update on the Project HOPE Bridge Housing for the month of October.

Public Comments: None heard.

No action required.

8. **TRAINING AND EMPLOYMENT**

A. Workforce Connection Young Adult Program – Urban East Project

Patrick Turner, Training & Employment Services Director, provided a detailed overview of the Workforce connection Young Adult Programs- Urban East Project and its transition along with data of the Local Performance Outcomes measures for the program.

Public Comments: None heard.

No action required.

9. SCHOOL OF UNLIMITED LEARNING (SOUL)

A. Program Dashboard and Impact Report

Susan Lopez, School of Unlimited Learning Principal, provided a detailed overview of the SOUL Program Dashboard and Impact Report for the school year 2022-2023.

Public Comments: None heard.

No action required.

10. PROGRAM PLANNING & DEVELOPMENT

A. Grant Tracker

Ana Medina, Program Planning & Development Director, provided an update on the Grant Tracker for the month of November 27, 2023.

Public Comments: None heard.

No action required.

11. OTHER BUSINESS

Public Comments: None heard.

No action required.

12. PUBLIC COMMENTS

None heard.

13. ADJOURNMENT

The meeting was adjourned.

Respectfully submitted,

Amy Arambula
Committee Chair



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Training & Employment – Valley Apprenticeship Connections
Agenda Item #: 20B2	Director: Patrick Turner
Subject: Good Jobs Challenge Subrecipient Agreement	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Good Jobs Challenge Subrecipient Agreement from the Fresno Area Workforce Investment Corporation in the amount of \$333,600 for a 42-month period beginning December 1, 2023.

Background

Valley Apprenticeship Connections (VAC) has conducted paid work experience internships and introduction to construction for this past year for Multi-Craft Core Curriculum (MC3) participants who are being prepared for employment by the Fresno Regional Workforce Development Board.

The following services will be provided by VAC under this agreement.

1. Recruit
 - A. Assist the Fresno Regional Workforce Development (FRWDB) in recruiting a pool of prospective trainees to achieve a maximum of 20 trainees to enroll in the ValleyBuild Apprenticeship Readiness program.
2. Refer
 - A. Refer all prospective trainees to register at the www.valleybuild.net website.
3. Soft Skills Training
 - A. Provide soft skills training at the request of the FRWDB.
4. Hard Skills Training – Introduction to MC3 Program
 - A. Provide a maximum of 20 trainees with an introduction to Apprenticeship Readiness Program for three weeks.
 - B. Provide trainees with ongoing physical fitness training during the period that VAC is providing training.



Fiscal Impact

This funding will support personnel and operating expenses totaling \$303,295, and Indirect \$30,305. No match is required.

Conclusion

If approved by the full Board, the funding will help serve an additional 144 low-income individuals with employment skills and training.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Local Conservation Corps
Agenda Item #: 20B3	Director: Shawn Riggins
Subject: CalFIRE Greater Sierra Forestry Corps Contractor Agreement	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends ratification for full Board consideration of the Greater Sierra Forestry Corps (formerly Central Valley Forestry Corps) contractor agreement from the Fresno Regional Workforce Development Board in the amount of \$150,000 for a project period from September 5, 2023 to December 31, 2025.

Background

The Greater Sierra Forestry Corps (GSFC) developed by the Fresno Regional Workforce Development Board (FRWDB), is a best-practice model to recruit, train, provide work experience, and link residents to quality entry-level jobs in the forestry sector.

Through a partnership with Reedley College, the Local Conservation Corps (LCC), Mother Lode Job Training, Columbia College, Sierra Resource Management, and Associated California Loggers, the program seeks to continue and expand this best practice model to provide valuable forestry training to residents in Fresno County and up to the Mother Lode region in Amador, Calaveras, Mariposa, and Tuolumne counties.

The need for a well-equipped workforce to manage, suppress, or sustain fuels in this region is vital. The GSFC will train, equip, and empower the next generation of forestry and fuels management workers to help mitigate the growing concerns around wildland fire behavior and maintain the ongoing need for fuels management.

Under this agreement LCC commits to the following:

- Program outreach and recruitment.
- Supervision of program participants in the GSFC program in Fresno County.
- Industry-based training and certificates, including safety and tools training.
- Employer of Record services during work experience.
- Collaboration with FRWDB and partners for the duration of the program.

Fiscal Impact

This funding will support salaries for several LCC staff members and operating expenses. No match is required.

Organization Name		Fresno EOC LCC				
Grant Name		CalFire, Round #2				

Line Item	Budget Line Item	Project Funds	Leveraged Funds (Match)	Total Project Budget	Source of Leveraged Funds	Type of Leveraged Funds
A.	Staff Salaries	\$43,297.47		\$43,297.47		
B.	Payroll Taxes	\$8,315.71		\$8,315.71		
C.	Staff Benefits	\$15,048.82		\$15,048.82		
D.	Staff Benefit Rate	34.76%				
E.	Staff Travel	\$0.00		\$0.00		
F.	Operating Expenses	\$1,000.00		\$1,000.00		
G.	Furniture and Equipment					
G1	Small Purchase*	\$0.00		\$0.00		
G2	Equipment Purchase*	\$0.00		\$0.00		
G3	Leased Equipment*	\$0.00		\$0.00		
H.	Consumable Testing & Instructional Materials	\$0.00		\$0.00		
I.	Training Tuition Payments/Vouchers**	\$67,102.00		\$67,102.00		
J.	On-the-Job Training	\$0.00		\$0.00		
K.	Participant Wages and Fringe Benefits	\$0.00		\$0.00		
L.	Participant Support Services	\$0.00		\$0.00		
M.	Contractual Services*	\$0.00		\$0.00		
N.	Subrecipient*	\$0.00		\$0.00		
O.	Indirect Costs***	\$13,636.00		\$13,636.00		
P.	Other	\$1,600.00		\$1,600.00		
Q.	TOTAL FUNDING	\$150,000.00	\$0.00	\$150,000.00		
					Total Project Funds	\$150,000.00
					Administrative Costs	\$6,818.00
					Program Costs	\$143,182.00

Conclusion

If approved by the full Board, the funding will train 30 community members in an industry of need and aligns with the agency's goals of assisting low-income individuals to become self-sufficient.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Health Services
Agenda Item: 20B4	Director: Jane Thomas
Subject: Public Awareness and Community Outreach Campaign Services Grant – Amendment 1	Officer: Jack Lazzarini

Recommended Action

The Program Planning and Evaluation Committee recommends acceptance for full Board consideration of the Public Awareness and Community Outreach Campaign Services Grant Agreement Number OCPSC22140, Amendment 1 to \$312,500. This Amendment reflects an increase of \$62,500, changing the maximum amount of this Agreement from \$250,000 to \$312,500 for a project period from May 1, 2023 to June 30, 2024.

Background

The Board approved the Public Awareness and Community Outreach Campaign Services grant application to the Governor's Office of Planning and Research, Office of Community Partnerships and Strategic Communications (OCPSC) at the May 10, 2023, meeting, Agenda Item 12-B7.

The grant originally approved from May 1, 2023, to March 31, 2024, is extended by Amendment 1 to June 30, 2024. As a result of the increase in funding and extension of project end date, Health Services will be able to conduct outreach activities on topics such as COVID-19, extreme heat, and water conservation to an additional 1,568 individuals via workshops, phone banking, trainings, and events, as well as 1,675 individuals via social media posts, PSAs, flyers, mailings, and newsletters.

Fiscal Impact

The additional funding will support personnel, benefits, operating and indirect expenses.

Conclusion

If approved by the full Board, the additional funding will allow Health Services to conduct outreach activities on COVID-19, extreme heat, and water conservation to 3,243 low-income individuals throughout Fresno County.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Energy Services
Agenda Item: 20B5	Director: Joseph Amader
Subject: 2021 Housing Rehabilitation and Home Repair Program – Onsite Monitoring Visit	Officer: Jack Lazzarini

Background

The information presented is intended to keep the Board apprised of Energy Services' Community Development Block Grant (CDBG) funding through the City of Fresno. On October 25, 2023, the City of Fresno conducted an onsite monitoring of the Program Year (PY) 2021-2022 Housing Rehabilitation and Home Repair Program, as part of the City of Fresno's responsibility to the U.S. Department of Housing and Urban Development (HUD).

The purpose of this monitoring visit was to ensure that our program is in compliance with the lead-based paint (LBP) regulations and to identify areas for improvement. We are pleased to report that the monitoring did not result in any findings of concern and only resulted in three key recommendations to improve the scope of work and project files related to new forms incorporated by HUD after our project commenced, these recommendations are listed below.

1. Include the *Lead Safe Housing Requirements Form* (attached) or a similar form in the project files to separately track and document lead exemptions and reduction requirements.
2. Please make sure to incorporate Lead Safe Work practices and Interim Controls requirements into the scope of work when addressing LBP reduction repairs. As an example, the following language can be included:

"Contractor shall use lead safe work practices and perform interim controls on lead hazards as required by the EPA's RRP (Renovation, Repair & Paint) rule."

3. Include the Lead Hazard Finance Worksheet (attached) or a similar form in the project files to show calculations of how the level of rehab assistance was determined. This will help ensure transparency and compliance with lead hazard reduction regulations.

LEAD SAFE HOUSING REQUIREMENTS SCREENING AND REDUCTION REQUIREMENTS

Project No: _____

Owner(s) Name: _____

Project Address: _____

Date of Inspection: _____ Time of Inspection: _____

Housing Rehabilitation Specialist: _____

Year of Build: _____ Number of Children Under 6 YR's Old: _____

Locations of Defective Paint

Type of Inspection: _____

Exterior: _____

Interior: _____

DESCRIPTION OF ABATEMENT AND/OR TREATMENT:

LEAD SAFE HOUSING SCREENING

1. Was the construction of the subject building completed on or after January 1, 1978?

() YES () NO

If Yes, STOP HERE; this part is completed. If No, PROCEED.

2. Is this property a Single Room Occupancy Dwelling Unit, a residential property designated exclusively for persons with disabilities or the elderly; where a child under six years old is not expected to reside?

() YES () NO

If Yes, STOP HERE; this part is completed. If No, PROCEED.

3. Has this property been inspected in accordance with §35.1320(a) and found not to have lead based paint?

() YES () NO

If Yes, STOP HERE and attach a copy of the inspection report; this part is now completed. If No, PROCEED.

4. Has all LBP been removed, interim controlled or abated and LBP clearance for the property achieved?

() YES () NO

If Yes, STOP HERE and attach a copy of the clearance report; this part is now completed. If No, PROCEED.

5. Is this rehabilitation which will not disturb a painted surface?
[See §35.1350(d)]

() YES () NO

If Yes, STOP HERE; this part is completed. If No, PROCEED to the number below, associated with the level of Federal rehabilitation assistance applicable to this project.

6. Are the average Federal funds for the hard costs of rehabilitation per unit limited to \$5,000 or less?

() YES () NO

If Yes, conduct paint testing per Sec. 35.930(a)(1) and implement safe work practices per § 35.930(a)(2) OR presume LBP and implement safe work practices. Conduct a clearance examination, per §35.930(b)(3) after rehabilitation. Attach a copy of the paint test (if applicable) and clearance examination reports, after completion.

7. Are the average Federal funds for the hard costs of rehabilitation per unit more than \$5000 but not exceeding \$25,000?

() YES () NO

If Yes, conduct paint testing per Sec. 35.930(c)(1) and a risk assessment per Sec. 35.930(c)(2); perform interim controls per Sec. 35.1330 (see Sec. 35.930(c)(3)) OR presume LBP and/or hazards present and use standard treatments on all repairs per Sec. 35.120(a). Conduct a clearance examination per Sec. 35.930(b)(3) after rehabilitation. Attach a copy of the paint test and risk assessment, and clearance examination reports, after completion.

8. Are the average Federal funds for the hard costs of rehabilitation per unit more than \$25,000?

() YES () NO

If Yes, conduct paint test and perform a risk assessment per §35.930(d)(2), or presume LBP. Abate all LBP hazards identified by the paint test or risk assessment conducted and any LBP hazards created as a result of the rehabilitation work, in accordance with §35.1325, except that interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation. Conduct a clearance examination per Sec. 35.930(b)(3) after rehabilitation. Attach a copy of the paint test and risk assessment, and clearance examination reports, after completion.

***Notes: If Federal rehabilitation assistance under the HOME program is used, recipient shall require property owner to incorporate ongoing LBP maintenance activities into regular building operations, per Sec. 35.1355(a) (see Sec. 35.935). Also, there are notification requirements for all rehabilitation activities: Lead Hazard Information Pamphlet, disclosure of known LBP hazards, and notices of lead hazard evaluation/reduction activity (see Sec. 35.910).**

Preparers Signature and Date: _____

LEAD HAZARD FINANCE WORKSHEET

Name:	Telephone Number:
Project Address:	Owner's Address: Same
Rehabilitation Specialist:	Grant Amount: \$
Finance Specialist:	Loan Amount: -0-

HARD COSTS	<=\$5,000	\$5,000-\$25,000	>\$25,000
Approach to Lead Hazard Evaluation and Reduction	1. Do no harm.	2. Identify and control lead hazards	3. Identify and abate lead hazards
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	Paint Testing of surfaces to be disturbed by rehabilitation	Paint Testing of surfaces to be disturbed by rehabilitation Risk assessment	Paint Testing of surfaces to be disturbed by rehabilitation Risk assessment
Lead Hazard Reaction	Repair surfaces disturbed during rehabilitation Safe work practices Clearance of work site	Interim Controls Safe work practices Clearance of unit	Abatement Safe work practices Clearance of unit
Options	Presume lead-based paint Use safe work practices on all surfaces	Presume lead-based paint and/or hazards Use standards treatments	Presume lead-based paint and/or hazards Abate all applicable surfaces
	0-\$5,000	\$5,001-25,000	\$25,000+
Negotiated Contract Amount (Hard Costs)	\$	\$	\$
Lead Hazard Evaluation and reduction costs	\$	\$	\$
Soft Costs (Inspection fees, title, credit, etc.)	\$	\$	\$
Relocation Costs	\$	\$	\$
Total Project Costs (sum of above)	\$	\$	\$
Total Grant Funds	\$	\$	\$

Prepared by: _____ Reviewed by: _____



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Sanctuary and Support Services
Agenda Item: 20B6	Director: Misty Gattie-Blanco
Subject: Fresno County Department of Social Services Program Review	Officer: Jack Lazzarini

Background

The information presented is intended to keep the Board apprised of the Program Review (PR) results and corrective action plan.

The Fresno County Department of Social Services completed a PR on November 1, 2023, for the Youth Bridge Housing Agreement.

The PR included an examination of program records, agency and program policies and procedures, employee files and other documents to ensure compliance with the Fresno County contract.

The Letter received on November 27, 2023, noted no deficiencies or findings, but does outline one recommendation which includes implementation of a quality assurance procedure to proactively confirm completeness of program client files.

No Corrective Action is required as there were no findings, however, a procedure for file audits has been implemented to ensure completeness of client files.



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Sanctuary and Support Services
Agenda Item #: 20B7	Director: Misty Gattie-Blanco
Subject: Project HOPE Bridge Housing Update	Officer: Jack Lazzarini

Background

The information presented is intended to keep the Board apprised of the eight (8) rooms for Project HOPE Bridge Housing located at N Street, funded by the City of Fresno and Fresno City College.

2023 Month	No. of Households* Entered Project	No. of Individuals Entered Project			No. of Households* Exited Project	No. of Individuals Exited Project
		Ages 18 – 24	Over Age 25	Under Age 18		
January	6	4	2	4	3	3
February	9	4	5	2	6	10
March	4	3	1	2	3	3
April	3	0	3	2	4	8
May	5	3	2	2	8	10
June	4	0	5	4	2	2
July	2	1	1	0	2	2
August	6	2	4	0	5	10
September	3	1	2	0	4	6
October	7	2	6	2	8	11
November	3	1	2	0	3	3

**Households can include a single individual adult; more than one adult; and/or adults with children.*



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Program Planning & Development
Agenda Item: 20B8	Director: Ana Medina
Subject: Grant Tracker	Officer: Jack Lazzarini

Background

The information presented in the Grant Tracker is intended to keep the Board apprised of program grant activity for Fresno EOC.

Fresno County Economic Opportunities Commission
Grant Tracker 2023
Monday, December 18, 2023

2023 AWARDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	Amount Awarded
9/27/2023	Sanctuary and Support Services - Homeless Services	Better Together Giving	PG&E	\$2,000	Support the 30th Annual Making Spirits Bright event	N/A	11/20/2023	TBA
8/15/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	Population-Based Community Needs Assessment	County of Fresno	\$25,000	Funding will support a community needs assessment for LGBTQ youth and LGBTQ foster youth.	8/28/2023	TBA	\$25,000
8/31/2023	Sanctuary and Support Services - Homeless Services	Homeless Housing Assistance and Prevention Program	City of Fresno	\$139,429	Funding will support operating costs for shelters, service coordination, and street outreach.	8/28/2023	10/12/2023	\$139,429
6/23/2023	Sanctuary and Support Services - CVAHT	Sisters of the Presentation Grant	Sisters of the Presentation	\$25,000	Will support therapy for CVAHT clients and emergency shelter through the form of hotel vouchers, as well as, increased outreach efforts to identify victims of human trafficking.	6/26/2023	10/13/2023	\$25,000
N/A	Training and Employment - Valley Apprenticeship Connections (VAC)	RWD ValleyBuild	Fresno Regional Workforce Development Board	\$57,266	Will provide paid work experience for 22 trainees enrolled in ValleyBuild Apprenticeship Readiness program.	N/A	10/5/2023	\$57,266
10/23/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	LGBTQ+ Pop-up Groups for Suicide Prevention	County of Fresno - DBH	\$20,000	One-year extension of funding to support 20 Pop Up events for LGBTQ+ youth and adults. This funding will help build support systems, guide participants to resources, and help create a safe space while promoting wellness.	N/A	9/20/2023	\$20,000
5/25/2023	Advance Peace	Community Based Violence Intervention and Prevention	Bureau of Justice Assistance	\$2,000,000	Will fund comprehensive case management, LifeMAP stipends, and transformative travel expenses for youth adults at the center of gun violence.	6/26/2023	TBA	\$2,000,000
6/13/2023	Sanctuary and Support Services - CVAHT	Integrated Services for Minor Victims of Human Trafficking	Office for Victims of Crime	\$618,230	Will provide comprehensive case management support for minor victims of human trafficking of all forms.	5/22/2023	10/1/2023	\$618,230
5/3/2023	Training and Employment - Valley Apprenticeship Connections (VAC)	Construction Apprenticeship Program	County of Fresno	\$258,720	Will provide for job training and industry-required certifications for adults who are reentering into society, creating a pathway to a sustainable career in construction.	6/26/2023	6/23/2023	\$255,305
5/22/2023	Training and Employment - Summer Youth Internship Program	Year Round Internship Program	Wells Fargo	\$20,000	To pay 5 interns their wages.	7/24/2023	6/12/2023	\$20,000
4/10/2023	Health Services - AFLP	AFLP 2023	CA Dept of Public Health	\$2,010,000	Funding for AFLP for the next 3 years.	3/27/2023	5/30/2023	\$1,644,525
3/3/2023	Food Services - Food Distributions	Food for Life Initiative - Food Distribution	Kaiser Permanente	\$25,000	Food distribution in rural areas.	3/27/2023	5/24/2023	\$25,000
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Urban East)	Department of Labor	\$891,800	Continued funding for Workforce Connection in 2023-24.	3/27/2023	TBA	\$891,800

2023 AWARDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	Amount Awarded
4/10/2023	Health Services	Public Awareness and Community Outreach Campaign Services	Governor's Office of Planning and Research	\$250,000	Community health outreach for the State of California on COVID-19, water conservation, and extreme heat.	3/27/2023	5/8/2023	\$250,000
11/1/2022	Sanctuary and Support Services - CVAHT	Slave 2 Nothing	Slave 2 Nothing Foundation	\$30,000	CVAHT Emergency Apartment.	4/18/2023	4/1/2023	\$30,000
7/13/2022	Health Services - African American Coalition	Covid Disparities Grant	Fresno County	\$1,000,000	To provide COVID testing and vaccinations to priority population.	N/A	TBA	\$500,000
2/6/2023	LCC - YouthBuild	YouthBuild Fresno	Department of Labor	\$1,500,000	YouthBuild employment and training program.	5/22/2023	TBA	\$1,500,000

2023 NOT AWARDED								
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice	
9/18/2023	LCC - Local Conservation Corps (LCC)	California Community Reinvestment Grants (CalCRG) Program	Governor's Office of Business and Economic Development (GO-Biz)	\$900,000	Advancing economic justice for individuals directly impacted by the War on Drugs.	8/28/2023	5/31/2024	
5/11/2023	Sanctuary and Support Services - CVAHT	Services for Victims of Human Trafficking	Office for Victims of Crime	\$1,212,980	Will increase support for labor and sex trafficking victims, and increase trainings/public awareness campaigns.	5/22/2023	9/30/2023	
11/1/2023	Food Services - Food Distributions	Walmart Local Community Grants	Walmart	\$5,000	Funding food distributions for 2023.	7/24/2023	12/31/2023	
11/1/2023	EOC Other	Walmart Local Community Grant	Walmart	\$5,000	Funds food for community members attending Transform Fresno Artfest event.	N/A	12/31/2023	
8/31/2023	Health Services - Dental Care for Kids	Wonderful Community Grants	Wonderful Pistachios	\$100,000	Dental outreach in Mendota.	8/28/2023	10/31/2023	
7/10/2023	Advance Peace, Training and Employment - Other	Helping Justice-Involved Reenter Employment (HIRE)	California Workforce Development Board	\$850,960	To provide justice-involved individuals with employment services	5/22/2023	9/30/2023	
6/21/2023	Foster Grandparent Program	Advancing Innovation in Aging	Next 50 Initiative	\$513,800	Will support basic digital literacy courses for low-income older adults in rural and urban areas in Fresno County.	6/26/2023	10/15/2023	
7/31/2023	Sanctuary and Support Services - Homeless Services	Runaway and Homeless Youth Prevention Demonstration Program	Health and Human Services	\$300,000	Funding comprehensive services for youths at risk of homelessness and their families.	8/28/2023	10/13/2023	
4/11/2023	Health Services - African American Coalition	Racial and Ethnic Approaches to Community Health (REACH)	CDC	\$1,000,000	Programs in Physical Activity, Nutrition, Breastfeeding, and Vaccinations.	3/27/2023	9/6/2023	
11/1/2023	Head Start 0 to 5	Walmart Local Community Grant	Walmart	\$5,000	Funding for Head Start in-service meeting.	N/A	12/31/2023	
6/30/2023	Health Services - Dental Care for Kids	Community and Care Transformation Initiative	CareQuest Institute for Oral Health	\$125,000	Hiring a case manager for dental referrals and clinical linkages.	7/24/2023	9/20/2023	
2/13/2023	Sanctuary and Support Services - CVAHT	Stop the Hate: Services for Survivors and Prevention	California Department of Social Services	\$800,000	Will provide support for LGBT victims of hate crimes, fund hate prevention workshops, and increase awareness of resources for low-income areas. □	3/27/2023	7/31/2023	
6/6/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	Youth Suicide Prevention Media and Outreach Campaign	Sierra Health Foundation	\$500,000	Will serve youth and practice ongoing youth engagement in leadership; prioritize public health solutions; develop suicide prevention strategies and messaging, collaborate with other	5/22/2023	7/28/2023	

2023 NOT AWARDED

Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
6/30/2023	Sanctuary and Support Services - CVAHT	Domestic Victims of Human Trafficking Services and Outreach Program	Office on Trafficking in Persons	\$300,000	To build and expand community capacity to deliver services to adult and minor victims of human trafficking.	8/22/2023	10/1/2023
2/6/2023	Health Services - Dental Care for Kids	ComPASS Program	National Institutes of Health	\$9,827,841	Implementation of a data system and support from community health workers to connect families in the SBSP program to needed services.□	3/27/2023	5/31/2023
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Urban West)	Department of Labor	\$891,800	Continued funding for Workforce Connection in 2023-24.□	3/27/2023	TBA
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Rural East)	Department of Labor	\$446,880	Continued funding for Workforce Connection in 2023-24.□	3/27/2023	TBA
2/24/2023	Training and Employment - Workforce Connection Young Adult Program	Fresno Regional Workforce Development Board 23-24 (Rural West)	Department of Labor	\$433,160	Continued funding for Workforce Connection in 2023-24.□	3/27/2023	TBA
2/21/2023	Sanctuary and Support Services - LGBTQ+ Resource Center	PPIR Initiative	California Department of Public Health	\$1,200,000	Will increase access for HIV diagnosis and treatment for low-income LGBT folks in Fresno through HIV screening, increase LGBT Competency Trainings for medical providers, and provide ongoing client support. □	3/27/2023	TBA
3/13/2023	Health Services - African American Coalition	Thriving Families Partnerships (AAC)	First 5 Fresno County	\$120,000	Vaccine clinic, home visits, community outreach and awareness.□	3/27/2023	4/28/2023
3/13/2023	Women, Infants, and Children (WIC)	Thriving Families Partnerships (WIC)	First 5 Fresno County	\$120,000	Hiring a referral coordinator to connect WIC participants with other needed resources and services.□	3/27/2023	4/28/2023
3/3/2023	Health Services - Dental Care for Kids	Pioneering Ideas: Exploring the Future to Build a Culture of Health	Robert Wood Johnson Foundation	\$2,258,348	Implementation of a data system and support from community health workers to connect families in the SBSP program to needed services.□	3/27/2023	TBA
3/1/2023	Health Services - African American Coalition	Vaccine Uptake Grant	National Council on Aging	\$150,000	Vaccine clinic, home visits, community outreach and awareness.□	3/27/2023	3/8/2023
2/13/2023	Health Services	INCHES Initiative	Central Valley Community Foundation	\$130,000	To participate in the CVCF Inches Initiative.	3/27/2023	TBA
4/29/2022	Health Services - African American Coalition	Access Plus Capital	Cal Money Smart	\$131,974	COVID-19 vaccinations and testing	N/A	TBA
9/2/2022	Health Services - African American Coalition	Together We CAN Grow	Bristol Myers Squibb	\$750,000	COVID-19 vaccinations and testing	N/A	TBA

PENDING GRANTS

Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
Grants In Progress							
TBA	Transit Systems	Volkswagen Environmental Mitigation Trust for California	Volkswagen	TBA	Replacing current transit vehicles with electric vehicles.	N/A	TBA
1/31/2024	LCC - Local Conservation Corps (LCC)	Costa Earmark	Congressman Jim Costa, CA-21st District	\$500,000	This will fund vehicle and heavy equipment for in-the-field student learning.	N/A	TBA

PENDING GRANTS							
Due Date	Program	Name	Funder	Amount Requested	Summary	Board Report Date	Date of Notice
1/16/2024	Health Services - AFLP	2024-25 Title X Family Planning Services	Essential Access Health	\$500,000	Title X funding is awarded to subrecipients across the nation to provide low-income women and men below 250% of poverty with quality sexual and reproductive health care services.	N/A	2/5/2024
2/27/2024	Training and Employment - Valley Apprenticeship Connections (VAC)	Career Skills Training	Department of Energy	\$1,000,000	Funding for job training to gain industry-recognized certifications in energy efficiency sector.	N/A	2/20/2024
Grants Submitted							
9/28/2023	Sanctuary and Support Services - Homeless Services	FY23 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants	US Department of Housing and Urban Development	TBA	To quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness;and to promote access to and effective utilization of mainstream programs by those experiencing homelessness.	N/A	TBA
10/6/2023	Health Services	Early Childhood Wraparound Services	CA Dept of Health Care Services	\$1,500,000	Funding for childhood wraparound services, could include home visitation or prenatal care.	8/28/2023	1/31/2024
9/15/2023	Training and Employment - Summer Youth Internship Program	US Bank Letter of Interest	US Bank	\$75,000	Funding salaries for interns.	N/A	TBA
8/18/2023	Foster Grandparent Program	Outreach and Education/Training Services for Access to Technology Program	Fresno County DSS	\$786,543	Funding will provide education, digital literacy training, and ongoing technical support for older adults.	8/28/2023	TBA
8/16/2023	Foster Grandparent Program	Advancing Equity in Aging	Next 50 Initiative	\$97,050	Funding will provide support to organizations who serve historically marginalized older adults.	8/28/2023	TBA
8/7/2023	Food Services - Food Distributions	Sierra Grant Program	Bank of the Sierra	\$5,000	Funding food distributions for 2023.	7/24/2023	10/7/2023
8/8/2023	Food Services - Food Distributions	Costco Charitable Giving Grant	Costco Wholesale	\$7,500	Funding food distributions for 2023.	7/24/2023	9/18/2023
11/1/2023	Sanctuary and Support Services - CVAHT	Slave 2 Nothing Grant	Slave 2 Nothing Foundation	\$45,000	Funding will support low-barrier emergency housing for victims of human trafficking.	N/A	5/3/2024
11/15/2023	Health Services	Fresno HOPE	Fresno HOPE Pathways Community Hub	\$325,000	Funding will support care coordination agencies employing community health workers, utilizing the Pathways Community HUB Institute™ Model.	11/27/2023	11/24/2023
9/8/2023	LCC - Local Conservation Corps (LCC)	CCC Non-Residential Grant	California Conservation Corps	\$24,000	Funding will support training and job-readiness for corps members.	N/A	TBA
7/31/2023	LCC - Public Lands Conservation and Maintenance	Costa Earmark Request	Congressman Costa	\$500,000	Funding to purchase heavy equipment that will be used on public lands/forestry projects.	8/28/2023	TBA
7/28/2023	Health Services - Dental Care for Kids	UniHealth Foundation LOI	UniHealth Foundation	\$2,258,348	Implementation of a data system and support from community health workers to connect families in	8/28/2023	9/30/2023
6/27/2023	Health Services - Community Health Center	Community-Based Approaches to Reducing Sexually Transmitted Diseases	CDC	\$325,000	STI Testing on Community College Campuses, and free transportation to clinic if treatment is needed.	5/22/2023	8/31/2023
6/13/2023	Training & Employment	One Fresno Youth Jobs Corps Program Worksites	City of Fresno	\$300,000	Provision of work experience for Fresno youth.	6/26/2023	10/13/2023

AUDIT COMMITTEE MEETING
August 17, 2023
12:00 PM

MINUTES

1. **CALL TO ORDER**

Daniel Martinez, Audit Committee Chair, called the meeting to order at 12:04 P.M.

2. **ROLL CALL**

Present: Daniel Martinez, Lupe Jaime-Mileham, Itzi Robles, David Ruiz, Ruben Zarate,

Teleconference: Daniel Parra

Absent: Brian King

3. **APPROVAL OF April 3, 2023 MINUTES MINUTES**

Public Comment: None heard.

Motion by: Zarate **Second by:** Jaime-Mileham

Ayes: Daniel Martinez, Lupe Jaime-Mileham, Itzi Robles, David Ruiz, Ruben Zarate, Daniel Parra

Nayes: None heard

4. **FINANCIAL AUDIT REPORTS**

Kip Hudson, CPA, of Hudson Henderson & Company Inc. provided an overview of the programmatic financial statements and independents auditor's reports.

Hudson stated that the State Child Care Program 2021-2022 Audit was presented fairly in all material respect and financial position of the organization. The program had revenues of \$1,076,190 and expenses of \$1,079,628. Hudson stated there was a finding due to expense being overstated by \$27, which was not significant but needs to be recorded.

Hudson stated that the Urban CTSA and Rural CTSA 2021-2022 Audit was presented fairly in all material respect and financial position of the organization. The Urban program had revenues of \$4,152,297 and expenses of \$4,154,804. The Rural program had revenues and expenses of \$1,551,169.

Hudson stated that the 401(a) Pension Plan and 403(b) Retirement Plan 2021 Audits had clean opinions. The 401(a) Pension Plan had total investment income of \$4,924,899, total additions of \$6,650,945, total deductions of \$4,817,024, and ending net assets of \$41,942,607. The 403(b) Retirement Plan had total investment income of \$873,715, total additions of \$2,179,088, total deductions of \$853,874, and ending net assets of \$7,532,697.

Public Comment: None heard.

Motion by: Parra **Second by:** Zarate

Ayes: Daniel Martinez, Lupe Jaime-Mileham, Itzi Robles, David Ruiz, Ruben Zarate, Daniel Parra

Nayes: None heard

5. **AUDIT COMMITTEE CHARTER**

The Audit Committee Charter was updated to align with the Bylaws.

Motion by: Jaime-Mileham **Second by:** Parra

Ayes: Daniel Martinez, Lupe Jaime-Mileham, Itzi Robles, David Ruiz, Ruben Zarate, Daniel Parra

Nayes: None heard

6. **OTHER BUSINESS**

Next meeting: Thursday, November 2, 2023 at 12:00 p.m.

7. **PUBLIC COMMENTS**

Jay Zapata, Interim Chief Financial Officer, shared with the Committee Members that an Audit schedule was developed to meet Federal guidelines and an estimated completion date for the Single Audit 2022 will be at the end of September.

No action required.

8. **ADJOURNMENT**

Martinez adjourned the meeting at 12:34P.M.

Respectfully submitted,

Chair Martinez, Chair



FRESNO ECONOMIC OPPORTUNITIES COMMISSION

**CONSOLIDATED FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITORS' REPORT**

**FOR THE YEAR ENDED
DECEMBER 31, 2022**

DRAFT

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of
Fresno Economic Opportunities Commission

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of the Fresno Economic Opportunities Commission (the Organization), which comprise the consolidated statement of financial position as of December 31, 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Organization as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Change in Accounting Principle

As described in Note 22 to the consolidated financial statements, in 2022, the Organization adopted new accounting guidance FASB ASU 2016-02, *Leases*. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' 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 generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated 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 consolidated 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 Organization'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 consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the consolidated financial statements as a whole. The Schedule of Grant Revenues and Expenditures – Local Conservation Corps Grant Program and Supplemental Statements of Revenues and Expenditures are presented for the purposes of additional analysis and are not a required part of the financial statements. The Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, Schedule of Grant Revenues and Expenditures – Local Conservation Corps Grant Program, Supplemental Statements of Revenues and Expenditures and the Schedule of Expenditures of Federal Awards are fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Other Reporting Required by Government Auditing Standards

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

That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

HUDSON HENDERSON & COMPANY, INC.

Hudson Henderson & Company, Inc.

Fresno, California
December XX, 2023

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022**

ASSETS

Current Assets

Cash and cash equivalents	\$ 17,550,361
Cash and cash equivalents - restricted	516,616
Investments	175,296
Grants receivable	18,691,374
Other receivables	20,797
Prepaid expenses and deposits	411,492
Loans receivable, current portion	<u>2,125,790</u>
Total current assets	<u>39,491,726</u>

Noncurrent Assets

Investments in trust	954,203
Inventories	162,533
Loans receivable, net	15,176,377
Operating lease right-to-use assets, net	9,447,663
Fixed assets, net	<u>13,785,685</u>
Total noncurrent assets	<u>39,526,461</u>

Total Assets	<u><u>\$ 79,018,187</u></u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable and accrued expenses	\$ 6,280,561
Salaries and benefits payable	5,865,828
Refundable advances	3,519,144
Health insurance reserve	4,678,992
Other liabilities	1,254,907
Line of credit	1,650,000
Capital leases, current portion	178,882
Lease liabilities, current portion	1,338,615
Notes payable, current portion	<u>2,010,773</u>
Total current liabilities	<u>26,777,702</u>

Long-Term Liabilities

Capital leases, net of current portion	560,441
Lease liabilities, net of current portion	8,149,681
Notes payable, net of current portion	<u>15,455,096</u>
Total long-term liabilities	<u>24,165,218</u>
Total liabilities	<u>50,942,920</u>

Net Assets

With donor restrictions	635,000
Without donor restrictions	<u>27,440,267</u>
Total net assets	<u>28,075,267</u>

Total Liabilities and Net Assets	<u><u>\$ 79,018,187</u></u>
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The accompanying notes are an integral part of the consolidated financial statements.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
CONSOLIDATED STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUES			
Grant revenue	\$ 105,514,947	\$ 350,000	\$ 105,864,947
Fee for services	14,494,730	-	14,494,730
Contributions	204,415	-	204,415
Investment income	2,289,209	-	2,289,209
Other income	3,459,713	-	3,459,713
In-kind matching contributions	11,136,694	-	11,136,694
Net assets released from restrictions:			
Satisfaction of program requirements	4,363,392	(4,363,392)	-
Total Support and Revenues	141,463,100	(4,013,392)	137,449,708
EXPENSES			
Program Services:			
Education	43,472,807	-	43,472,807
Employment and training	6,256,608	-	6,256,608
Health services	5,034,076	-	5,034,076
Housing	3,676,111	-	3,676,111
Energy	16,738,737	-	16,738,737
Food and nutrition	40,302,210	-	40,302,210
Transit	9,047,528	-	9,047,528
Other services	3,291,134	-	3,291,134
Access Plus Capital	4,263,462	-	4,263,462
Other affiliates	1,375	-	1,375
Total Program Services	132,084,048	-	132,084,048
Supporting Services:			
General and administration	8,349,393	-	8,349,393
Total Expenses	140,433,441	-	140,433,441
Excess of Support and Revenues over Expenses	1,029,659	(4,013,392)	(2,983,733)
OTHER INCOME (EXPENSES)			
Increase in grant funded assets	1,588,976	-	1,588,976
Depreciation of grant funded assets	(976,139)	-	(976,139)
Change in Net Assets	1,642,496	(4,013,392)	(2,370,896)
Net Assets at Beginning of Year	25,797,771	4,648,392	30,446,163
Net Assets at End of Year	\$ 27,440,267	\$ 635,000	\$ 28,075,267

The accompanying notes are an integral part of the consolidated financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Program Services				
	Education	Employment and Training	Health Services	Housing	Energy
Personnel costs	\$ 30,038,913	\$ 4,351,357	\$ 3,335,947	\$ 1,499,088	\$ 3,436,051
Contract services	8,023,015	937,436	745,639	167,304	2,798,631
Facility costs	2,149,764	432,262	387,002	1,063,920	648,644
Travel, mileage & vehicle costs	341,873	114,606	52,546	69,540	164,279
Equipment costs	540,413	101,079	27,615	54,659	155,087
Office expense	907,606	136,994	199,157	63,393	435,023
Insurance expense	255,636	81,722	25,613	19,852	30,150
Program supplies & client costs	1,887,573	285,077	552,076	247,771	211,913
Food vouchers	-	-	-	-	-
Utility vouchers	-	-	-	-	9,159,617
Depreciation	92,471	50,065	11,371	4,462	18,167
Interest	-	-	-	-	-
Other costs	10,722	12,273	216,657	167,810	416
In-kind expenses	5,202,537	160,237	-	526,909	-
Subtotal	49,450,523	6,663,108	5,553,623	3,884,708	17,057,978
Intercompany eliminations	(5,977,716)	(406,500)	(519,547)	(208,597)	(319,241)
Total expenses	<u>\$ 43,472,807</u>	<u>\$ 6,256,608</u>	<u>\$ 5,034,076</u>	<u>\$ 3,676,111</u>	<u>\$ 16,738,737</u>

The accompanying notes are an integral part of the consolidated financial statements.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022

Food and Nutrition	Transit	Program Services		Supporting Services		Total Expenses
		Other Services	Access Plus Capital	Other Affiliates	General and Administration	
\$ 8,060,983	\$ 5,974,458	\$ 1,801,305	\$ 1,841,053	\$ -	\$ 5,731,596	\$ 66,070,751
1,615,152	1,157,659	581,417	663,905	1,350	664,546	17,356,054
570,853	182,910	336,648	89,401	-	235,384	6,096,788
32,216	2,073,136	36,261	114,917	-	71,329	3,070,703
124,930	43,016	55,319	25,501	-	280,847	1,408,466
277,797	304,405	155,445	154,927	25	813,650	3,448,422
39,527	298,272	18,697	4,396	-	35,902	809,767
4,485,700	163,040	563,267	413,650	-	278,058	9,088,125
26,159,474	-	-	-	-	-	26,159,474
-	-	-	-	-	-	9,159,617
16,762	6,239	23,626	10,184	-	43,885	277,232
-	-	45,971	352,887	-	48,137	446,995
593	745	12,988	790,769	-	176,281	1,389,254
510,816	-	(186,002)	-	-	-	6,214,497
41,894,803	10,203,880	3,444,942	4,461,590	1,375	8,379,615	150,996,145
(1,592,593)	(1,156,352)	(153,808)	(198,128)	-	(30,222)	(10,562,704)
<u>\$ 40,302,210</u>	<u>\$ 9,047,528</u>	<u>\$ 3,291,134</u>	<u>\$ 4,263,462</u>	<u>\$ 1,375</u>	<u>\$ 8,349,393</u>	<u>\$ 140,433,441</u>

The accompanying notes are an integral part of the consolidated financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022**

Cash Flows from Operating Activities

Change in net assets	\$ (2,370,896)
Adjustments to reconcile the change in net assets to net cash provided by operating activities:	
Depreciation	1,253,371
Provision for loan losses and bad debt expense	99,100
Changes in operating assets and liabilities:	
Grants receivable	(1,333,374)
Other receivables	(3,132)
Prepaid expenses and deposits	(27,070)
Inventories	(14,332)
Operating lease right-to-use assets, net	(9,447,663)
Accounts payable and accrued expenses	1,712,598
Salaries and benefits payable	2,116,422
Refundable advances	(1,454,820)
Health insurance reserve	754,102
Lease liabilities	9,488,296
Net cash provided by operating activities	<u>772,602</u>

Cash Flows from Investing Activities

Net sales (purchases) of investments	119,298
Purchase of capital assets	(1,758,579)
Issuance of loans receivable	(5,408,336)
Collections of loans receivable	4,802,056
Net cash used by investing activities	<u>(2,245,561)</u>

Cash Flows from Financing Activities

Principal payments on notes payable	(1,307,290)
Proceeds from issuance of long-term debt	3,070,975
Payments on line of credit	(291,814)
Net cash provided by financing activities	<u>1,471,871</u>
Net decrease in cash, cash equivalents and restricted cash	(1,088)

Cash, Cash Equivalents and Restricted Cash, Beginning of Year

18,068,065

Cash, Cash Equivalents and Restricted Cash, End of Year

\$ 18,066,977

**Reconciliation of Cash, Cash Equivalents and Restricted Cash
to the Statement of Financial Position**

Cash and cash equivalents	\$ 17,550,361
Cash and cash equivalents restricted for loan loss reserves	516,616
Total Cash, Cash Equivalents and Restricted Cash, End of Year	<u>\$ 18,066,977</u>

Supplemental Disclosure:

Interest paid	<u>\$ 446,995</u>
Financed operating lease right-to-use assets	<u>\$ 10,907,386</u>

The accompanying notes are an integral part of the consolidated financial statements.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization: Fresno Economic Opportunities Commission (the Organization) is a non-profit corporation incorporated in the State of California in 1965. The Organization is a local community human services agency that provides assistance to economically and socially disadvantaged persons primarily in the Fresno County region through various types of health and welfare services and programs. The majority of the Organization's funding is supported by grants from federal, state, and local governments, with additional sources of revenue from fees for services, in-kind contributions, and donor contributions.

Principles of Consolidation: The Organization consolidates for-profit subsidiaries and related non-profit entities in which it has a controlling financial interest. The accompanying financial statements reflect the consolidation of the financial statements of the Organization and its wholly owned subsidiaries: Western Community Industries, Inc. (WCI) and Fresno Executive Plaza, Inc. (FEP). The financial statements also include Fresno Community Development Financial Institution (CDFI) and Enterprise Plus Economic Development Center, Inc., which are non-profit public benefit corporations exempt from federal income tax under Section 501(c)(3). In 2017, Fresno CDFI underwent a branding campaign and is now doing business as Access Plus Capital. All significant inter-company accounts and transactions have been eliminated. WCI and FEP do not have any significant operations and are considered inactive.

Basis of Presentation: Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities*. Under Accounting Standard Codification (ASC) Topic 958, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are the portion of net assets over which the governing board has discretionary control for the general operations of the Organization. The only limits on net assets without donor restrictions are limits resulting from contractual agreements.

Net assets with donor restrictions are the portion of net assets resulting from contribution, pledges, and other inflows of assets whose use by the Organization is limited by donor-imposed restrictions that expire by the passage of time or usage, and the portion of net assets restricted by external parties (donors, grantors, or laws and regulations) in ways that are not dependent on the passage of time.

Method of Accounting: The Organization uses the accrual basis method of accounting in accordance with accounting principles generally accepted in the United States of America.

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.

Cost Allocations: The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied and that is also in accordance with guidance of any specific funding terms and conditions associated with the funding received. Allocated expenditures for shared costs include compensation and benefits, which are allocated either on the basis of actual time tracking or estimates of time and effort such as may be extrapolated from a time study. Costs such as contract services are allocated to the program which receives the benefit and may be further allocated based on clients, employees, or number of service units.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cost Allocations (continued): Facility costs, including depreciation, are predominantly occupied by a single program but as needed such costs are further allocated based on square footage. Computer and software related costs are allocated based on the number of users or computers by functional category. Non-personnel insurance is allocated based on number of vehicles, square footage occupied, property valuation, or number of employees/volunteers, as appropriate for the type of coverage being allocated. Operating costs are allocated based on the number of employees/clients/users who benefit from the item being allocated. Costs directly linked to a client or an employee are allocated based on the program under which they are served or employed, respectively.

Cash and Cash Equivalents: For purposes of reporting the Statement of Cash Flows, the Organization considers all cash accounts and all highly liquid debt instruments purchased with an original maturity of three (3) months or less to be cash equivalents. Certificates of deposit with original maturity dates of greater than three (3) months are classified as investments.

Grants Receivable: Grants receivable consist of the amounts due from grantors on their promises to give or amounts as earned under the grant agreement. Grants receivable are stated at the amounts the Organization expects to collect. The Organization utilizes the allowance method for accounting for and reporting uncollectible or doubtful accounts. The provision for uncollectible amounts is computer based upon historical averages and management's consideration of current economic factors that could affect collections. At December 31, 2022, management considered all grants receivable to be fully collectible and, therefore, no allowance against grants receivable was recorded in the accompanying financial statements.

Other Receivables: Other receivables consist of the amounts due from other organizations or agencies for which services have been rendered and fees are payable to the Organization. The Organization utilizes the allowance method for accounting for and reporting uncollectible or doubtful accounts. At December 31, 2022, management considered all accounts receivable to be fully collectible and, therefore, no allowance against other receivables was recorded in the accompanying financial statements.

In-Kind Matching Contributions: The Organization receives a significant number of donated materials, facilities, and services from volunteers and other entities, primarily relating to the Head Start program. Donated in-kind contributions are recognized as contributions if they have ascertainable fair values. Donated services are recognized as contributions if they 1) significantly enhance non-financial assets or 2) involve a professional service that would otherwise have been purchased and whose values can be objectively measured.

Inventories: Inventories consist of transportation parts and supplies, medication and food supplies. Inventories are stated at the lower of cost or market, determined by the first-in, first-out method.

Fixed Assets: All purchased fixed assets in excess of \$5,000 are valued at cost where historical records are available and at an estimated historical cost when no historical record exists. Donations of fixed assets are recorded as support at their estimated fair market values at the date of donation. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with restrictions regarding their use and contributions of cash that must be used to acquire capital assets are reported as restricted support. Absent donor stipulations regarding length of time, those donated or acquired assets are placed in service as instructed by the donor. Fixed assets are depreciated using the straight-line method over their estimated useful lives of between 5 and 10 years.

Operating Lease Right-to-Use Assets: The Organization has recorded operating lease right-to-use lease assets as a result of implementing FASB ASU 2016-02, *Leases*. The operating right-to-use asset is initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The operating lease right-to-use assets are intangible capital asset and are amortized on a straight-line basis over the life of the related leases.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Inter-Company Eliminations: Under certain grant agreements, the Organization is authorized to allocate facility expense, as a space usage allowance, for facilities which it owns, to its programs at a rate that is supported by actual cost incurred, as well as allocate indirect administrative services costs. The Organization also provides food and transit services to multiple programs. The Organization recognizes both inter-company facility income and facility cost for the allocation of facilities, fees for service income and administrative services expenses for the allocation of administrative services, and fees for service income and program costs for food and transit services, related to these programs. These inter-company activities have been eliminated during consolidation in the Consolidated Statement of Activities and Consolidated Statement of Functional Expenses. The total amount of inter-company eliminations for the year ended December 31, 2022 related to facility activities, administrative services, food, transit and other services was \$10,562,704.

Revolving Loan Fund: The receipt of grant funding from various Federal and non-Federal sources for the purpose of issuing loans to eligible clients has generated a funding pool for the continued issuance of future loans. Management has determined that there will be no future claims against these funds. The funds will continue to be issued in accordance with the ongoing business purpose of the Organization. The funds are included in net assets without donor restrictions.

California Capital Access Program for Small Business (CalCAP): The Organization participates in the California Capital Access Program for Small Business (CalCAP) program administered by the California Pollution Control Financing Authority to encourage banks and other financial institutions to make loans to small businesses that have difficulty obtaining financing. CalCAP is a form of loan portfolio insurance that may provide up to 100% coverage on certain loan defaults. Eligible loans up to \$2.5 million may be enrolled for loans as large as \$5 million with a maximum lender/borrower contribution for any single borrower in a three-year period of \$100,000. Authorized claim reimbursements shall not exceed the enrolled amount of the qualified loan that form the basis of the claim, except for reasonable out-of-pocket expenses. Additionally, claim reimbursements in excess of the Loss Reserve Account will not be made. Eligible small businesses must be based within California and be classified as a small business. Their business activity resulting from the enrolled loans must be created and retained in California.

Loans Receivable: Loans receivable consists of loans made to microbusiness and small business borrowers and are carried at their outstanding principal balances, net of an allowance for loan losses. Loan origination fees are recognized immediately, which management has determined is not materially different from accounting principles generally accepted in the United States of America.

Interest income is accrued on principal loan balances. The Organization accrues interest on past due loans at the regular rate of interest or at the default rate of interest for loans that are in default. Loans may be placed on nonaccrual status when any portion of the principal or interest is ninety days past due or earlier when concern exists as to the ultimate collectability of principal or interest, as evaluated. The Organization makes every effort to collect all interest payments from the borrower even after loans are placed on nonaccrual status for accounting purposes.

Loans return to accrual status when principal and interest become current and are anticipated to be fully collectible. Payments received on nonaccrual loans receivable are first applied to outstanding principal or interest depending on the circumstances of each particular loan.

Loan Loss Reserves: The Organization is required to create cash loan loss reserve accounts to cover potential losses arising from defaulted loans. The reserve funds cover losses from the unguaranteed portion of defaulted loans as well as possible repairs and denials associated with the guarantee on the defaulted loans. The loan loss reserves are presented in the Statement of Financial Position as cash and cash equivalents restricted for loan loss reserves. The balance of the cash and cash equivalents restricted for loan loss reserves as of December 31, 2022 is \$516,616.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Allowance for Loan Losses: Management's determination of the level of the allowance for loan losses rests upon various judgments and assumptions, including current and projected economic conditions, prior loan loss experience, the value of the underlying collateral, continuing review of the loans, and evaluation of credit risk. Management considers the allowance for loan losses adequate to cover losses inherent in loans and loan commitments. However, because of uncertainties associated with these judgments and assumptions, it is reasonably possible that management's estimate of loan losses and the related allowance may change materially in the near-term. The allowance is increased or decreased by a provision (recapture) for loan losses, which is charged to expense and reduced by charge-offs, net of recoveries. The balance of the allowance for loan losses as of December 31, 2022 was estimated at 5% of the outstanding loan portfolio.

A large portion of the Organization's portfolio has the additional 90% to 95% guarantee from the CalCAP and other state guarantors. As of December 31, 2022, 16.75% of the loans receivable portfolio had the additional guarantee from Small Business Administration (SBA), State, or other providers.

Refundable Advances: The Organization receives grant awards from funding sources to provide services and direct loan programs. The grants are recognized as the required services are performed or loans are issued. Accordingly, revenue is recognized when earned and expenses are recognized when incurred.

Compensated Absences: Employees of the Organization are entitled to paid vacation, depending on length of service and other factors. The Organization recognizes compensated absences as a liability for amounts due to staff employees for accrued vacation at pay rates currently in effect for the employee. Accrued compensated absences are recorded in the salaries and benefits payable line item on the Consolidated Statement of Financial Position. Total compensated absences were \$1,877,158 as of December 31, 2022.

Lease Liabilities: The Organization's lease liabilities are measured at the present value of payments expected to be made by the Organization during the lease terms. As lease payments are made, the Organization will reduce the liability and recognize lease expense.

Contributions: Contributions consist primarily of amounts received from financial institutions, federal, state and local agencies. The Organization recognizes all contributions when they are received or unconditionally promised, regardless of compliance with restrictions. Contributions without donor-imposed restrictions are reported as net assets without donor restrictions. Contributions with donor-imposed restrictions are reported as net assets with donor restrictions. When the time or purpose restrictions are accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported as net assets released from restrictions.

Conditional contributions and promises to give are not recognized until they become unconditional; that is when the conditions on which they depend are substantially met. As of December 31, 2022, there were no conditional contributions. Contributions to be received after one year are discounted at an appropriate rate commensurate with the anticipated cash flow and risks involved. Amortization of the discount is recorded as additional contribution revenue in accordance with donor-imposed restrictions, if any, on the contributions. As of December 31, 2022, the Organization did not have contributions to be received after one year.

Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at their fair values in the period received.

Government Grants and Contracts: Government grants and contracts consists of grants from the federal government, financial institutions, and other not for profit organizations. Grants are utilized to support the Organization's lending programs. Grant funding received is recognized as unearned income until the revenue is earned.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Exchange Transactions: Revenues earned from fees for service, loan originations fees, and late fees are considered to be exchange transactions. Revenues from exchange transactions are reported gross of any related expense in the accompanying financial statements.

Functional Expenses: The costs of the Organization's various activities have been summarized on a functional basis in the accompanying Statements of Activities and Functional Expenses. Expenses are allocated to program and supporting services based upon employee's time for each function, purpose of each expenditure, and service provided for each program.

Advertising: Advertising costs, except for costs associated with direct-response advertising, are charged to operations when incurred. The costs of direct-response advertising are capitalized and amortized over the period during which future benefits are expected to be received. There were no capitalized costs. Advertising costs of \$242,568 were incurred during the year ended December 31, 2022.

Income Taxes: The Organization is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the State of California Corporate Code. The Organization is subject to taxation on any unrelated business income.

Accounting principles generally accepted in the United States of America require the Organization's management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Organization's management has analyzed the tax positions taken and has concluded that, as of December 31, 2022, there were no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

The Organization files tax forms in the U.S. federal jurisdiction and the State of California. The Organization is generally no longer subject to examination by these agencies for years before December 31, 2019.

Fair Value of Financial Instruments: Financial instruments include cash and cash equivalents, accounts receivable, grants receivable, other receivables, prepaid expenses and deposits, accounts payable, line of credit, accrued liabilities, and refundable advances, none of which are held for trading purposes. The fair values of all financial instruments do not differ materially from the aggregate carrying values of the financial instruments recorded in the accompanying Statement of Financial Position. The carrying amounts of these financial instruments approximate fair value because of the short-term maturities of those instruments.

Concentrations of Credit Risk: Financial instruments which potentially subject the Organization to concentration of credit risk consist of cash and cash equivalents and loans receivable.

The Organization maintains several bank accounts at different banks. Interest and non-interest bearing accounts at the institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Occasionally, account balances at some of these institutions exceed federally insured limits. Excess amounts are reviewed at least semi-annually at the Executive Committee and full board meetings. Staff monitors these accounts quarterly for opportunities to reallocate idle funds between existing institutions as available, resulting in risk reduction. All funds are invested in financial institutions with high credit ratings. The Organization has not experienced any losses related to such investments. The Organization currently has accounts with three bank institutions in excess of FDIC limits as of December 31, 2022. The total amount of cash in excess of FDIC limits as of December 31, 2022, was \$13,792,695. Management considers this a normal business risk and has not experienced any losses in the past as a result of cash concentration.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 1 – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Subsequent Events: In compliance with accounting standards, management has evaluated events that have occurred after year-end to determine if these events are required to be disclosed in these consolidated financial statements. Management has determined that no events require disclosure in accordance with accounting standards. These subsequent events have been evaluated through December XX, 2023, which is the date the financial statements were available to be issued.

NOTE 2 – AVAILABILITY OF FINANCIAL ASSETS

The following table reflects the Organization's financial assets as of December 31, 2022, reduced by amounts not available for general expenditures within one year. Financial assets are considered unavailable when illiquid or not convertible to cash within one year. Other considerations of non-liquid assets are donor restricted assets for specific expenditures, contractual reserve requirements, or governing board designations.

Financial Assets:	
Cash and cash equivalents	\$ 17,550,361
Cash and cash equivalents - restricted	516,616
Investments	175,296
Grants receivable	18,691,374
Other receivables	20,797
Investments in trust	954,203
Loans receivable	17,302,167
Total financial assets	55,210,814
Less amounts unavailable for general expenditures within one year due to:	
Cash and cash equivalents - restricted	516,616
Loans receivable, net of amounts due within one year	13,050,587
Net assets with donor restrictions	635,000
Total amounts unavailable for general expenditures	14,202,203
Total financial assets available for general expenditures within one year	<u>\$ 41,008,611</u>

NOTE 3 – CASH AND CASH EQUIVALENTS

The Organization's cash and cash equivalents consist of the following as of December 31, 2022:

Cash in banks	\$ 14,233,383
Petty cash	5,380
Certificates of deposit	2,089,951
Money market funds	1,221,647
Total Cash and Cash Equivalents	<u>\$ 17,550,361</u>

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 4 – RESTRICTED CASH AND CASH EQUIVALENTS

Restricted cash and cash equivalents consist of loan loss reserves of \$516,616 as of December 31, 2022. The Organization is required to create loan loss reserve accounts to cover potential losses arising from defaulted loans. The reserve funds cover losses from the unguaranteed portion of defaulted loans as well as possible repairs and denials associated with the guarantee on the defaulted loans.

NOTE 5 – INVESTMENTS

Investments, as presented as their fair value as of December 31, 2022 are summarized as follows:

Stocks and ETFs	\$ 17,665
Corporate Bonds Fixed Income	954,203
Investments in trust	<u>157,631</u>
Total Investments	<u><u>\$ 1,129,499</u></u>

NOTE 6 – FAIR VALUE MEASUREMENTS

The Organization applies generally accepted accounting principles for fair value measurements of financial assets and liabilities. These accounting principles define fair value and establish a hierarchy that prioritizes fair value measurements based on the types of inputs used for the various valuation techniques. The Organization uses appropriate valuation techniques to determine value based on inputs available. There have been no changes in the valuation methodologies used for assets measured at fair value at December 31, 2022.

When available, the Organization measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs are only used when Level 1 or Level 2 inputs are not available. The following description summarizes the valuation methodologies used for instruments measured at fair value on a recurring basis and recognized in the accompanying Statement of Financial Position.

The three levels of inputs used to measure fair value are as follows:

Level 1 - Values measured using quoted prices in active markets for identical investments. The fair value of these financial instruments and investments is based on quoted market prices or dealer quotes in active markets. The fair value of the Organization's investments were all measured using quoted market prices in active markets for the year ended December 31, 2022.

Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly. The Organization did not have any input into the fair value of Level 2 investments. The Organization did not have any assets reported at fair value with Level 2 inputs for the year ended December 31, 2022.

Level 3 - Valuations based on inputs that are unobservable and significant to the overall fair value measurement. The Organization did not have any assets reported at fair value with Level 3 inputs for the year ended December 31, 2022.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 6 – FAIR VALUE MEASUREMENTS (continued)

The table below presents the level within the fair value hierarchy at which investments are measured at December 31, 2022:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Stocks and ETFs	\$ 17,665	\$ -	\$ -	\$ 17,665
Corporate Bonds Fixed Income	954,203	-	-	954,203
Investments in trust	157,631	-	-	157,631
	<u>\$ 1,129,499</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,129,499</u>

NOTE 7 – LOANS RECEIVABLE

The Organization administers various direct lending programs in accordance with grant and loan agreements for a revolving loan program. The Organization provides financing to borrowers under specific terms of each of the lending programs available. These notes include interest-bearing receivables and are due upon maturity. The interest rate associated with each note varies depending on the credit worthiness of the borrowers. Some loans receivable are collateralized by the pledged assets of the borrower's notes, if available.

Loans receivable consist of the following at December 31, 2022:

Grant program related loans, 3.25% to 9% interest annually, principal payments due at various times, secured by various assets:	\$ 18,401,659
Allowance for Loan Losses	<u>(1,099,492)</u>
Loans Receivable - Net of Allowance for Loan Losses	<u>\$ 17,302,167</u>

NOTE 8 – ALLOWANCE FOR LOAN LOSSES

The Organization's risk management policies ensure the Organization has a sufficient loan loss reserve. The Organization's policy is to maintain both a funded loan loss reserve (cash restricted to replenish the loan fund following any loan losses) as well as an allowance for loan losses that reflects the risk exposure in the loan portfolio. The Organization's risk rating methodology applies loan loss reserve requirements using the following scale: 1-Excellent, 2-Very Good/Good, 3-Substandard, and 4-Doubtful. The reserve is evaluated quarterly and adjusted to maintain a reasonable reserve balance. If risk exposure is mitigated by a loan guarantee, the maximum loan loss reserve allocation is the amount of the unguaranteed portion of the loan.

A large portion of the Organization's portfolio has the additional protection of a third-party guarantee from the CalCAP, the SBA and others. If any portion of a loan is deemed uncollectible, a full or partial charge-off against the loan loss reserve is made to assure that the value of the loan program's assets is stated as accurately as possible when disclosed.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 8 – ALLOWANCE FOR LOAN LOSSES (continued)

The allowance for loan losses consisted of the following for the year ended December 31, 2022:

Allowance for Loan Losses	
Beginning balance	\$ 1,049,407
Charge-offs	(49,015)
Provision for bad debt	99,100
	<hr/>
Allowance for Loan Losses - Ending Balance	<u>\$ 1,099,492</u>

The balance of the allowance for loan losses as of December 31, 2022 is \$1,099,492. The provision for bad debt for the year ended December 31, 2022 was \$99,100.

The following is a summary of the Organization's age analysis of past due financing receivables at December 31, 2022:

	30-60 Days Past Due	61-90 Days Past Due	Greater than 90 Days Past Due	Total Past Due	Current Due	Total Due
Loans Receivable	<u>\$ 123,886</u>	<u>\$ -</u>	<u>\$ 254,773</u>	<u>\$ 378,659</u>	<u>\$ 18,023,000</u>	<u>\$ 18,401,659</u>

Impaired Loans: The Organization considers a loan to be impaired when it is deemed probable by management that the Organization will be unable to collect all contractual interest and contractual principal payments in accordance with the terms of the original loan agreement. Impaired loans include all loans that: (i) are contractually delinquent 90 days or more; (ii) meet the definition of a troubled debt restructuring; (iii) are classified in part or in whole as either doubtful or loss; and (iv) have been placed on non-accrual status. The Organization may also classify other loans as impaired based upon their specific circumstances. Loans identified as impaired are evaluated and have a specific loss allowance applied to adjust the loan to fair value, or the impaired amount is charged off. The Organization accounts for impaired loans at the value of outstanding principal. Payments received on impaired non-accrual loans may be allocated between principal and interest or may be recorded entirely as a reduction in principal based upon management's opinion of the ultimate risk of loss on the individual loan. Interest income on impaired loans is recognized on an accrual basis. There were no loans considered to be impaired as of December 31, 2022.

NOTE 9 – FIXED ASSETS

Fixed assets consisted of the following at December 31, 2022:

Land	\$ 856,323
Buildings and improvements	34,218,670
Equipment	14,791,657
Construction in process	<u>11,650</u>
Fixed Assets, Gross	49,878,300
Less: Accumulated Depreciation	<u>(36,092,615)</u>
Fixed Assets, Net	<u>\$ 13,785,685</u>

Depreciation expense, including grant funded depreciation, for the year ended December 31, 2022, was \$1,253,371.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 10 – OPERATING LEASE RIGHT-TO-USE ASSETS

The Organization recorded operating lease right-to-use assets. The assets are for a right-to-use office facilities. The related leases and associated liabilities are discussed in Note 16. Operating lease right-to-use assets activity for the year ended December 31, 2022, were as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements/ Adjustments</u>	<u>Ending Balance</u>
Right-to-use Asset				
Right-to-use office facilities	\$ -	\$ 10,907,386	\$ (1,459,723)	\$ 9,447,663
Total Operating Right-to-use Assets	<u>\$ -</u>	<u>\$ 10,907,386</u>	<u>\$ (1,459,723)</u>	<u>\$ 9,447,663</u>

NOTE 11 – REFUNDABLE ADVANCES

Refundable advances consists of advanced grants for the year ended December 31, 2022. The total balance of refundable advances as of December 31, 2022, was \$3,519,144.

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FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 12 – NOTES PAYABLE

Notes payable as of December 31, 2022, consists of the following:

Lending Institution	Security	Interest Rate	Payments	Maturity Date	December 31, 2022		Total
					Current	Long-term	
APC Letter of Credit	Unsecured	0.0%	Monthly	11/2023	\$ 500,000	\$ -	\$ 500,000
BBVA USA (EQ2)	Unsecured	2.8%	Quarterly	12/2029	-	700,000	700,000
Beneficial State Bank	Unsecured	3.5%-4.00%	Monthly	06/2021	501,245	-	501,245
Citibank, N.A.	Investments	2.0%	Monthly- Interest Only	12/2023	700,000	-	700,000
City of Fresno	Unsecured	0.0%	At Maturity	12/2030	-	229,131	229,131
Community Action Financial Institute, Inc.	Unsecured	1.0%	Quarterly	04/2025	-	100,000	100,000
Community Action Financial Institute, Inc.	Unsecured	1.0%	Quarterly	07/2024	-	350,000	350,000
Department of Parks & Recreation	Unsecured	2.5%	Annual	08/2029	-	555,737	555,737
Farmers & Merchants Bank of Central California	Unsecured	3.0%	Quarterly	04/2024	-	1,000,000	1,000,000
Google Endeavor LLC		Variable					
Opportunity Finance Network		1.00%-3.00%		05/2030	-	2,000,000	2,000,000
MUFG Union Bank (EQ2 LOC)	Unsecured	2.0%	Monthly	04/2026	-	500,000	500,000
Mechanics Bank (EQ2 loan #1)	Unsecured	4.01%	Quarterly	05/2022	-	1,000,000	1,000,000
Mechanics Bank (EQ2 loan #2)	Unsecured	4.01%	Quarterly	05/2022	500,000	-	500,000
Sierra Health Foundation	Unsecured	2.25%	Quarterly	07/2027	-	1,000,000	1,000,000
Tri Counties Bank (EQ2)	Unsecured	3.0%	At Maturity	08/2024	-	1,995,576	1,995,576
U.S Bancorp Community Development	Revolving Loan Funds	2.35%	Quarterly	07/2024	-	2,000,000	2,000,000
U.S Department of Agriculture (CDFI loan #1)	Revolving Loan Funds	2.0%	Monthly	12/2030	29,028	210,606	239,634
U.S Department of Agriculture (IRP loan #1)	Revolving Loan Funds	1.0%	Monthly	04/2047	17,511	353,923	371,434
U.S Department of Agriculture (IRP loan #2)	Revolving Loan Funds	1.0%	Monthly	06/2044	17,052	400,279	417,331
U.S. Small Business Administration (loan #3)	Revolving Loan Funds	Variable 0-0.75%	Monthly	09/2023	82,369	-	82,369
U.S. Small Business Administration (loan #4)	Revolving Loan Funds	0.0%	Monthly	07/2026	44,444	114,815	159,259
U.S. Small Business Administration (loan #5)	Revolving Loan Funds	0.00%-1.00%	Monthly	11/2031	61,111	538,889	600,000
U.S. Small Business Administration (Lending Pilot Program)	Revolving Loan Funds	1%	Monthly	08/2031	58,013	456,140	514,153
Wells Fargo Bank, N.A.	Unsecured	2.0%	At Maturity	11/2024	-	500,000	500,000
Wells Fargo Bank, N.A. (EQ2)	Unsecured	2.0%	Quarterly	10/2028	-	750,000	750,000
Wells Fargo Community Development	Unsecured	2.0%	Quarterly	11/2030	-	200,000	200,000
Wells Fargo Line of Credit	LOC	1.5% + LIBOR	Monthly	10/1/2021	1,650,000	-	1,650,000
Total notes payable					<u>\$ 4,160,773</u>	<u>\$ 14,955,096</u>	<u>\$ 19,115,869</u>

Scheduled future principal payments of notes payable are as follows:

Year End December 31,	Total
2023	\$ 2,010,773
2024	7,349,137
2025	696,545
2026	834,863
2027	566,749
Thereafter	<u>5,507,802</u>
Total Minimum Principal Payments	<u>\$ 16,965,869</u>

Total interest expense on the notes payable for the year ended December 31, 2022, was \$367,910.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 13 – CAPITAL LEASES

The Organization entered into a capital lease in 2021 for the acquisition, with a bargain purchase option upon the completion of the lease, for window replacements, an AC unit and Meraz roofing for the Franklin Head Start building. The lease term is for forth-eight (48) months, with a monthly payment of \$10,057. Upon completion of the lease term, the equipment may be purchased for one month's payment, or \$10,057.

The Organization entered into a capital lease in 2021 for the acquisition, with a bargain purchase option upon the completion of the lease, for an LED lighting retrofit project. The lease term is for eighty-four (84) months, with a monthly payment of \$7,546. Upon completion of the lease term, the equipment may be purchased for \$1.

Future minimum lease payments on the capital leases are as follows:

Year End December 31,	Total
2023	\$ 178,882
2024	188,498
2025	135,500
2026	79,818
2027	84,204
Thereafter	<u>72,421</u>
Total	<u>\$ 739,323</u>

Interest expense on the capital leases for the year ended December 31, 2022 was \$39,542.

NOTE 14 – LINE OF CREDIT

The Organization has a revolving line of credit with Wells Fargo bank with a total credit limit of \$2,400,000. The line is renewed annually in October. Interest is calculated based on a 360-day year fluctuating interest of 1.5% above LIBOR rate. The interest accrued on outstanding principal balance is payable on the first day of each month. The LIBOR daily rate at December 31, 2022 was 1.55%. The outstanding principal balance on the line of credit as of December 31, 2022 was \$1,650,000. Interest expense incurred on the line of credit for the year ended December 31, 2022 was \$39,543.

NOTE 15 – SELF-INSURED HEALTH COVERAGE

In 1989, the Organization adopted a self-insured health plan (the "Plan") to provide health and welfare benefits for its employees, and to maintain a reserve equal to approximately four months of benefit premiums and payments. As part of the Plan, the Organization has contracted outside administrative services to account for and maintain the Plan, with disbursement of Plan benefits provided by third party claims administrators and other benefits consultants. In addition, the Organization carries excess insurance for risks of loss from claims in excess of \$175,000 per eligible participant with a total of \$1,000,000 in the aggregate.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 16 – LEASE LIABILITIES

The Organization is liable for forty three operating lease agreement for the rental of its office operating sites. The lease agreement for the office location expires on May 31, 2027. The lease agreements have various terms, with ending dates in the range of 2023 through 2050. The monthly rental payments range in amount, from \$700 to \$19,844. The total outside rental expense incurred by the Organization for facilities during the year ended December 31, 2022 was \$1,571,395. The Organization also had miscellaneous equipment rental of \$303,398 for the year ended December 31, 2022, which was expensed. The Organization used the risk-free rate as the discount rate, which ranged from 0.08% to 4.1%, at the inception of the leases. Activity related to the lease liability is as follows for the year ended December 31, 2022:

	Beginning Balance	Additions	Retirements/ Adjustments	Ending Balance	Due Within One Year
Lease liabilities	\$ -	\$ 10,907,386	\$ (1,419,090)	\$ 9,488,296	\$ 1,338,615

Minimum future lease payments under noncancellable operating leases are as follows:

Year End December 31,	Total
2023	\$ 1,390,797
2024	1,258,434
2025	1,171,329
2026	1,047,130
2027	904,633
Thereafter	4,341,107
Total minimum lease payments	<u>\$ 10,113,430</u>

NOTE 17 – NET ASSETS WITH DONOR RESTRICTIONS

The net assets with donor restrictions as of December 31, 2022, are related to funds designated by the Board for a special purpose or funds received with restrictions imposed on them by governmental agencies limiting their use to a specific purpose and stipulations regarding their segregation from other funds. All net assets with donor restrictions for the year ended December 31, 2022 are restricted from funding received with restrictions imposed on them, less amounts expended during the year. Net assets with donor restrictions amounted to \$635,000 as of December 31, 2022.

NOTE 18 – PENSION PLAN

The Organization contributes to a defined contribution pension plan which covers eligible employees of the Organization. Employees are eligible upon completion of two years of service and a minimum 1,000 hours of service requirement without an intervening break. The Organization contributes an amount equal to five percent of the compensation earned by each eligible participant. Employer contributions are vested immediately. The Organization contributed \$1,813,123 to the pension plan for the year ended December 31, 2022.

The Organization also has a 403(b) and 457 Plan for voluntary contributions for eligible employees. The Organization does not contribute to the plan 403(b) plan; contributions to the 457 plan for the year ended December 31, 2022 totaled \$18,750.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued)

NOTE 19 – NONMONETARY TRANSACTIONS

WIC Food Vouchers: The Organization receives a grant from the U.S. Department of Agriculture, passed through the California State Department for the Special Supplemental Food Program for Women, Infants, and Children (WIC). As part of this grant, the Organization prints and distributes food vouchers to its participants. During the year ended December 31, 2022, the estimated value of these vouchers totaled \$26,159,474, which is included in the Organization's grant income and program expenses, respectively.

Emergency Utility Payments: The Organization receives a grant from the U.S. Department of Health and Human Services, passed through the California State Department of Community Services and Development for the Low Income Home Energy Assistance Program (LIHEAP). As part of this grant, the Organization processes applications for emergency utility payments, which are then paid by the State of California directly to the utility provider. The estimated value of these payments during the year ended December 31, 2022 was \$9,159,617, which is included in the Organization's grant income and program expenses, respectively.

NOTE 20 – ECONOMIC DEPENDENCY AND CONCENTRATIONS

The Organization received approximately 69% of its funding from federal granting agencies for the year ended December 31, 2022. Approximately 95% of its grants receivable balance per the Consolidated Statement of Financial Position is from these federal granting agencies, of which 24% of its grants receivable is from one grantor agency. Discontinuance of funding from these federal and state sources could have an adverse effect on the Organization's ability to continue its operations.

NOTE 21 – COMMITMENTS AND CONTINGENCIES

Grants: Contingencies contained within grants awarded to the Organization are subject to the donor's established criteria under which loans may be funded from the related grants. Should the loans and expenses funded not comply with the established criteria, the Organization could be held responsible for the repayments to the funding source for any disallowed loans and expenses. Management is not aware of any material questioned costs.

NOTE 22 – CHANGE IN ACCOUNTING PRINCIPLE

FASB ASU 2016-02, *Leases*, establishes specific criteria used to account for contracts that meet the definition of a lease. Implementation of ASU 2016-02 requires the lessee to recognize a lease liability and an intangible right-to-use asset.

ASU 2016-02 was established to enhance the relevance and consistency of information about leasing activities. As of December 31, 2022, the Organization had forty three leases that met the criteria of ASU 2016-02 and the Organization has implemented the standard accordingly. As of December 31, 2022, the Organization recognized operating lease right-to-use assets of \$9,447,663 and a lease liability of \$9,488,296 for the leases in which the Organization is a lessee.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

SUPPLEMENTARY INFORMATION

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**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2022**

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. DEPARTMENT OF AGRICULTURE</u>				
Pass through California State Department of Food and Agriculture:				
Special Supplemental Food Program for Women, Infants, and Children	10.557	19-10147 A03	\$ 4,398,590	\$ -
Special Supplemental Food Program for Women, Infants, and Children	10.557	22-10247 A02	1,472,399	-
Non-cash assistance - WIC Vouchers		19-10147 A03	19,433,504	-
Non-cash assistance - WIC Vouchers		22-10247 A02	6,725,969	-
Subtotal			<u>32,030,462</u>	<u>-</u>
WIC Farmer's Market Nutrition Program	10.572	19-10147 A03	<u>1,900</u>	<u>-</u>
Pass through California State Department of Education:				
Children, Youth and Families at Risk	10.521	01183-CACFP-10-NP-SOIC	109,612	-
Children, Youth and Families at Risk	10.521	01183-CACFP-10-NP-SOIC	48,656	-
Subtotal			<u>158,268</u>	<u>-</u>
Child and Adult Care Food Program	10.558	01183-CACFP-10-NP-SOIC	996,123	-
Child and Adult Care Food Program	10.558	23254-J067	3,556	-
Child and Adult Care Food Program	10.558	23254-J067	8,232	-
Child and Adult Care Food Program	10.558	10-62166-1030642-01	1,661	-
Child and Adult Care Food Program	10.558	10-62166-1030642-01	5,893	-
Subtotal			<u>1,015,465</u>	<u>-</u>
Summer Food Service Program	10.559	01183-SFSP-10	57,679	-
Summer Food Service Program	10.559	01183-SFSP-10	1,433	-
Subtotal			<u>59,112</u>	<u>-</u>
Pass through Ecology Center:				
Food Insecurity Nutrition Incentive Program	10.331	19-0807-001-SF	<u>44,354</u>	<u>-</u>
TOTAL U.S. DEPARTMENT OF AGRICULTURE			<u>33,309,561</u>	<u>-</u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022**

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>				
Continuum of Care Program	14.267	CA1090L9T142007	\$ 223,419	\$ -
Continuum of Care Program	14.267	CA1090L9T142108	139,605	-
Continuum of Care Program	14.267	CA1481L9T142106	75,498	-
Continuum of Care Program	14.267	CA1481L9T142005	208,468	-
Continuum of Care Program	14.267	CA1568L9T142004	113,924	-
Continuum of Care Program	14.267	CA1570L9T142004	266,952	-
Continuum of Care Program	14.267	CA1570L9T142105	126,721	-
Continuum of Care Program	14.267	CA1761L9T142103	10,642	-
Continuum of Care Program	14.267	CA1761L9T142002	203,533	-
Subtotal			<u>1,368,762</u>	<u>-</u>
Pass through City of Fresno Development and Resource Management Department, Housing and Development Division:				
Community Development Block Grant	14.218	----	48,216	-
Community Development Block Grant	14.218	B-18-MC-06-0001	36,516	-
Subtotal			<u>84,732</u>	<u>-</u>
Pass through The Regents of University of California:				
Community Development Block Grant	14.218	UFRA-359 OBPTBA3CI	7,001	-
TOTAL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			<u>1,460,495</u>	<u>-</u>
<u>U.S. DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION</u>				
Youth Conservation	15.546	R20AC00095	39,186	-
TOTAL U.S. DEPARTMENT OF THE INTERIOR			<u>39,186</u>	<u>-</u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022**

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. DEPARTMENT OF JUSTICE</u>				
Services for Trafficking Victims	16.320	15POVC-21-GG-03954-HT	\$ 78,809	\$ -
Services for Trafficking Victims	16.320	2019-VM-BX-0010	104,098	-
Subtotal			<u>182,907</u>	<u>-</u>
Mentoring for Youth Affected by the Opioid Crisis and Drug Addtic	16.726	15P JDP-21-GG-02740-MENT	54,358	-
TOTAL U.S. DEPARTMENT OF JUSTICE			<u>237,265</u>	<u>-</u>
<u>U.S. DEPARTMENT OF LABOR</u>				
Pass through Fresno Regional Workforce Investment Board:				
Workforce Investment Act Youth Activities	17.259	310-301	95,524	-
Workforce Investment Act Youth Activities	17.259	310-301	100,107	-
Workforce Investment Act Youth Activities	17.259	310-301	423,363	-
Workforce Investment Act Youth Activities	17.259	310-301	446,957	-
Workforce Investment Act Youth Activities	17.259	310-301	274,016	-
Workforce Investment Act Youth Activities	17.259	646-0844	57,946	-
Workforce Investment Act Youth Activities	17.259	646-1212	14,901	-
Subtotal			<u>1,412,814</u>	<u>-</u>
Pass through Youthbuild USA:				
YouthBuild/DOL	17.274	YB-34315-19-60-A-6	509,122	-
TOTAL U.S. DEPARTMENT OF LABOR			<u>1,921,936</u>	<u>-</u>
<u>U.S. DEPARTMENT OF THE TREASURY</u>				
Pass through County of Fresno				
Coronavirus Relief Fund (CARES Act)	21.019	D-20-316	57,002	-
TOTAL U.S. DEPARTMENT OF THE TREASURY			<u>57,002</u>	<u>-</u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022**

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. SMALL BUSINESS ADMINISTRATION</u>				
Intermediary Loan Program	59.062	48111450-00	515,350	-
TOTAL U.S. SMALL BUSINESS ADMINISTRATION			515,350	-
<u>U.S. DEPARTMENT OF ENERGY</u>				
Pass through California State Department of Community Services and Development:				
Weatherization Assistance for Low-Income Persons	81.042	20C-6005	369,081	-
Weatherization Assistance for Low-Income Persons	81.042	22C-6004	44,038	-
TOTAL U.S. DEPARTMENT OF ENERGY			413,119	-
<u>U.S. DEPARTMENT OF EDUCATION</u>				
Pass through Fresno Unified School District:				
Title I - Grants to Local Educational Agencies	84.010	S010A210005	51,947	-
Title II - Improving Teacher Quality State Grants	84.367	S367A210005	5,489	-
Title IV - Student Support and Academic Enrichment	84.424	S424A210005	10,000	-
Title IV - Student Support and Academic Enrichment	84.424	S424A210005	125	-
Subtotal			10,125	-
Education Stabilization Fund (ELO-G)	84.425	--	9,488	-
Education Stabilization Fund (GEER II)	84.425	S425DC210012	1,435	-

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022**

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. DEPARTMENT OF EDUCATION (continued)</u>				
Pass through Fresno Unified School District: (continued)				
Education Stabilization Fund (ESSER II)	84.425	S425D210016	82,402	-
Education Stabilization Fund (ESSER II)	84.425	S425D210016	11,391	-
Education Stabilization Fund (ESSER II)	84.425	S425D210016	6,253	-
Subtotal			<u>100,046</u>	<u>-</u>
Education Stabilization Fund (ESSER III)	84.425	S425U210016	52,198	-
Education Stabilization Fund (ESSER III)	84.425	S425U210016	1,050	-
Education Stabilization Fund (ESSER III)	84.425	S425U210016-21A	4,076	-
Education Stabilization Fund (ESSER III)	84.425	S425U210016-21A	7,027	-
Subtotal			<u>64,351</u>	<u>-</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			<u>242,881</u>	<u>-</u>
<u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>				
Head Start	93.600	09CH01203102-01	37,649,765	-
Head Start	93.600	09HE00140401-C5	49,000	-
Head Start	93.600	09HE00140401-C6	360,000	-
Subtotal			<u>38,058,765</u>	<u>-</u>
Runaway and Homeless	93.623	90CY7380/01	<u>124,387</u>	<u>-</u>
Special Programs for the Aging - Title III-C-1 Site Management	93.045	22-0095	916,807	-
Special Programs for the Aging - Title III-C-1 Site Management	93.045	23-0095	647,428	-
Subtotal			<u>1,564,235</u>	<u>-</u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (continued)</u>				
Center for Disease Control and Prevention	93.268	CA22CC0010-A1	63,576	-
Center for Disease Control and Prevention	93.268	CA22CC00010	263,743	-
Center for Disease Control and Prevention	93.268	CA22CC00200	199,302	-
Subtotal			<u>526,621</u>	<u>-</u>
Pass through The Regents of the University of California: Promoting Optimal Health for Rural Youth	93.297	TP1AH000233	<u>356,261</u>	<u>-</u>
Pass through US Committee For Refugees and Immigrants: National Human Trafficking Victim Assistance Program	93.598	90ZV0137	<u>15,717</u>	<u>-</u>
Pass through California State Department of Community Services and Development:				
Community Services Block Grant	93.569	21F-4010	937,744	-
Community Services Block Grant	93.569	20F-3649	972,249	-
Community Services Block Grant	93.569	22F-5010	1,073,917	-
Community Services Block Grant	93.569	21F-4411	28,250	-
Subtotal			<u>3,012,160</u>	<u>-</u>
Low-Income Home Energy Assistance	93.568	20B-2008	156,172	-
Low-Income Home Energy Assistance	93.568	20B-2008 WX	43,465	-
Low-Income Home Energy Assistance	93.568	21V-5557	1,401,005	-
Low-Income Home Energy Assistance	93.568	21B-5008	1,105,397	-
Low-Income Home Energy Assistance	93.568	21B-5008 WX	2,163,043	-
Low-Income Home Energy Assistance	93.568	22B-4008	366,361	-
Low-Income Home Energy Assistance	93.568	22B-4008 WX	1,096,385	-
Low-Income Home Energy Assistance	93.568	21W-9003	117,226	-
Subtotal			<u>6,449,054</u>	<u>-</u>

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022

Federal Grantor/ Pass-through Grantor/ Program or Cluster Title	Federal CFDA No.	Supplemental Identifying Number	Federal Expenditures	Pass Through to Sub- recipients
<u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (continued)</u>				
CalWORKS Transportation Agreement	93.558	P-21-239	52,383	-
Maternal and Child Health Services Block Grant/Positive Youth Development Grant	93.994	20-10580	223,715	-
Maternal and Child Health Services Block Grant/Positive Youth Development Grant	93.994	20-10014	273,117	-
Subtotal			496,832	-
Pass through California Family Health Council, Inc.:				
Family Planning Services/Male Services Program	93.217	2021/22 Title X	84,797	-
Family Planning Services/Male Services Program	93.217	2022/23 Title X	56,678	-
Subtotal			141,475	-
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES			50,745,507	-
<u>CORPORATION FOR NATIONAL AND COMMUNITY SERVICE</u>				
Foster Grandparents Program	94.011	21SFICS003	166,029	-
Foster Grandparents Program	94.011	21SFICS003	158,842	-
Foster Grandparents Program	94.011	22SDICA002	28,367	-
Subtotal			353,238	-
Pass through YouthBuild USA:				
YouthBuild AmeriCorps	94.006	19NDHMA0030026	87,154	-
YouthBuild AmeriCorps	94.006	19NDHMA0030026	55,166	-
Subtotal			142,320	-
TOTAL CORPORATION FOR NATIONAL AND COMMUNITY SERVICE			495,558	-
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 89,437,860	\$ -

The accompanying notes to the schedule of expenditures of federal awards are an integral part of this schedule.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

NOTE 1 – BASIS OF ACCOUNTING & PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards is prepared using the accrual basis method of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S., *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some of the amounts presented in this schedule may differ from amounts presented in or used in the preparation of the financial statements.

NOTE 2 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedule agree with the amounts reported in the related periodic federal financial reports.

NOTE 3 – LOANS OUTSTANDING

The federally-funded loans outstanding at December 31, 2022 consist of the following:

Program	Number	Balance
USDA Intermediary Relending Program	48111450	\$ 514,153

NOTE 4 – CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)

The CFDA numbers included in the accompanying Schedule of Expenditures of Federal Awards were determined based on the program name, review of the grant or contract information and the Office of Management and Budget's Catalog of Federal Domestic Assistance.

NOTE 5 – INDIRECT COST RATE

The Organization has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF GRANT REVENUES AND EXPENDITURES –
LOCAL CONSERVATION CORPS GRANT PROGRAM
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

GRANT REVENUE

Grant revenue	\$ 1,714,116
Total Grant Revenue	<u>1,714,116</u>

EXPENSES

Salaries and related benefits	1,150,089
Professional	132,881
Rent	34,865
Repairs and maintenance	63,601
Security	111,930
Utilities	37,634
Fuel - oil and gas	34,686
Travel	70
Equipment rental	23,065
Computer	4,498
Office	22,694
Insurance	56,898
Conference fees (non-travel)	501
Dues - organizations	8,146
Outreach	904
Program	28,415
Staff training	5,340
Safety	<u>3,738</u>
Total Expenses	<u>1,719,955</u>

Net Grant Revenue (Expense)	<u><u>\$ (5,839)</u></u>
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Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 20B-2008 (Liheap EHA 16)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period October 1, 2019 - July 31, 2022

	Jan 1, 2019 - Dec 31, 2019	Jan 1, 2020 - Dec 31, 2020	Jan 1, 2021 - Dec 31, 2021	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE							
Revenue	\$ 2,405	\$ 1,368,181	\$ 1,058,785	\$ 183,140	\$ 2,429,371	\$ 2,612,511	\$ 2,612,511
Total Revenue	\$ 2,405	\$ 1,368,181	\$ 1,058,785	\$ 183,140	\$ 2,429,371	\$ 2,612,511	\$ 2,612,511
Expenditures							
Assurance 16 Activity Program Costs							
Assurance 16 Activities	\$ -	\$ 237,492	\$ 305,302	13,498	\$ 556,292	\$ 556,292	\$ 556,909
Administrative Costs							
Administrative Costs	2,405	410,148	144,356	-	\$ 556,909	556,909	556,909
Program Costs (ECIP and Heap)							
Intake Costs	-	139,334	284,123	68,544	\$ 492,001	492,001	572,636
Outreach Costs	-	201,008	156,890	-	\$ 357,898	357,898	357,898
Training and Technical Assistance	-	4,618	20,671	454	\$ 25,743	25,743	143,159
Subtotal	-	344,960	461,684	68,998	875,642	875,642	1,073,693
Program Services and Program Costs							
Program Services and Program Costs	-	375,581	147,443	100,643	523,024	623,667	425,000
60 - Total Costs	2,405	1,368,181	1,058,785	183,140	2,511,868	2,612,511	2,612,511
Non-Consideration Costs (ECIP & HEAP)							
Fast track Electric and Gas Payments	8,549	652,621	134,850	1,836,693	2,632,712	2,632,712	2,829,629
HEAP Electric and Gas Payments	255	1,323,815	1,456,259	246,216	3,026,545	3,026,545	2,829,628
Total Funds (with Non-Consideration)	\$ 11,209	\$ 3,344,617	\$ 2,649,894	\$ 2,266,048	\$ 8,171,125	\$ 8,271,768	\$ 8,271,768

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 20B-2008 (Liheap Wx)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period October 1, 2019 - July 31, 2022

	Jan 1, 2019 - Dec 31, 2019	Jan 1, 2020 - Dec 31, 2020	Jan 1, 2021 - Dec 31, 2021	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE							
Total Revenue	\$ 17,027	\$ 1,307,480	\$ 896,230	\$ 2,333	\$ 2,220,737	\$ 2,264,202	\$ 2,264,202
EXPENDITURES							
Weatherization Program Costs							
Intake	\$ 13,031	\$ 86,220	\$ 81,087	\$ 87	\$ 180,425	\$ 180,334	\$ 181,136
Outreach	449	64,025	48,735	-	\$ 113,209	113,210	113,210
Training and Technical Assistance	-	103,588	9,622	-	\$ 113,210	113,210	113,210
Total Program Costs	13,480	253,833	139,444	87	406,844	406,754	407,556
WX Activities and Program Costs							
WX Activities and Program Costs	3,547	1,053,647	756,786	\$ 2,245	\$ 1,816,225	1,857,448	1,856,646
Total Costs	\$ 17,027	\$ 1,307,480	\$ 896,230	\$ 2,333	\$ 2,223,070	\$ 2,264,202	\$ 2,264,202

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 21B-5008 (Liheap EHA 16)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period November 1, 2020 - June 30, 2023

	Jan 1, 2021 - Dec 31, 2021	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Revenue	\$ 915,879	\$ 1,100,283	\$ 915,879	\$ 2,016,162	\$ 2,049,253
Total Revenue	\$ 915,879	\$ 1,100,283	\$ 915,879	\$ 2,016,162	\$ 2,049,253
Expenditures					
Assurance 16 Activity Program Costs					
Assurance 16 Activities	\$ 168,872	\$ 311,304	\$ 480,176	\$ 480,176	\$ 539,781
Administrative Costs					
Administrative Costs	284,693	249,737	534,430	534,430	539,781
Program Costs (ECIP and Heap)					
Intake Costs	140,440	238,224	378,664	378,664	517,169
Outreach Costs	128,941	159,012	287,953	287,953	323,230
Training and Technical Assistance	2,314	19,185	21,499	21,499	129,292
Subtotal	271,695	416,422	688,117	688,117	969,691
Program Services and Program Costs					
Program Services and Program Costs	190,619	122,821	313,440	313,440	-
60 - Total Costs	915,879	1,100,283	2,016,162	2,016,162	2,049,253
Non-Consideration Costs (ECIP & HEAP)					
Fast track Electric and Gas Payments	137,008	2,796,668	2,933,676	2,933,676	2,747,459
HEAP Electric and Gas Payments	2,057,926	503,316	2,561,242	2,561,242	2,747,459
Total Funds (with Non-Consideration)	\$ 3,110,813	\$ 4,400,267	\$ 7,511,080	\$ 7,511,080	\$ 7,544,171

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 21B-5008 (Liheap Wx)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period November 1, 2020 - June 30, 2023

	Jan 1, 2020 - Dec 31, 2020	Jan 1, 2021 - Dec 31, 2021	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Total Revenue	\$ 24,848	\$ 493,798	\$ 2,163,043	\$ 518,646	\$ 2,681,689	\$ 2,682,156
EXPENDITURES						
Weatherization Program Costs						
Intake	-	33,689	58,208	91,897	91,897	214,572
Outreach	12,206	17,221	86,160	115,587	115,587	134,108
Training and Technical Assistance	12,642	5,800	72,542	90,984	90,984	134,108
Total Program Costs	24,848	56,710	216,910	298,468	298,468	482,788
WX Activities and Program Costs						
WX Activities and Program Costs	-	437,088	1,946,133	2,383,221	2,383,221	2,199,368
Total Costs	\$ 24,848	\$ 493,798	\$ 2,163,043	\$ 2,681,689	\$ 2,681,689	\$ 2,682,156

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 22B-4008 (Liheap EHA 16)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period November 1, 2021 - December 31, 2023

	Jan 1, 2021 - Dec 31, 2021	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Revenue	\$ -	\$ 362,610	\$ -	\$ -	\$ 2,049,253
Total Revenue	\$ -	\$ 362,610	\$ -	\$ -	\$ 2,049,253
Expenditures					
Assurance 16 Activity Program Costs					
Assurance 16 Activities	\$ -	\$ 63,029	\$ 63,029	\$ 63,029	\$ 546,660
Administrative Costs					
Administrative Costs	-	144,571	144,571	144,571	546,660
Program Costs (ECIP and Heap)					
Intake Costs	-	65,174	65,174	65,174	525,281
Outreach Costs	-	40,877	40,877	40,877	328,301
Training and Technical Assistance	-	-	-	-	131,320
Subtotal	-	106,051	106,051	106,051	984,902
Program Services and Program Costs					
Program Services and Program Costs	-	48,958	48,958	48,958	-
60 - Total Costs	-	362,610	362,610	362,610	2,078,222
Non-Consideration Costs (ECIP & HEAP)					
Fast track Electric and Gas Payments	-	5,046,833	5,046,833	5,046,833	5,046,833
HEAP Electric and Gas Payments	-	534,278	534,278	534,278	534,278
Total Funds (with Non-Consideration)	\$ -	\$ 5,943,721	\$ 5,943,721	\$ 5,943,721	\$ 7,659,333

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 22B-4008 (Liheap Wx)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period November 1, 2021 - December 31, 2023

	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Total Revenue	\$ 1,096,385	\$ 1,096,385	\$ 1,096,385	\$ 2,692,570
EXPENDITURES				
Weatherization Program Costs				
Intake	120,693	120,693	120,693	215,406
Outreach	18,665	18,665	18,665	134,629
Training and Technical Assistance	4,435	4,435	4,435	134,629
Total Program Costs	143,792	143,792	143,792	484,664
WX Activities and Program Costs				
WX Activities and Program Costs	952,592	952,592	952,592	2,207,906
Total Costs	\$ 1,096,385	\$ 1,096,385	\$ 1,096,385	\$ 2,692,570

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 22C-6004 (DOE-WX)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period: July 1, 2020 - June 30, 2022

	Jan 1, 2021- Dec 31, 2021	Jan 1, 2022- Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Revenue	\$ -	\$ 33,182	\$ 33,182	\$ 33,182	\$ 475,000
Total Revenue		\$ 33,182	\$ 33,182	\$ 33,182	\$ 475,000
EXPENDITURES					
Administrative Costs	\$ -	\$ 1,707	\$ 1,707	\$ 1,707	\$ 132,235
Training & Technical Assistance	-	\$ 4,520	4,520	4,520	92,934
Program Costs (Section 1)					
Liability Insurance	-	-	-	-	10,000
Health and Safety Activities	-	9,985	9,985	9,985	289,109
Total Program Costs (Section 1)	-	9,985	9,985	9,985	299,109
Program Costs (Section 2)					
Intake	-	-	-	-	60,000
Outreach	-	250	250	250	30,000
Direct Program Activities	-	16,721	16,721	16,721	619,645
Minor Vehicle and Field Equipment	-	-	-	-	74,000
General Operating Costs	-	-	-	-	10,000
Other Program Costs	-	-	-	-	75,000
Client Education	-	-	-	-	15,000
Automation Supplemental	-	-	-	-	5,000
Total Program Costs (Section 2)	-	16,971	16,971	16,971	888,645
Total Costs	\$ -	\$ 33,182	\$ 33,182	\$ 33,182	\$ 1,412,923

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 20C-6005 (DOE-WX)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period: July 1, 2020 - June 30, 2022

	Jan 1, 2020- Dec 31, 2020	Jan 1, 2021- Dec 31, 2021	Jan 1, 2022- Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Revenue	\$ 40,861	\$ 55,660	\$ 315,981	\$ 412,502	\$ 420,002	\$ 475,000
Total Revenue	\$ 40,861	\$ 55,660	\$ 315,981	\$ 412,502	\$ 420,002	\$ 475,000
EXPENDITURES						
Administrative Costs	\$ 2,582	\$ 4,080	\$ 8,532	\$ 15,194	\$ 15,194	\$ 29,615
Training & Technical Assistance	-	672	\$ 7,824	8,496	8,496	49,890
Program Costs (Section 1)						
Liability Insurance	193	489	-	682	490	1,000
Health and Safety Activities			76,960	76,960	76,960	95,635
Total Program Costs (Section 1)	193	489	76,960	77,642	77,450	96,635
Program Costs (Section 2)						
Intake	-	10,593	10,335	20,928	20,928	24,500
Outreach	-	1,000	3,406	4,406	4,406	24,500
Direct Program Activities	39,220	15,978	194,523	249,721	249,721	211,360
Minor Vehicle and Field Equipment	-		-	-	-	-
General Operating Costs	536	25,737	(2,713)	23,560	23,560	28,000
Other Program Costs	-		11,021	11,021	11,021	-
Client Education	-	3,134	6,093	9,227	9,227	10,500
Automation Supplemental	-		-	-	-	-
Total Program Costs (Section 2)	39,756	56,442	222,666	318,863	318,863	298,860
Total Costs	\$ 42,531	\$ 61,683	\$ 315,981	\$ 420,194	\$ 420,002	\$ 475,000

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 22Q-4557 (SLIHEAP)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period October 1, 2019 - December 31, 2021

	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Revenue	\$ -	\$ -	\$ -	\$ 53,646
Total Revenue	\$ -	\$ -	\$ -	\$ 53,646
Expenditures				
Assurance 16 Activity Program Costs				
Assurance 16 Activities	\$ -	\$ -	\$ -	\$ 11,414
Administrative Costs				
Administrative Costs	-	-	-	11,414
Program Costs (ECIP and Heap)				
Intake	-	-	-	16,436
Outreach	-	-	-	10,273
Training and Technical Assistance	-	-	-	4,109
Subtotal	-	-	-	30,818
Program Services and Program Costs				
Program Services and Program Costs	-	-	-	-
60 - Total Costs	-	-	-	53,646
Non-Consideration Costs (ECIP & HEAP)				
Fast track Electric and Gas Payments				
HEAP Electric and Gas Payments				
Total Funds (with Non-Consideration)	\$ -	\$ -	\$ -	\$ 53,646

Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 21V-5557 (Liheap EHA 16)
For the Period: January 1, 2021 thru December 31, 2021
Grant Period August 1, 2021 - February 28, 2023

	Jan 1, 2021 - Dec 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Revenue	\$ 1,592,711	\$ 1,592,711	\$ 1,592,711	\$ 3,638,882
Total Revenue	\$ 1,592,711	\$ 1,592,711	\$ 1,592,711	\$ 3,638,882
Expenditures				
Assurance 16 Activity Program Costs				
Assurance 16 Activities	\$ 179,372	\$ 179,372	\$ 179,372	\$ 555,188
Administrative Costs				
Administrative Costs	223,992	223,992	223,992	584,496
Program Costs (ECIP and Heap)				
Intake Costs	250,699	250,699	250,699	656,886
Outreach Costs	166,471	166,471	166,471	440,507
Training and Technical Assistance	25,047	25,047	25,047	96,805
Automation Costs	15,000	15,000	15,000	25,000
Subtotal	457,217	457,217	457,217	1,219,198
Direct Services Costs				
EHCS Costs	352,121	352,121	352,121	900,000
ECIP & HEAP WPO	13,619	13,619	13,619	40,000
SWEATS	7,821	7,821	7,821	170,000
PSPS Emergency Preparedness	158,444	158,444	158,444	170,000
Subtotal	532,005	532,005	532,005	1,280,000
Program Services and Program Costs				
Program Services and Program Costs	200,125	200,125	200,125	-
Total Costs	1,592,711	1,592,711	1,592,711	3,638,882
Non-Consideration Costs (ECIP & HEAP)				
Fast track Electric and Gas Payments	6,393,086	6,393,086	6,393,086	6,404,516
HEAP Electric and Gas Payments	643,153	643,153	643,153	782,771
Total Funds (with Non-Consideration)	\$ 8,628,950	\$ 8,628,950	\$ 8,628,950	\$ 10,826,169

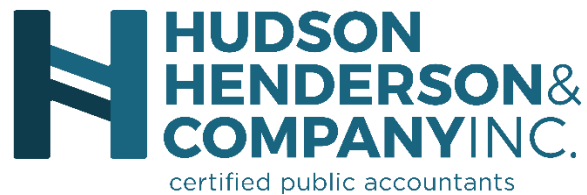
Fresno Economic Opportunities Commission
Supplemental Statement of Revenue and Expenditures
CSD Contract 21W-9003 (LIHWAP ADMIN)
For the Period: January 1, 2022 thru December 31, 2022
Grant Period April 1, 2022 - December 31, 2023

	Jan 1, 2022 - Dec 31, 2022	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Revenue	\$ 117,225	\$ 117,225	\$ 117,225	\$ 227,307
Total Revenue	\$ 117,225	\$ 117,225	\$ 117,225	\$ 227,307
Expenditures				
Assurance 16 Activity Program Costs				
Assurance 16 Activities	\$ -	\$ -	\$ -	\$ -
Administrative Costs				
Administrative Costs	22,831	22,831	22,831	227,307
Program Costs (ECIP and Heap)				
Intake Costs	41,071	41,071	41,071	-
Outreach Costs	42,619	42,619	42,619	-
Training and Technical Assistance	-	-	-	-
Subtotal	83,690	83,690	83,690	-
Program Services and Program Costs				
Program Services and Program Costs	10,704	10,704	10,704	-
60 - Total Costs	117,225	117,225	94,394	227,307
Total Funds (with Non-Consideration)	\$ 117,225	\$ 117,225	\$ 94,394	\$ 227,307

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

OTHER INDEPENDENT AUDITORS' REPORTS

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

To the Board of Commissioners of
Fresno Economic Opportunities Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of the Fresno Economic Opportunities Commission (the Organization), as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Organization's consolidated financial statements, and have issued our report thereon dated December XX, 2023.

Report on Internal Control over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. During our audit we did identify a deficiency in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be a material weakness: 2022-001.

Report on Compliance and Other Matters

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

Organization's Response to Findings

The Organization's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Organization's response was not subjected to the auditing procedures applied in the audit of the consolidated financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

HUDSON HENDERSON & COMPANY, INC.

Hudson Henderson & Company, Inc.

Fresno, California
December XX, 2023

DRAFT



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Commissioners of
Fresno Economic Opportunities Commission

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Fresno Economic Opportunities Commission's (the Organization) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended December 31, 2022. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit.

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

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

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

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

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance which is required to be reported in accordance with the Uniform Guidance and which is described in the accompanying schedule of findings and questioned costs as item 2022-002. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the Organization's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The Organization's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

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

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

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

Purpose of Report

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

HUDSON HENDERSON & COMPANY, INC.

Hudson Henderson & Company, Inc.

Fresno, California
December XX, 2023

DRAFT

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH THE DEPARTMENT
OF RESOURCES RECYCLING AND RECOVERY GRANT AGREEMENT TERMS**

To the Board of Commissioners of
Fresno Economic Opportunities Commission

We have audited the consolidated financial statements of the Fresno Economic Opportunities Commission Local Conservation Corps (the Local Conservation Corps'), as of and for the year ended December 31, 2022 and have issued our report thereon dated December XX, 2023. Our firm has conducted an audit of the Fresno Economic Opportunities Commission Local Conservation Corps for the year ended June 30, 2022 in compliance with Terms and Conditions, Provision 31.

Our audit was conducted in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Standards and Procedures for Audits of Local Conservation Corps Receiving Grant Funds from the Department of Resources Recycling and Recovery, issued by the Department of Resources Recycling and Recovery.

Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Local Conservation Corps' management is responsible for compliance with the laws and regulations of the Grant Agreement. In connection with the audit referred to above, we selected and tested transactions and records to determine the compliance of the laws and regulations of the Grant Agreement applicable to the following items.

Description	Number of Audit Procedures	Procedures Performed
Internal Control	10	Yes
Subcontractors	1	Yes
Competitive Bids	4	Yes
Conflict of Interest	2	Yes
Allowable and Reasonable Costs	6	Yes
Travel	2	Yes

Based on our audit we found that, for the items tested, the Fresno Economic Opportunities Commission Local Conservation Corps complied with the laws and regulations of the Grant Agreement of the items referred to above. Further, based on our examination, for items not tested, nothing came to our attention to indicate that the Local Conservation Corps had not complied with the laws and regulations of the Grant Agreement.

This report is intended solely for the information of the Local Conservation Corps Board of Commissioners and the Department of Resources Recycling and Recovery and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

HUDSON HENDERSON & COMPANY, INC.

Hudson Henderson & Company, Inc.

Fresno, California
December XX, 2023

DRAFT

FRESNO ECONOMIC OPPORTUNITIES COMMISSION

FINDINGS AND RECOMMENDATIONS

DRAFT

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors’ report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? X Yes No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? Yes X None reported
- Noncompliance material to financial statements noted? Yes X No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? Yes X No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? Yes X None reported
- Noncompliance material to federal awards? Yes X No

Any audit findings disclosed that are required to be reported in accordance with 2CRF section 200.516(a)? X Yes No

Type of auditors’ report issued on compliance for major Federal programs: Unmodified

Identification of major programs:

<u>CFDA Number:</u>	<u>Name of Federal Program or Cluster</u>
93.600	Head Start
93.045	Special Programs for the Aging - Title III-C-1 Site Management

Dollar threshold used to distinguish Between Type A and Type B programs: \$2,684,709

Auditee qualified as a low-risk auditee? Yes X No

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022**

SECTION II – FINANCIAL STATEMENT FINDINGS

**Finding 2022-001 – Material Weakness
Financial Close & Reporting**

Condition:

During the audit of the Organization's financial statements, we experienced significant delays in starting the audit, and then subsequently obtaining all required information to complete the audit.

Criteria:

In accordance with accounting principles generally accepted in the United States of America, adequate internal controls should be implemented to ensure that all assets, liabilities, revenues and expenses are properly recorded and reported, and in a timely manner. Furthermore, proper accounting principles should be applied to all financial closing accounts and processes, thus resulting in the proper presentation of all Organization activities and/or funds.

Cause:

As a ripple effect of the prior year audit also being delayed, there were further delays in the current year. In addition, management and accounting staff turnover leading to delays in the start and completion of the audit.

Effect:

The audit is being completed well after required deadlines from grantors and other users of the financial statements, which could lead to withholding of payments, noncompliance with grant guidelines, withholding of future awards, or other legal remedies.

Recommendation:

We recommend that the Organization continue to work on clarifying roles and responsibilities during the year-end closing process, enhancing the process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit.

Management Response:

Fiscal year 2021, provided several challenges and changes including coronavirus, sheltering in place for six months and several key staffing changes within the Fresno EOC Finance Department. We appreciate the recommendation to clarify roles and responsibilities during the year-end closing process. We recognize the importance of accurate financial statements and will work towards improving our processes to ensure accounting records are properly reflected before the audit begins.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2022**

SECTION III – FEDERAL AWARD FINDINGS

Finding 2022-002 – Significant Deficiency

Program: All Programs

CFDA No.: All

Federal Agency: All

Pass Through: N/A

Award Number: All

Award Year: 2022

Compliance Requirement: Reporting

Questioned Costs: N/A

Criteria:

Per Uniform Guidance Subpart F section 200.512 the audit must be completed, and data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports, or nine months after the end of the audit period.

Condition:

Management was not able to provide the necessary information needed to complete the audit by the required date per Uniform Guidance Subpart F section 200.512.

Cause:

Management and accounting staff turnover leading to delays in the start and completion of the audit.

Effect:

Noncompliance may result in withholding of payments, denying both the use of funds and matching credit for all or part of the cost of the activity or action not in compliance, whole or partial suspension or termination of the Assistance Agreements, recovery of funds paid under the Assistance Agreements, withholding of future awards, or other legal remedies in accordance with 2 CFR §200.338.

Recommendation:

We recommend that the Organization improve internal controls to ensure timely filing of the audit reports, including the financial closing process to ensure the audit can commence in a timely manner.

Management's Response:

In fiscal year 2021, numerous challenges and changes continued from prior year, such as the COVID-19 pandemic, which led to a six-month period of sheltering in place, significantly impacting operations. Additionally, the Fresno EOC Finance Department experienced several critical staffing changes during this time. We value the recommendation to enhance internal controls for timely filing of audit reports. We understand the significance of a prompt audit commencement and will focus on refining our financial closing process to facilitate timely audits.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2021**

SECTION II – FINANCIAL STATEMENT FINDINGS

**Finding 2021-001 – Material Weakness
Financial Close & Reporting**

Condition:

During the audit of the Organization's financial statements, we identified material misstatements in the Organization's general ledger account balances which required material audit adjustments. These adjustments were noted in notes receivable/payable, accrued payroll, accrued revenues related to the accrued payroll, capitalized grant funded assets and associated depreciation, and unrealized gains for investments in balancing the general ledger and presentation of the financial statements.

Criteria:

In accordance with accounting principles generally accepted in the United States of America, adequate internal controls should be implemented to ensure that all assets, liabilities, revenues and expenses are properly recorded and reported. Furthermore, proper accounting principles should be applied to all financial closing accounts and processes, thus resulting in the proper presentation of all Organization activities and/or funds.

Cause:

Closing entries were posted in an effort to properly close the Organization's financial records, however it appears that adequate review was not performed in ensuring balances and transactions were properly recorded and reconciled as of year-end.

Effect:

Material adjustments were identified through audit procedures performed which resulted in adjustments to receivables, revenue, capital assets, depreciation, accrued expenses, notes payable and notes receivable to ensure proper presentation in accordance with generally accepted accounting standards.

Recommendation:

We recommend that the Organization continue to work on clarifying roles and responsibilities during the year-end closing process, enhancing the process to ensure that all accounting records are properly reflected in the financial statements prior to the commencement of the audit. We also recommend management implement further detective measures in fixing financial reporting errors during the financial closing process.

Management Response:

Fiscal year 2021, provided several challenges and changes including coronavirus, sheltering in place for six months and several key staffing changes within the Fresno EOC Finance Department. We appreciate the recommendation to clarify roles and responsibilities during the year-end closing process. We recognize the importance of accurate financial statements and will work towards improving our processes to ensure accounting records are properly reflected before the audit begins.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2021**

SECTION II – FINANCIAL STATEMENT FINDINGS (continued)

**Finding 2020-001 – Material Weakness
Financial Close & Reporting**

Management Response (continued):

Corrections have been made to resolve the challenges with year-end accounting by monitoring that year end accruals and other adjusting entries are recorded in a timely manner.

Current Year Status:

See Finding 2022-001.

SECTION III – FEDERAL AWARD FINDINGS

Finding 2021-002 – Significant Deficiency

Program: All Programs

CFDA No.: All

Federal Agency: All

Pass Through: N/A

Award Number: All

Award Year: 2022

Compliance Requirement: Reporting

Questioned Costs: N/A

Criteria:

Per Uniform Guidance Subpart F section 200.512 the audit must be completed, and data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports, or nine months after the end of the audit period.

Condition:

Management was not able to provide the necessary information needed to complete the audit by the required date per Uniform Guidance Subpart F section 200.512.

Cause:

Management and accounting staff turnover leading to delays in the start and completion of the audit.

Effect:

Noncompliance may result in withholding of payments, denying both the use of funds and matching credit for all or part of the cost of the activity or action not in compliance, whole or partial suspension or termination of the Assistance Agreements, recovery of funds paid under the Assistance Agreements, withholding of future awards, or other legal remedies in accordance with 2 CFR §200.338.

Recommendation:

We recommend that the Organization improve internal controls to ensure timely filing of the audit reports, including the financial closing process to ensure the audit can commence in a timely manner.

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2021**

SECTION III – FEDERAL AWARD FINDINGS (continued)

Finding 2021-002 – Significant Deficiency (continued)

Management's Response:

In fiscal year 2021, numerous challenges and changes continued from prior year, such as the COVID-19 pandemic, which led to a six-month period of sheltering in place, significantly impacting operations. Additionally, the Fresno EOC Finance Department experienced several critical staffing changes during this time. We value the recommendation to enhance internal controls for timely filing of audit reports. We understand the significance of a prompt audit commencement and will focus on refining our financial closing process to facilitate timely audits.

Current Year Status:

See Finding 2022-002.

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BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Head Start 0 to 5
Agenda Item #: 20D1	Director: Rosa M. Pineda
Subject: Program Update Report (PUR) for October and November 2023	Chief Executive Officer: Emilia Reyes

Recommended Action

Staff recommends full Board approval of the Head Start 0 to 5 October and November 2023 Monthly Program Update Reports.

Background

As per mandate, Head Start agencies provide monthly updates to the Board and Policy council, written as required by the Head Start Act of December 12, 2007, Section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (I).

Below is a reference to the requirement.

(2) Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and policy council, about program planning, policies, and Head Start agency operations. . .

The report includes all areas mandated by the Head Start Act, not reported elsewhere: (B) monthly program activity summaries; (C) program enrollment reports; (D) monthly reports of meals and snacks provided through the U.S. Department of Agriculture; (H) communication and guidance from the Secretary of Health and Human Services.

The excluded information reported separately includes: (A) monthly financial reports including credit cards, (E) financial audit report, (F) annual Self-Assessment (G) community-wide strategic planning (Community Assessment) and the (I) Annual Program Information Report (PIR).

The October and November 2023 Program Update Report are attached for review.

Fiscal Impact

Action on this agenda item will have no fiscal impact.



Conclusion

If approved by the full Board, the October and November 2023 PUR will be retained for record keeping to verify the County-Wide Policy Council and the Fresno EOC Board of Commissioners had timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5.



BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

REPORT MONTH: OCTOBER 2023

I. Head Start 0 to 5

Program Information Summary:

1. October 6, 2023 – In-Service for Individual Service areas took place at various locations.
2. October 9, 2023 – Indigenous People's Day Holiday was observed. All offices and sites were closed in observance.
3. October 18, 2023 – Self Assessment Orientation Training for staff.
4. October 19, 2023 – Self Assessment Orientation Training for parents.
5. October 26, 2023 – Program Governance Training took place at Franklin Head Start for staff, commissioners and parents.
6. October 27, 2023 – Head Start Town Hall Meeting took place in the morning and in the afternoon for all Head Start Employees.

II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:

Recently, the U.S. Department of Health and Human Services (HHS), through the Administration for Children and Families (ACF), released nearly \$3.7 billion in Low Income Home Energy Assistance Program (LIHEAP) funding to help households with their home energy costs. The funding will help ensure households across the country have the support they need to maintain safe and healthy indoor temperatures, especially as the winter season approaches.

III. Early Head Start

Program Information Summary:

1. EHS continues to recruit and hire new employees to fill staff vacancies.
2. EHS is waiting for the Fire Marshall and Community Care Licensing to clear the two toddler classroom classes that will allow us to serve 16 EHS CB children.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 367; Monthly ADA: Center Base: 86.76%, Home Base: N/A, Wait List Total: 109

Our Early Head Start funded enrollment is 478. For the month of October 2023, we had an actual enrollment of 367. There was a total of 27 drops in the month of October. This gives us an overall enrollment of 394 (367+27). This month, Early Head Start's enrollment increased by 3%. There are 88 children on the waitlist. Staff continue to recruit more children for Eric White and other EHS sites by collaborating with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services. Staff continue to visit WIC offices, clinics, and schools to promote our EHS services. EHS participated in 6 community events, which also includes one with HS. This month we received 80 online referrals for Early Head Start. Our efforts to recruit and hire more staff continues for EHS as we continue to recruit and hire staff for EHS Center Base sites. At this time EHS HB does not have any staff vacancies. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 690 Lunches: 741 Snacks: 648

IV. Head Start

Program Information Summary:

1. HS leadership continues to recruit and hire new employees to fill staff vacancies.
2. Family/Community Services staff were trained on CAP 60.

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,484; Monthly ADA: Center Base 84.31%; Home Base: N/A, Wait List Total: 270

Our Head Start funded enrollment is 2112. For the month of October 2023, we had an actual enrollment of 1484 and a total of 40 drops. As a result, we had an enrollment of 1524 (1484+40). This month, Head Start's enrollment increased by 5.5%. We have 272 children on our waitlist, and 178 of the children are three-year-old's. At this time, we have 18 centers that have reached their maximum capacity of three-year-old's. As we continue to recruit children for the program, we have noticed that the majority of children are three years old. As a result, staff has started to meet to determine if a Locally Designed Program Option (LDO) is needed in order to meet full enrollment. Recruitment efforts consist of canvassing, participating in community events, and facilitating presentations in the community. We participated in 8 community events and as a result, we received 53 online referrals. The ERSEA Team continues to work



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BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

with the Communications Department to update marketing materials and determine what is the most effect way to continue advertising the program. We also continue to recruit and hire staff including an additional ERSEA Assistant. We have the following vacancies: ERSEA Liaison – 1, EHS ERSEA Assistant – 1, Family/Community Services Specialists – 3, Family Support Assistants – 5, Home Base Educators – 3, Teachers – 3, Teacher Assistants – 37. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 15,338 Lunches: 18,551 Snacks: 14,399

Submitted by:

Rosa M. Pineda
Head Start Director

Nidia Davis
Program Support Director



BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

REPORT MONTH: NOVEMBER 2023

I. Head Start 0 to 5

Program Information Summary:

1. November 10, 2023 – Veterans Day Holiday was observed. All offices and sites were closed in observance.
2. November 13, 15, and 17, 2023 – Triannual Review for Self-Assessment I at Franklin Head Start.
3. November 18, 2023 – A Parent Career Resources event took place at Franklin Head Start; the event was held 8:00 am - 12:00 pm for all Head Start 0 to 5 parents.
4. November 23-24, 2023 – Thanksgiving Holiday was observed. All offices and sites were closed in observance.
5. November 29, 2023 – DEC Meeting was held at Franklin Head Start with Human Resources to review changes made to the Personnel Policies and Procedures Manual.

II. Communication and Guidance from the United States Health and Human Services (HHS) Secretary:

On November 20, 2023, Program Instruction ACF-PI-OHS-23-04 was released indicating The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The publication opens a 60-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This [NPRM proposes](#) new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health into all levels of Head Start programming
- Enhanced standards in other service areas to promote quality improvement and clarity of requirements

III. Early Head Start

Program Information Summary:

1. Early Head Start continues to recruit staff and children to the program.
2. Continuing to wait on Community Care Licensing visit to Franklin to license two EHS classes.

Early Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 380; Monthly ADA: Center Base: 81.73%; Home Base: N/A, Wait List Total: 123

Our Early Head Start funded enrollment is 478. For the month of November 2023, we had an actual enrollment of 380. There was a total of 16 drops in the month of November. This gives us an overall enrollment of 396 (380+16). This month, Early Head Start's enrollment increased by 3.4%. There are 103 children on the waitlist. Staff continue to recruit more children for Eric White and other EHS sites by collaborating with local agencies that provide services to pregnant teen mothers, and/or prenatal care services. Staff continue to visit WIC offices, clinics, and schools to promote our EHS services. EHS participated in 4 community events. This month we received 47 online referrals for Early Head Start. Our efforts to recruit and hire more staff continues for EHS as we continue to recruit and hire staff for EHS Center Base sites and one staff for EHS Home Base. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Early Head Start Meals/Snacks:

Total Children: Breakfasts: 583 Lunches: 621 Snacks: 531

IV. Head Start

Program Information Summary:

1. Head Start continues to recruit staff and children to the program.
2. All HATCH tablets have been distributed to Home Base families with Wi-Fi to participate in the Waterford Literacy program.
3. Health Services Manager is working with contractors Fresno Unified School District to provide their teaching staff training on Bloodborne Pathogens.



Fresno EOC
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&
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BOARD OF COMMISSIONERS PROGRAM UPDATE REPORT

Head Start Enrollment/ADA Reports/Wait List:

Monthly Enrollment: 1,506; Monthly ADA: Center Base 81.80%; Home Base: N/A

Wait List Total: 317

Our Head Start funded enrollment is 2112. For the month of November 2023, we had an actual enrollment of 1506 and a total of 37 drops. As a result, we had an enrollment of 1543 (1506+37). This month, Head Start's enrollment increased by 1.5%. We have 299 children on our waitlist, and 246 of the children are three-year-olds. At this time, we have at least 21 centers that have reached their maximum capacity of three-year olds. As we continue to recruit children for the program, we have noticed that the majority of children are three years olds. As a result, staff have met to draft a locally-designed program option (LDO) in order to meet full enrollment. Recruitment efforts consist of: canvassing, participating in community events, and facilitating presentations in the community. We participated in 2 community events and as a result, we received 41 online referrals. The ERSEA Team continues to work with the Marketing & Communications Department to update marketing materials and determine what is the most effective way to continue advertising the program. We also continue to recruit and hire staff. We have the following vacancies: ERSEA Liaison - 1, EHS ERSEA Assistant - 1, Family/Community Services Specialists - 3, Family Support Assistants - 8 and Home Base Educators -3, Teachers-3, Teacher Assistants-37. Analysis of all areas below the recommended 85% ADA, if any, has been done.

Head Start Meals/Snacks:

Total Children: Breakfasts: 13,477 Lunches: 16,258 Snacks: 12,643

Submitted by:

Rosa M. Pineda
Head Start Director

Nidia Davis
Program Support Director



BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Head Start 0 to 5
Agenda Item #: 20D2	Director: Rosa M. Pineda
Subject: Budget Modification January 1, 2023 through December 31, 2023- FY2023	Chief Executive Officer: Emilia Reyes

Recommended Action


The County-Wide Policy Council recommends ratification of the Budget Modification January 1, 2023 through December 31, 2023 for the Fiscal Year 2023 in the amount of \$9,650,853 (EHS \$3,825,694 and HS \$5,825,159).

Background

Fresno EOC Head Start 0 to 5 has experienced savings in the Basic 2023 Budgets that equal more than \$250,000, thus mandating a formal budget revision to be requested from Region IX staff prior to expenditure of these funds for new purposes. These savings are due in large part to numerous personnel vacancies and Leaves of Absence (LOA's) in 2023. Like many other Head Start programs we have lost many of our most experienced teachers to higher paying jobs with the school districts and /or other employers who are paying more hourly. In addition, when an employee takes some types of LOA's, such as Family Medical Leave (FMLA) or Workers' Compensation, approximately 65% of that staff's salary is paid by the State of California and not with Head Start funds. The number of staff on FMLA this year has generated these program savings. All of these vacancies have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefits and operations line items to the uses outlined in the Budget Justification Narrative below under the budgetary object class categories of Supplies (\$838,152), Equipment (\$5,104,932), and Contractual (\$3,707,769).

On December 31, 2023, Fawnda Cole, County-Wide Policy Council Chair and Linda Hayes, Fresno EOC Board Chair reviewed and approved the Budget Modification for FY 2023, respectively.

On December 31, 2023, Staff submitted the budget modification onto the Head Start Enterprise System (HSES) for Head Start 0 to 5 FY 2023 budget for a total of \$9,650,853 (EHS \$3,825,694 and HS \$5,825,159); to reallocate the unspent program



funds to other expenditures in FY 2024. These changes will assist in the full implementation of our program and School Readiness Goals by providing additional resources for children's learning, maintenance and repair for program sites to improve the environments for children, families and staff.

Fiscal Impact

With these funds, Head Start 0 to 5 will continue to utilize them to support the needs of children, families, and needed projects. Head Start request a modification to spend the following: \$9,650,853 (EHS \$3,825,694 and HS \$5,825,159).

Conclusion

If ratified by the Board, Head Start 0 to 5 will proceed with the Budget Modification for January 1, 2023 through December 31, 2023- FY 2023, as it will allow Head Start 0 to 5 and the contractors to continue serving children and families in Fresno County. If no approval is received, the unused funds will be returned to the Office of Head Start when our budgets are closed out.

BOARD OF COMMISSIONERS MEETING

Date: January 22, 2024	Program: Head Start 0 to 5
Agenda Item #: 20D3	Director: Rosa M. Pineda
Subject: Locally Designed Program Option (LDO) Request	Chief Executive Officer: Emilia Reyes

Recommended Action

The County-Wide Policy Council recommends ratification of the Locally Designed Program Option (LDO) Request that was submitted to the Office of Head Start on December 14, 2023.

Background

Fresno EOC Head Start 0 to 5 has been encountering challenges with meeting full enrollment due to staff shortage and increased number of three-year-old children on the wait list due to expansion of Transitional Kindergarten and State Preschool classrooms in our local school districts. Therefore, we requested a group size waiver through Locally Designed Program Option Variation (LDO) for some classes in order to address our under-enrollment concerns. The proposal is aimed at helping the program achieve the Full Enrollment Initiative (FEI) Plan as we have exhausted our four-year-old eligible waitlist. We plan to convert four-year-old classes to predominantly three-year-old classes and serve a class size of 20 children to provide more preschool services to families in their respective communities.

The waiver is intended for 17 Head Start sites and 20 predominantly three-year-old classes. The waiver for three-year-olds is based on the community needs assessment, site capacity, waitlist, number of three-year-old online referrals, and three-year-old incomplete applications, as well as serving Early Head Start Transitions. According to the Community Assessment, there are a total of 33,193 three and four-year-old children in Fresno County and 14,120 are 3 years old. Currently we have 230 three-year-old children on the waitlist, 192 three-year-old online referrals, 127 three-year-old incomplete applications, and 33 Early Head Start transitions.

Attached is the breakdown of recommended sites, classroom, program options, and the classroom staffing for each respective site recommended for the LDO.

Fiscal Impact

If Head Start 0 to 5 does not reach 97 percent of their enrollment at the end of 12-month period, Office of Head Start has the authority to designate our program as chronically underenrolled and OHS may recapture, withhold, or reduce our base grant for redistribution to other programs. Any reduction in funding would adjust our funded enrollment to be consistent with the historical, actual enrollment level.

Conclusion

If ratified by the Board, the Locally Designed Program Option (LDO) will allow Head Start to increase our enrollment by enrolling three-year-old children at 17 Head Start sites and make 20 classrooms predominately a three-year-old class.

Center Name	Funded Enrollment	Classroom Option	Class Size Waiver Request	Classroom Staffing
Area II	40	6-hour	1 Classroom	1-Teacher 2- Teacher Assistants
Brooks	60	3.5- PM Class	1 Classroom	1- Teacher 2- Teacher Assistants
Clovis	40	3.5- PM Class	1 Classroom	1- Teacher 2 –Teacher Assistants
Dakota Circle	200	3.5- AM Class 3.5- PM Class	2 Classrooms	2- Teachers 2- Teacher Assistants
Firebaugh	40	6-hour	1 Classroom	1- Teacher 2- Teacher Assistants
Franklin	180	3.5- AM Class 3.5- PM Class	2 Classrooms	2- Teachers 2- Teacher Assistants
Huron	60	3.5- PM Class	1 Classroom	1- Teacher 2- Teacher Assistants

Jefferson	100	3.5- PM Class	1 Classroom	1- Teacher 2- Teacher Assistants
Kings Canyon	120	3.5- PM Class	1 Classroom	1- Teacher 2- Teacher Assistants
Lane - Contractor	20	6- hour	1 Classroom	1- Teacher 2- Teacher Assistants
Lighthouse - Contractor	20	6-hour	1 Classroom	1- Teacher 1- Teacher Assistant
Maple Vista	20	6-hour	1 Classroom	1- Teacher/Director 1-Teacher 2- Teacher Assistants
Olmos - Contractor	20	6-hour	1 Classroom	2- Teacher 3- Teacher Assistants
Richard Keyes	120	3.5- AM Class 3.5- PM Class	2 Classrooms	2- Teachers 2- Teacher Assistants
Romain	40	3.5- PM Class	1 Classroom	1- Teacher 2- Teacher Assistants
Roosevelt	40	6- hour	1 Classroom	1- Teacher 2- Teacher Assistants
Sanger	80	3.5- PM Class	1 Classroom	1- Teacher 2- Teacher Assistants

**FRESNO EOC SCHOOL OF UNLIMITED LEARNING
GOVERNING COUNCIL MEETING
Sanctuary Recreation Room
Tuesday, October 17, 2023
MINUTES**

1. Meeting called to order by Dr. Terry Allen 8:35 a.m.
2. Community Action Promise
Terry Allen guided the Governing Council in reading the Community Action Promise.
3. Roll call facilitated by Commissioner Rodgers.

Voting Members	Present	Excused	Absent	Staff	Present	Excused	Absent	Non-Voting Member	Present	Excused	Absent	Guests
Terry Allen, Ed.D., Chair, Retired Teacher Representative	X			Jack Lazzarini	X			Felicia Olais	X			
Benita Washington, Vice Chair, FSU Social Worker Representative	X			Cha Vang	X							
Jimi Rodgers, Secretary, Fresno EOC Commissioner	X			Michelle Tutunjan		X						
Larry Metzler, Cultural Arts Rotary Interact Club Advisor			X	Emilia Reyes		X						
Jeanne Starks, Retired Law Enforcement Juvenile Probation		X										
Julio Romero, EOC Health Services	X											
Brittney Angeles												
Steven Taylor, Fresno EOC Commissioner	X											
Parent Rep Lucy Luttrell			X									
Student Rep's (2) Halle Overton, Kassandra Saavedra	X	X										
Alternate Student Rep												
Susan Lopez, Staff Representative, Principal	X											
Rena Failla, Staff Representative, Guidance Coordinator	X											
Courtney Griffin, Staff Representative, Guidance Dean	X											
Sandy Lomelino, Staff Representative, Coordinator of Curriculum & Instruction	X											

4. **Approval of Minutes**
September 12, 2023 Governing Council Meeting Minutes.

Public Comments: None heard.

Motion by: Lopez **Second by:** Failla

Ayes: Allen, Washington, Rodgers, Taylor, Griffin, Overton, Lomelino, Romero,

Nays: None

5. **Public Comments**

Susan Lopez congratulated Sandy Lomelino for graduating with her Master's degree in Educational Leadership and completing the Administrative Service credentialing program to receive her Administrative Preliminary Credential.

6. **Membership Sub-Committee Report**

Terry Allen reported on the Membership Sub-Committee report. The Sub-Committee is interested in expanding the Governing Council membership to include a Law Enforcement or Juvenile Justice Representative and Patrick Turner from Fresno EOC Training and Employment. The Sub-Committee also recommend that the number of SOUL staff representatives be reduced from 7 to 4, for a more appropriately balance of staff to community membership representation.

Public Comments: None heard.

Motion by: Washington **Second by:** Taylor

Ayes: Allen, Lopez, Failla, Rodgers, Griffin, Overton, Lomelino, Romero,

Nays: None

7. SOUL Update: Principal Report

Lopez reported on the Classroom Based and Independent Study demographics as presented on the Principals report.

- The Independent Study program has very few deficiency notices sent to parents.
- SOUL's Fall Graduation Ceremony will be held Thursday, December 14, 2023. Ten seniors are schedule to participate in the ceremony.
- The Interact students are painting pumpkins and decorating wreaths to be sold at Fresno EOC courtyard Thursday, October 26th and Friday, October 27th.
- SOUL classroom based students will be attending the San Joaquin Valley Town Hall, Fresno County Lecture Series Wednesday, October 18, 2023. The speaker this month will be Dr. Amber Straughn presenting on the James Webb Telescope.
- The annual Cultural Arts Rotary of Fresno fundraiser will be held at Roger Rocka's Dinner Theater, Wednesday, November 1, 2023. The featured show, The Pirates of Penzance.
- Ed Tech continues to work on SOUL's Material Revision to be presented to FUSD Board in the spring of 2024.

8. Other Business

Terry Allen announced that the next Governing Council meeting will be held, Tuesday, December 5, 2023.

9. Adjournment of Meeting

Meeting adjourned at 8:54 am

Submitted by Commissioner Jimi Rodgers, SOUL Governing Council Secretary



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
NOVEMBER 7, 2023**

CALL TO ORDER	The meeting was called to order at 6:12 p.m. by Fawnda Cole, CWPC Chairperson.
ROLL CALL	Roll Call was called by Aldo Alvarado Rebolledo, CWPC Secretary. The following Representatives were present: September Smith, Laura Barnes, Erica Silva, Kristin Quintero, Gloria Martinez, Betsaida Ledesma, Denise Jackson, Cynthia Espindola, Jeanette Trejo, Michelle Taylor, Silvano Reboddedo, Alma Martinez, Jose De Los Santos, Christina Olea, Maria Padilla, Georgette Salazar, Stephanny Vazquez, Maria Rolon, Katherine Castro, Joshua Barkley, Mariana Mena, Latrice Turton, Leslie Mendoza, Adriana Mendoza, Angela Diaz, Fawnda Cole, Clarissa Varela, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Natasha Chalk, Priscilla Thompson, Jessica Castillo, Jovanna Tobar, Elisa Campos, Natisha Goins, Steven Taylor, Jimi Rodgers and Zina Brown-Jenkins. A quorum was present.
APPROVAL OF PREVIOUS CWPC MINUTES	<p>Fawnda Cole, CWPC Chairperson, informed Representatives of the October 3, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.</p> <p><u>Motion</u> to approve the October 3, 2023 CWPC Minutes as written and read was made by Betsaida Ledesma and seconded by Maria Mena. Motion carried.</p>
FRESNO EOC PROGRAM REPORT – RURAL TOBACCO	There were no Fresno EOC Program reports.
COMMUNITY REPRESENTATIVE REPORTS	Natisha Goins, Community Representative of Women, Infants & Children (WIC), informed Representatives that the WIC program is participating in Toys for Tots and will be collecting toys up until December 16, 2023. If parents have already signed up through another program, they will not be able to sign up through WIC. If interested, parents may call a WIC Representative at 559-263-1150.
FRESNO EOC COMMISSIONERS' REPORT FOR THE MONTH OF AUGUST 2023	<p>Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the information discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place in August 2023.</p> <p>Annette Thornton, WIC Director, provided a brief overview of the Women, Infants & Children (WIC) services provided to the community. Thornton introduced two clients, Cynthia Espindola and Edgar Perez, and presented a video of client Karen Perez, who shared their experience with the WIC program.</p> <p>Commissioner Robles, recommended to provide mothers with a Breastfeeding Educational training with the importance of Breastfeeding Children.</p> <p>The Annual Report was discussed and Representatives were encouraged to read page number 22 in the CWPC packet for more detailed information about the report.</p> <p>Ms. Brown-Jenkins stated Emilia Reyes, Chief Executive Officer, provided a report regarding her attendance at the 2023 National Community Action Partnership (NCAP) Conference in Atlanta Georgia.</p> <p>Ms. Brown-Jenkins stated the next Fresno EOC Commissioner's meeting will be held on December 7, 2023 at 5:30 p.m.</p> <p><u>Motion</u> to approve Fresno EOC Commissioners Report for the Month of August 2023 was made by Mariana Mena and seconded by Betsaida Ledesma. Motion carried.</p>

MONTHLY FINANCIAL
STATUS REPORTS (FSR)
FOR THE MONTH OF
SEPTEMBER 2023

Fawnda Cole, CWPC Chairperson, stated this report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of September 2023, which also includes credit expenses as required by the Head Start Act of December 12, 2007.

Motion to approve the Monthly Financial Status Reports (FSR) for the month of September 2023 for Head Start and Early Head Start was made by Georgette Salazar and seconded by Maria Mena. Motion carried.

AVERAGE DAILY
ATTENDANCE (ADA)
REPORTS FOR THE MONTH
OF SEPTEMBER 2023 FOR
HEAD START CENTER BASE
AND EARLY HEAD START

Fawnda Cole, CWPC Chairperson, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of September 2023 for Head Start Center Base and Early Head Start. Head Start's monthly ADA for September 2023 for Center Base was 85.46%. Total number of Head Start Home Base Visits completed were 343. Early Head Start's monthly ADA for September 2023 for Center Base was 78.74%. Total number of Early Head Start Home Visits completed were 972.

Motion to approve the ADA Reports for the month of September 2023 for Head Start Center Base and Early Head Start was made by Maria Mena and seconded by Betsaida Ledesma. Motion carried.

COMMUNITY
REPRESENTATIVE
RECOMMENDATIONS FOR
THE 2023-2024 PROGRAM
YEAR

Olga Jalomo-Ramirez, Family/Community Services Manager, stated per Head Start Act 642 and the Head Start 0 to 5 County-Wide Policy Council Bylaws, Membership of the County-Wide Policy Council (CWPC) shall be comprised of individuals from businesses, public or private community organizations, as well as those who are familiar with resources and services for low-income children and families.

At the beginning of each school year, the CWPC Executive Board is provided with a list of local community partners by which they select who they would like to participate in the CWPC meetings. In doing so, this affords the CWPC and Community Representatives to make decisions for program operations. The four community representative agencies that were selected to participate in the 2023-2024 school year are Fresno EOC Women, Infants and Children (WIC), Central Valley Regional Center (CVRC), Exceptional Parents Unlimited (EPU) and Supportive Services.

Fresno EOC WIC provides vouchers for families to receive dietary supplements, food and prenatal services. CVRC assists with the development of disabled individuals within families through Home Visits. EPU works with children with delays and/or behaviors. Supportive Services provides babysitting vouchers for families to receive affordable childcare.

Ms. Cole added that children do not have to be diagnosed with IEP/IFSP by a Physician for assistance through CVRC or EPU.

Motion to approve Community Representative Recommendations for the 2023-2024 Program Year was made by Priscilla Thompson and seconded by Silvano Rebolledo. Motion carried.

EARLY HEAD START/HEAD
START PROGRAM SCHOOL
READINESS GOALS 2023-
2024 DRAFT

Guadalupe Zuniga, Home Base Services Manager, informed Representatives that Head Start Program Performance Standard Achieving program goals requires all agencies to establish school readiness goals. Head Start 0 to 5 uses five domains, represented by the central domains of the Framework, as the basis for school readiness goals. They consist of: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition and Perceptual, Motor, and Physical Development.

Felicia Amescua, School Readiness Coordinator, stated on September 01, 2023, Head Start 0 to 5 staff, parents and partners used the aggregated data from Child Care Results (CCR) Analytics to review and establish school readiness goals for the 2023-2024 program year.

Head Start 0 to 5 has developed five goals in which, children will demonstrate age appropriate positive approaches toward learning, children will demonstrate age appropriate positive social behavior, emotion regulation and emotion well-being, children will demonstrate age appropriate positive communication, language and emergent literacy skills, children will demonstrate age appropriate positive general cognitive skills, and children will demonstrate age appropriate positive health and physical development. Ms. Amescua provided examples for each goal to provide Representatives with more understanding.

Motion to approve Early Head Start/Head Start Program School Readiness Goals 2023-2024 Draft was made by Betsaida Ledesma and seconded by Joshua Barkley. Motion carried.

FISCAL YEAR 2024 HEAD
START 0 TO 5
CONTINUATION/REFUNDING
APPLICATION – YEAR 4

Rosa M. Pineda, Head Start Director, stated Head Start 0 to 5 is in year 4 of a 5-year grant period. The Refunding Application is submitted every year by the deadline, October 1st. The Head Start/Early Head Start Refunding Grant Application for FY 2024 (Year 4 of the funding cycle) includes the following budget components:

1. Basic Head Start Budget (G094122): \$37,624,649
2. Basic Early Head Start Budget (G094122): \$8,376,194
3. Head Start Training and Technical Assistance Budget (G094120): \$323,827
4. Early Head Start Training and Technical Assistance Budget (G094121): \$173,371

Ms. Pineda briefly discussed each budget category such as Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Total Direct Charges and Indirect Charges.

Ms. Pineda stated the Non-Federal Share category pertains to In-Kind, which is about 20% of the programs budget.

Mr. Rebolledo asked Ms. Pineda to expand on In-Kind because many parents are unsure of how it works.

Ms. Pineda stated the most common way to obtain In-Kind is by parents volunteering in the classroom. One hour of volunteering in the classroom is equivalent to \$17.60. Parents completing and returning the PACT Calendar is another way to obtain In-Kind. Ms. Pineda stated parents may take home activities and cut out/glue projects for teachers to obtain In-Kind as well. Teaching your child how to put on their own socks and shoes can qualify as In-Kind. Ms. Pineda encouraged parents to speak with their Teachers to ask specific questions about In-Kind.

Ms. Brown-Jenkins asked Ms. Pineda why Head Start no longer invites parents to the National Head Start Association (NHSA) Conferences.

Ms. Pineda stated the previous CWPC Chairperson was invited to this past NHSA Conference in Phoenix Arizona, but could not make it.

Ms. Brown-Jenkins suggested incorporating more parents to be involved in the trip. She stated her experience was phenomenal as a previous parent in the program when she attended the NHSA Conference.

Motion to approve Fiscal Year 2024 Head Start 0 to 5 Continuation/Refunding Application – Year 4 was made by Cynthia Espindola and seconded by Betsaida Ledesma. Motion carried.

RESOLUTION FOR HEAD
START DIRECTOR

Rosa M. Pineda, Head Start Director, stated she is asking for approval from the CWPC to allow her to accept and sign any Community Care Licensing (CCL) documents that require authorization from the CEO, Emilia Reyes, as it pertains to Fresno EOC Head Start 0 to 5. CCL requires timely live signatures, so when Emilia Reyes is not available this would give Ms. Pineda the authority to complete the signatures. If the CWPC approves this agenda item, it will then be presented to the EOC Board for final approval and authorization.

Georgette Salazar, CWPC Representative, asked if there is a record for parents to review what was signed.

Ms. Pineda replied yes, and it only applies to Licensing documents. Ms. Reyes will have knowledge of any documents Ms. Pineda signs as well.

Motion to approve Resolution for Head Start Director was made by Betsaida Ledesma and seconded by Georgette Salazar. Motion carried.

FULL ENROLLMENT
INITIATIVE UPDATES

Sara Flores, ERSEA Coordinator, stated per Performance Standard 1302.15, a program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

The recruitment data attached includes our recruitment efforts up to October 12, 2023. Head Start Center Base has 1356 children enrolled and Head Start Home Base has 80 children enrolled. Early Head start Center Base has 49 children enrolled and Early Head Start Home Base has 314 children enrolled. This gives us a total of 1799 children enrolled in Head Start 0 to 5.

We continue to identify age eligible siblings of Head Start 0 to 5 children and reaching out to Community Partners to let them know we are actively recruiting children. We also continue to recruit by distributing marketing materials and participating in community recruitment events.

Ms. Flores stated ERSEA has expanded marketing by participating on social media, Instagram and Facebook. Head Start 0 to 5 also had a segment on channel 30 and channel 26, before school started. ERSEA completed an express enrollment fair to register children in-person and on the spot. ERSEA also participates in many community events. For Halloween ERSEA participated in a trunk-or-treat at LCC and gave parents information about Head Start 0 to 5.

Ms. Brown-Jenkins asked if all parents could be given Head Start 0 to 5 t-shirts for further promotion of the program.

Ms. Pineda stated staff will be ordering t-shirts for all of the children for promotion. T-shirts will also be given to all new CWPC Representatives. Due to Fresno EOC being a non-profit agency, staff cannot sale shirts.

Jose De Los Santos, CWPC Representative, asked if parents could retrieve the QR code through text message so that parents may promote the program on their social media.

Ms. Flores stated parents may follow the program on social media and obtain the QR code.

Ms. Pineda stated everyone cannot received a t-shirt but she will give a t-shirt to the top parent volunteer of the month each month.

Mr. Rebolledo asked why the waitlisted children and incomplete application categories were so high. Are we completing follow-ups for these applications?

Ms. Flores replied yes, follow-ups are completed for each applicant. The incomplete application tab does not categorize by reason, so many incomplete applications are due to pending parent information such as income verification, immunizations, etc. Also, a lot of children on the waitlist are over-income, or 3-year-old children that cannot be enrolled into class because there is a maximum number of 3-year-old children in the classroom.

Elisa Campos, Community Representative, asked what is the turn-around for a referral.

Ms. Flores stated it is 1-2 days; however, due to some centers being short staffed, she asks parents to wait a week.

Jimi Rodgers, EOC Commissioner, asked what is the incomplete application turn-around.

Ms. Flores stated there is no specific time limit. Staff make at least 3 attempts. Sometimes parents do not get back to staff so the final attempt is a home visit.

IN-KIND MONTHLY STATUS REPORT FOR THE MONTH OF SEPTEMBER 2023

Olga Jalomo-Ramirez, Family/Community Services Manager, stated the Head Start Act stipulates that the federal share of the total costs of the Head start program will not exceed 80 percent of the total grantee budget unless a waiver has been requested and granted.

Head Start's YTD In-Kind totals for the month of September 2023 was \$200,592.94. Head Start In-Kind totals are accumulated by classroom and non-classroom volunteer services, consultants, goods, foster grandparents, PACT Time, Space, and CSPP. Early Head Start's YTD In-Kind totals for the month of September 2023 was \$17,802.40. Early Head Start In-Kind totals are accumulated by home activities, literacy/growing readers and classroom/non-classroom volunteer services. The YTD Head Start 0 to 5 In-Kind totals for the months of January to September is \$4,839,061. Failing to reach our In-Kind goal of \$8,660,339 annually may affect funding if not reached by December 31, 2023. The In-Kind totals each month need to maintain

and average of \$721,695 between both Head Start and Early Head Start to reach our In-Kind goal for the 2023-2024 Fiscal Year.

Ms. Jalomo-Ramirez encouraged parents to continue participating in the classroom and completing PACT Calendars. She informed the CWPC they may turn in calendars from previous months up until August 2023.

Natasha Goins, Parent Planning & Review Committee Chairperson, asked if there are any repercussions if Head Start 0 to 5 does not meet the In-Kind requirement.

Ms. Jalomo-Ramirez stated yes, the program would have to give some of the grant money back.

PERSONNEL COMMITTEE REPORT

Fawnda Cole, CWPC Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Positions for the month. All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an informational item.

HEAD START 0 TO 5 PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF SEPTEMBER 2023

Rosa M. Pineda, Head Start Director, stated the PUR is a mandate from the Office of Head Start (OHS) in which intends to keep the CWPC apprised of program activities within Head Start 0 to 5. Ms. Pineda stated EHS Home Base has filled all of their Family Development Specialist (FDS) vacancies and is now fully staffed. However, staff will continue to recruit and hire staff for EHS Center Base.

Ms. Pineda stated many staff recently attended/completed CPR training and a group of staff attended the ChildPlus Training Scramble in Las Vegas, Nevada, September 24-28, 2023. ChildPlus is the software the program uses to enroll and track information for each child/family.

On September 7, 2023, Eric White began enrolling children. The center is located in Selma. There will be a total of 16 children and 2 classrooms for Eric White.

ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- A. November 2023 – Food Distribution
- B. November 10, 2023 – Veteran's Day Holiday – No School
- C. November 16-17, 2023 – Tri-Annual Self-Assessment
- D. November 23-24, 2023 – Thanksgiving Break – Head Start 0 to 5 – No School

Ms. Cole reminded parents that the Parent Career Resources flyer was available on the back table.

Ms. Jalomo-Ramirez stated various individuals will attend the Parent Career Resource event and provide tips on how to prepare your resume, apply for a job and complete an interview. Some vendors will be taking applications on site.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Georgette Salazar and seconded and Joshua Barkley. Motion carried.

The meeting adjourned at 8:09 p.m.
Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES NOVEMBER 7 2023 FINAL) bw 11/21/23 ~ CWPC (2023-2024 (CWPC MINUTES) ~



Fresno EOC
Head Start
0 to 5

Early Care
&
Education

**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
DECEMBER 5, 2023**

CALL TO ORDER	The meeting was called to order at 6:00 p.m. by Jalyssa McGill Jenkins, CWPC Vice-Chairperson.
ROLL CALL	Roll Call was called by Aldo Alvarado Rebolledo, CWPC Secretary. The following Representatives were present: Denise Jackson, Miroslava Woodward, Jalyssa McGill Jenkins, Erica Silva, Cynthia Espindola, Michelle Taylor, Silvano Rebolledo, Alma Martinez, Katherine Castro, Maria Rolon, Joshua Barley, Mariana Mena, Betsaida Ledesma, Antonio Basilio, Joanna Vargas Villasenor, Latrice Turton, Melanie Garcia, Leslie Mendoza, Gloria Martinez, Adriana Mendoza, Rom Yoeun, Clarissa Varela, Nancy Solorzano, Celia Ochoa, Angela Diaz, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Natasha Chalk, Priscilla Thompson, Lucia Guadalupe Cruz, Jessica Castillo, Natisha Goins, Steven Taylor, Jimi Rodgers and Zina Brown-Jenkins. A quorum was present.
APPROVAL OF PREVIOUS CWPC MINUTES	<p>Jalyssa McGill Jenkins, CWPC Vice-Chairperson, informed Representatives of the November 7, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.</p> <p><u>Motion</u> to approve the November 7, 2023 CWPC Minutes as written and read was made by and Alma Martinez and seconded by Rom Yoeun. Motion carried.</p>
FRESNO EOC PROGRAM REPORT – HEALTH SERVICES	<p>Rhoda Gonzales, Dental Hygienist – Fresno EOC Health Services, stated her office has been completing dental screenings at various centers for Head Start 0 to 5. Dental Services are very important for children; Health Services has been finding decay in between children's teeth. Ms. Gonzales encouraged parents to floss in between their children's teeth every night to prevent cavities. Ms. Gonzales informed the CWPC to contact her office if their child's center has not had a dental screening, whether they attend a physical center or Home Base. Her office is also providing free STI testing for Community Colleges.</p> <p>Zina Brown-Jenkins asked if Health Services supplies dental floss for children.</p> <p>Ms. Gonzales replied yes, her office provides children with kits in which contain a new tooth brush, flossers and other items. She stated with parent consent, children may also receive a fluoride treatment. Fluoride is a mineral for the teeth that helps harden and protect the teeth. Also, Medi-Cal now covers white crowns for cavities, rather than only silver caps.</p>
COMMUNITY REPRESENTATIVE REPORTS	There were no reports for the meeting.
FRESNO EOC COMMISSIONERS' REPORT FOR THE MONTH OF OCTOBER 2023	Zina Brown-Jenkins, Fresno EOC Commissioner, stated at this time, there are no items to report for the October 5, 2023 EOC Board meeting due to the pending approval of the October Board Meeting minutes. The Board reconvenes on December 7, 2023.
MONTHLY FINANCIAL STATUS REPORTS (FSR) FOR THE MONTH OF OCTOBER 2023	<p>Jalyssa McGill Jenkins, CWPC Vice-Chairperson, stated this report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of October 2023, which also includes credit expenses as required by the Head Start Act of December 12, 2007.</p> <p><u>Motion</u> to approve the Monthly Financial Status Reports (FSR) for the month of October 2023 for Head Start and Early Head Start was made by Mariana Mena and seconded by Maria Rolon. Motion carried.</p>
AVERAGE DAILY ATTENDANCE (ADA) REPORTS FOR THE MONTH OF OCTOBER 2023 FOR	Jalyssa McGill Jenkins, CWPC Vice-Chairperson, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of October 2023 for Head Start Center Base and Early Head Start. Head Start's monthly ADA for October 2023 for Center Base was 84.31%. Total number of Head Start Home Base Visits completed were 399. Early Head Start's monthly ADA for

HEAD START CENTER BASE AND EARLY HEAD START	<p>October 2023 for Center Base was 86.76%. Total number of Early Head Start Home Visits completed were 1101.</p> <p><u>Motion</u> to approve the ADA Reports for the month of October 2023 for Head Start Center Base and Early Head Start was made by Mariana Mena and seconded by Silvano Rebolledo. Motion carried.</p>
FULL ENROLLMENT INITIATIVE UPDATES	<p>Sara Flores, ERSEA Coordinator, stated ERSEA stands for Eligibility, Recruitment, Selection, Enrollment and Attendance. The recruitment data attached included the programs recruitment efforts up to November 22, 2023. Head Start Center Base has 1424 children enrolled and Head Start Home Base has 78 children enrolled. Early Head Start Center Base has 51 Children enrolled and Early Head Start Home Base has 324 children enrolled. This gives us a total of 1877 children enrolled in Head Start 0 to 5.</p> <p>We continue to identify age eligible siblings of Head Start 0 to 5 children and reaching out to Community Partners to let them know we are actively recruiting children. We also continue to recruit by distribution marketing materials and participating in community recruitment events.</p> <p>Ms. Flores stated at the last meeting parents asked for access to the QR code for recruitment/enrollment purposes. Staff passed out recruitment cards to the CWPC with the QR code linked to the Fresno EOC website for Head Start 0 to 5 applications.</p>
IN-KIND MONTHLY STATUS REPORT FOR THE MONTH OF OCTOBER 2023	<p>Olga Jalomo-Ramirez, Family/Community Services Manager, stated the Head Start Act stipulates that the federal share of the total costs of the Head start program will not exceed 80 percent of the total grantee budget unless a waiver has been requested and granted.</p> <p>The report has been added to the packet for the CWPC to review the numbers by center. Head Start's YTD In-Kind Totals for the month of October 2023 was \$664,72. Early Head Start's YTD In-Kind totals for the month of October 2023 was \$58,522.80. The YTD Head Start 0 to 5 In-Kind totals for the months of January to October 2023 is \$4,839.061. Failing to reach our In-Kind goal of \$8,660,339 annually may affect funding if not reached by December 31, 2023.</p> <p>Ms. Jalomo-Ramirez encouraged the CWPC to volunteer in the classroom and/or complete non-classroom hours, as well as, report their centers specific In-Kind totals at the LPM.</p>
PERSONNEL COMMITTEE REPORT	<p>Jalyssa McGill Jenkins, CWPC Vice-Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Positions for the month. All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an informational item.</p>
STATE OF CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CSDD) CCTR 2024-2025 REQUEST FOR APPLICATION (RFA)	<p>Helen Uyeda, Braided Funding Manager, stated the intent of the Request for Applications (RFA) is to expand full-day/full-year CCTR services. It was due on Wednesday, November 22, 2023. Fresno EOC submitted an application for CCTR funding for the Amor Child Development Center in Mendota, California. CCTR Request for Funding Application (RFA) 2024-2025 was submitted and awarded in the amount of \$243,830.00.</p>
CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) 2024-2025 CONTINUED FUNDING APPLICATION	<p>Helen Uyeda, Braided Funding Manager, stated the program was notified by California Department of Education (CDE) that monies are available for existing CDE/EESD contractors to request continued funding for fiscal Year 2024-2025. The application was submitted on December 1, 2023. The total amount of CSPP 2024-2025 Continued Funding Application \$1,620,809.00.</p>
STATE OF CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CSDD) CCTR 2024-2025 CONTINUED FUNDING APPLICATION	<p>Helen Uyeda, Braided Funding Manager, stated the program was notified by California Department of Social Services (CDSS) Child Care and Development Division (CCDD) Program Quality Improvement (PQI) contractors to request continued funding for Fiscal Year 2024-2025. CCTR Continued Funding Application is due on or before 11:59 p.m., January 19, 2024. Total amount of CCTR 2024-2025 Continued Funding Application \$616,391.00.</p>
COUNTY-WIDE POLICY COUNCIL APPOINTMENT OF EARLY HEAD START REPRESENTATIVES	<p>Olga Jaolomo Ramirez, Family/Community Services Manager, stated the EHS Representative positions for Early Head Start Center Base and Early Head Start Home Base were not filled at the CWPC Elections meeting in October 2023. Fawnda Cole, CWPC Chairperson, appointed Cynthia Espindola Early Head Start Center Base Representative and Silvano Rebolledo Early Head Start</p>

Home Base Representative. They will hold their positions for the remainder of the 2023-2024 school year.

HEAD START 0 TO 5
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
OCTOBER 2023

Rosa M. Pineda, Head Start Director, stated the information provided in the PUR is intended to keep the CWPC apprised of program activities throughout the month. She stated many vacancies remain throughout the program, so please spread the word to others to encourage them to apply for desired positions.

Ms. Pineda stated there was communication and guidance from the United States Health and Human Services (HHS) Secretary regarding the release of nearly \$3.7 billion in Low Income Energy Assistance Program (LIEAP) funding to help households with their home energy costs. She encouraged the CWPC to obtain assistance or inform someone who may need assistance.

ANNOUNCEMENTS

Priscilla Thompson, Historian, made the following Announcements:

- A. December 2023 – Food Distribution
- B. December 14, 2023 – Last Day of classes for Center Base (3.5 and 6-hour class) and Home Base due to Winter Break
- C. December 18, 2023 – Last Day of classes for CSPP Part Day (7.5-hour class) due to Winter Break
- D. December 20, 26, 2023 and January 2, 2024 – CSPP Full Day Closed
- E. December 20-26, 2023 and January 2-6, 2024 – EHS Center Base Closed
- F. January 8, 2024 – Center Base Classes (3.5, 6.0 and CSPP 7.5-hour class) resume for Center Base and Home Base
- G. January 9, 2024 – New County-Wide Policy Council Meeting at 6:00 p.m.

Ms. Jalomo-Ramirez introduced Floro Trujillo, the newly hired Family Engagement/Volunteer Services Coordinator.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Miroslava Woodward and seconded by Cynthia Espindola. Motion carried.

The meeting adjourned at 6:51 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES DECEMBER 5 2023 DRAFT) bw 1/2/24 ~ CWPC (2023-2024 (CWPC MINUTES) ~



CEO REPORT

BACKGROUND

The information presented below is intended to inform the reader about the Chief Executive Officer, the Agency, and the staff's involvement in serving our community.

FRESNO EOC AGENCY-WIDE EFFORTS

National Community Action Partnership Head Start Tasks Force

The NCAP Head Start Tasks Force met on December 13th. Members including myself provided input and feedback regarding the Office of Head Start's (OHS) notice of proposed rulemaking (NPRM) to update the Head Start Program Performance Standards (HSPPS), entitled "Supporting the Head Start Workforce and Consistent Quality Programing." The response primarily focused on four main areas. First, Community Action is a significant Head Start stakeholder that supports and appreciates OHS explicitly naming the existential challenges currently facing Head Start programs, documenting the factors that led Head Start to this inflection point, and the substantial equity implications that hang in the balance. Second, we share the equitable goals set out in the NPRM, including increased staff compensation and benefits, expanded mental health services for children and adults, and safer learning environments for staff and families. Third, we agree with many of the methods OHS has proposed to help grant recipients reach those goals. However, changes of this scope and significance require striking a balance between divergent forces and the final section demonstrates how the current proposal fails to strike that balance in two important areas: local flexibility and equitable implementation.

Fresno EOC Head Start Adhoc Group

On December 18, 2023 Fresno EOC Head Start Adhoc Group met with the Head Start Leadership to provide feedback on improving employee relations and community engagement. Fresno EOC Chair Hayes and Commissioners Brown-Jenkins, Rodgers, Jaime-Mileham and Taylor recommended staff to develop a HS Action Plan on next steps. The next HS Adhoc group meeting is scheduled for January 31, 2024.

Applications Being Accepted for Energy Assistance through Fresno EOC LIHEAP

Fresno Economic Opportunities Commission (EOC) Low-Income Home Energy Assistance Program (LIHEAP) is now accepting application for families and individuals in need of energy assistance for 2024. The Community Services Department of California notified Fresno EOC the release of funds for 2024 in January. The LIHEAP team is now ready to help those in need throughout the year. To make access easier for clients, appointments can be scheduled, or they can walk into any of our three locations

in Fresno County, which can be found online at www.FresnoEOC.org/LIHEAP or call 559-263-1320.

Head Start 0-5 and SOUL Resume School Year

SOUL re-opened on Monday, January 8, 2024 for the Spring semester with a total of 212 students enrolled. Two new teachers were added to staff. Head Start 0-5 resumed session on January 8, 2024.

Fresno EOC CEO visits Head Start Sites

In 2024 I made a commitment to visit all Head Start Sites. The goal of the site visits is to demonstrate we care and value our employees by encouraging, listening and supporting all of them throughout the County. My first site visit was Ted C Willis Community Center on Tuesday, January 9, 2024. I'll be visiting Estelle Dailey on Thursday, January 18, 2024.

National Head Start Association Winter Leadership Institute

The National Head Start Association's 2024 Winter Leadership Institute will be taking place in Washington, D.C. from January 22 – January 25, 2024. The goal of the Leadership Institute this year is to ensure Congress understands, values, and empower the important role Head Start serves for nation's most vulnerable children and families. Highlights include meeting with Congress members, advocacy training and professional development. The HS leadership team and I will be representing Fresno EOC Head Start 0 to 5 Program.

Fresno EOC 2024 Board Training and Retreat

Mark your calendars. The Fresno EOC Board of Commissioners Board Training is scheduled for February 24, 2024. Also, the Annual Fresno EOC Board Retreat is scheduled from June 6 – June 8, 2024.

Advance Peace Fresno Banquet

On January 31, 2024 the inaugural Advance Peace Fresno Fundraiser and Recognition Banquet is taking place at The Grand 1401 in Fresno, California. Highlights of the event include a welcome reception with recording artist Patrick Contreras, Violin on Fire. The keynote speaker is the Founder and CEO of Advance Peace, Mr. Devone Boggan. AP Fresno will be sharing successes and accomplishments of the program and individuals who have contributed to these noteworthy accomplishments.

FRESNO EOC COMMUNITY EFFORTS

Partnership Helps Provide Free Diapers to WIC Families

Fresno EOC WIC has distributed 1,864 cases of diapers to WIC families. Nearly one in three families struggle to afford diapers to keep their babies clean, dry, and healthy. Diaper insecurity is also associated with postpartum depressive symptoms and high

rates of diaper rash for infants. Fresno EOC is partnering with the Central California Food Bank to reduce diaper insecurity.

Training & Employment

On December 29, 2023 Valley Apprenticeship Connections was on hand for the Central Valley Training Center graduation in Selma. VAC students finished constructing a new fence at the Chaffee Zoo and now are working on a shelter for the Zoo.

Sanctuary & Support Services Observes National Human Trafficking Prevention Month

January 1st kicked off National Human Trafficking Prevention Month. To bring awareness and benefit Central Valley Against Human Trafficking (CVAHT), Miss Clovis is hosting a coat drive. Donations sites include: the Clovis Police Station, Clovis Public Library and Woodward Park Library.

In observance of National Human Trafficking Prevention Month, CVAHT along with community partners will be hosting activities and proclamations throughout Fresno County.

On January 16th CVAHT staff and other volunteers will be in Clovis, Madera, and Fresno for the annual Pledge to Stop Trafficking Event. Pledge to Stop Trafficking (P2ST) is a collaborative organization who aims to provide awareness to trafficking in our communities as well as collect donations that are then redistributed via grants to anti-trafficking agencies.

Fresno EOC Food Services Serves More than 300 Free Winter Meals

To combat food insecurity and provide much-needed meals when school is out of session, Fresno EOC Food Services served more than 300 meals during its Winter Break Meals Session at 10 locations.

MEDIA MENTIONS

Fresno EOC offering free meals for kids during winter break

<https://abc30.com/fresno-eoc-free-meals-winter-break-ten-locations/14187893/>

Free meals served during winter break by the Fresno EOC

<https://www.yourcentralvalley.com/news/local-news/free-meals-served-during-winter-break-by-the-fresno-eoc/>

Fresno EOC to provide free meals to Fresno County children during winter break

<https://kmpb.com/news/local/fresno-eoc-to-provide-free-meals-to-fresno-county-children-during-winter-break>

Advance Peace Fresno

<https://abc30.com/fresno-leaders-give-overview-of-2023-crime-statistics/14242286/>

Murders down by nearly 50% in Fresno this year, compared to 2021

<https://www.yourcentralvalley.com/news/local-news/murders-down-by-nearly-50-in-fresno-this-year-compared-to-2021/>

SPONSORSHIPS

Break the Barriers, A Nutcracker Like No Other, 12/2/23

Exceptional Parents Unlimited, Inc., Winter Drive-Thru Event, 12/8/23

LGBT Community Network, Chosen Family Holiday Party, 12/16/23

Valley PBS, Winter Wonderland, 12/16/23

City of Fresno Martin Luther King Unity Committee, Martin Luther King Awards, 1/12/24

Cornerstone Church, God's Trying To Tell You Something, 2/17/24

Thank You to Our Partners

We continue to identify service gaps by listening to and lifting up unheard voices in our community. When we work together, we elevate the fight against injustice and poverty.