



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-8

For the meeting of: December 15, 2015

Date: October 30, 2015

To: Board of Supervisors

From: Phillip R. Crandall, Director
Department of Health and Human Services-Social Services

Subject: Agreement with Redwood Community Action Agency to Assist with CalFresh Outreach and Support Activities

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Agreement with Redwood Community Action Agency to assist the Department of Health and Human Services (DHHS) to increase utilization of CalFresh benefits by eligible households; and
2. Authorize the Chair to execute three (3) originals of the Agreement (Attachment 1); and
3. Direct the Clerk of the Board to route two (2) fully executed originals of the Agreement to the Department of Health and Human Services (DHHS)-Contract Unit for forwarding to DHHS - Social Services Administration.

SOURCE OF FUNDING:

Social Services Fund 1160

Prepared by Leigh Pierre-Oetker

CAO Approval

REVIEW:

Auditor

MBM

County Counsel

H7

Personnel

Risk Manager

[Signature]

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. 11/12/13

Meeting of: C-14

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor

Lovelace

Seconded by Supervisor

Bass

Ayes

Nays

Abstain

Absent

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Dec. 15, 2015*

By:

[Signature]
Kathy Hayes, Clerk of the Board

DISCUSSION:

Redwood Community Action Agency (RCAA) provides a wide range of services to low and moderate incomes residents in Humboldt County, with the long-term goal of empowering individuals to improve their own lives and become self-sufficient. RCAA has partnered with DHHS on CalFresh Outreach over the past few years by integrating CalFresh outreach and application assistance into its programs and client contacts.

RCAA serves the target audience that CalFresh seeks to reach. The agency's programs reach tens of thousands of residents through Public Service Announcements and advertising, and thousands of families are provided personalized messages through outreach and education. Added retention assistance efforts will help hundreds of families retain important nutrition assistance benefits for as long as they are needed. As well as the addition of new tools to assess whether messaging and activities are making a difference in their efforts to enroll and retain clients.

With the execution of this Agreement, Redwood Community Action Agency will assist DHHS in increasing CalFresh utilization by eligible households and thereby promote a safe, healthy and economically vibrant community. Outreach and enrollment raises awareness of the nutrition benefits of the CalFresh program; promotes healthy food choices; reduces hunger in seniors and children; and helps to dispel program myths and misperceptions.

The California Department of Social Services (CDSS) administers all United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP) funds. Focusing on the important role SNAP plays in access to nutrition and the relation of nutrition to overall wellness, CDSS renamed and re-branded food stamps as CalFresh in California. Beyond the name and image changes, CDSS also made significant program changes to increase CalFresh use by reducing enrollment and retention barriers. Many low-income individuals and families continue to not be fully aware of and do not apply for CalFresh benefits. Many others are not aware of program changes that can make it easier for them to receive and continue CalFresh benefits.

USDA and CDSS have encouraged counties to work with community partners to help reach and inform community members who might be eligible for CalFresh benefits. Partnering with community based organizations is not only consistent with DHHS's general approach and strategic plan; it is key to DHHS's goal of providing integrated, place-based and holistic services.

Program changes and the economic downturn have increased the number of Humboldt County residents now eligible for nutrition assistance. These factors, internal changes and outreach partnerships with community-based organizations have lead to a significant increase in CalFresh enrollment within the County and throughout the State and nation.

Therefore, DHHS recommends that the Board approve and authorize the Chair to execute this Agreement and direct the Clerk of the Board to return two executed copies of the Agreement to the DHHS-Social Services Administration.

Due a more lengthy review process as well as shortages in staffing, this Agreement has a start date of December 1, 2015 in order to ensure quicker continuity of services provided by Redwood Community Action Agency and ensure there is no gap in this service delivery. Prior contract with this agency expired on May 31, 2015.

FINANCIAL IMPACT:

The costs associated with the Redwood Community Action Agency Agreement have been budgeted in the approved County Budget for fiscal year 2015-16, in Fund 1160, Budget Unit 511 in the amount of \$160,218.62. There will be no impact to the County General Fund.

Approving this Agreement supports the board's Strategic Framework by creating opportunities for improved health and safety, and protecting vulnerable populations.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to approve the Agreement for CalFresh Outreach and Support activities with Redwood Community Action Agency. This is not recommended as the Department of Health and Human Services asserts this funding is important to the goal of increasing CalFresh participation and thereby improving the health and economic stability of children, families and other individuals in Humboldt County.

ATTACHMENTS:

Attachment 1: Agreement with Redwood Community Action Agency (3 originals).

AGREEMENT FOR SERVICES

This Agreement is made and entered into this 15th day of December, 2015, by and between the County of Humboldt (COUNTY), a political subdivision of the State of California, and Redwood Community Action Agency (RCAA) (hereinafter, CONTRACTOR) a not for profit corporation.

RECITALS

WHEREAS, COUNTY, through the Department of Health and Human Services (DHHS) desires to provide increased utilization of the CalFresh benefit by eligible households and thereby improve the health and economic stability of families and individuals in Humboldt County; and

WHEREAS, CONTRACTOR offers these services; and

WHEREAS, COUNTY wishes to obtain services from CONTRACTOR on behalf of itself and/or clients.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF WORK

CONTRACTOR agrees to provide services described in Exhibit A, which is attached hereto and incorporated by reference. Said exhibit describes the services to be performed by CONTRACTOR under this Agreement.

2. TERM

The term of this Agreement shall be from December 1, 2015 and shall continue through November 30, 2016, unless sooner terminated or modified as provided herein.

3. COMPENSATION

CONTRACTOR agrees that the total maximum compensation cap for services performed and costs incurred under this Agreement is One Hundred Sixty Thousand Two Hundred Eighteen Dollars and Sixty-Two Cents (\$160,218.62), as set forth in the Budget attached hereto as Exhibit B, and incorporated by reference, and CONTRACTOR agrees to perform any services required by this Agreement for an amount not to exceed such maximum compensation cap. All costs incurred above the maximum compensation cap will be the responsibility of the CONTRACTOR.

4. PAYMENT

CONTRACTOR will submit an itemized invoice to the COUNTY monthly or no less than quarterly commencing upon final execution of Agreement by COUNTY. CONTRACTOR shall submit a final project report, including all expenditures within thirty (30) days of project completion or within thirty (30)

days of termination of this Agreement.

The itemized invoices due to the COUNTY, shall itemize costs for activities that are consistent with the services provided by CONTRACTOR as of the invoice date, described in Exhibit A, attached hereto and incorporated by references. Payment for services performed will be made within thirty (30) days after receipt of the invoice. A sample itemized invoice form is attached hereto as page 3 of Exhibit B.

5. BOOK OF RECORD AND AUDIT PROVISIONS:

- A. CONTRACTOR agrees to coordinate with COUNTY in the performance of this Agreement, timely preparation and maintenance of accurate and complete financial and performance records for a minimum of five (5) years from the date of final payment under this Agreement or until all pending county, state, and federal audits are completed, whichever is later. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work. In addition CONTRACTOR shall maintain detailed payroll records. CONTRACTOR agrees to maintain such records locally and make them available for inspection by county, state and federal representatives, during normal business hours, upon five (5) working days notice.
- B. CONTRACTOR will permit county, state and/or federal government to audit all books, accounts or records relating to this Agreement for the purpose of compliance with applicable audit requirements relative to this Agreement. CONTRACTOR shall provide the county, state or federal governments with any relevant information required and shall permit access to its premises, during normal business hours, upon five (5) days notice.
- C. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency and for the cost of the audit. If CONTRACTOR is the party responsible for the deficiency, the cost of the audit and the deficiency shall be paid by CONTRACTOR within thirty (30) days of notice.
- D. CONTRACTOR'S rights and obligations under this provision shall continue after termination of the Agreement.

6. REPORTING:

CONTRACTOR agrees to provide COUNTY with any reports that may be required by county, State or Federal agencies for compliance with this Agreement.

7. MONITORING:

CONTRACTOR agrees to extend to DHHS Director or designees, the right to review and monitor records, programs or procedures, at any time, in regards to clients, as well as the overall operation of CONTRACTOR'S programs in order to ensure compliance with the terms and conditions of this Agreement.

8. RESTRICTIONS, LIMITATIONS OR CONDITIONS

This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the federal and/or state governments that may affect the provisions, terms or funding of this Agreement.

9. INSURANCE

A. This contract/agreement shall not be executed by COUNTY and the CONTRACTOR is not entitled to any rights, unless certificates of insurances, or other sufficient proof that the following provisions have been complied with, and such certificate(s) are filed with the Clerk of the Humboldt County Board of Supervisors.

B. Without limiting CONTRACTOR'S indemnification provided herein, CONTRACTOR shall, and shall require any of its subcontractors to, take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII, or its equivalent, against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONTRACTOR, its agents, employees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000) per occurrence for any one incident, including, personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.

2. Automobile/Motor liability Insurance with a limit of liability of not less than One Million Dollars (\$1,000,000) combined single limit coverage. Such insurance shall include coverage of all "owned", "hired", and "non owned" vehicles or coverage for "any auto".

3. Workers Compensation Insurance

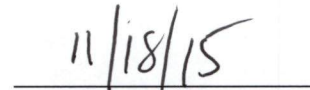
Workers' Compensation - as required by the California Labor Code, with statutory limits and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain or be endorsed to contain a waiver of subrogation

against County, its officers, agents, employees, and volunteers and provide for thirty (30) days prior written notice in the event of cancellation.

If Contractor has no employees, Contractor may sign and file the following certification in lieu of insurance:

"I am aware of the provisions of the California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this contract."


Signature


Date

4. Insurance Notices:

County of Humboldt
Attn: Risk Management
825 5th Street, Room 112
Eureka, CA 95501

C. **Special Insurance Requirements.** Said policies shall unless otherwise specified herein be endorsed with, the following provisions:

1. The Comprehensive General Liability Policy shall provide that the COUNTY, its officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to the COUNTY, its officers, officials, employees, and volunteers. Said policy shall also contain a provision stating that such coverage:
 - a. Includes contractual liability.
 - b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to "XCU Hazards".
 - c. Is primary insurance as regards to County of Humboldt.
 - d. Does not contain a pro-rata, excess only, and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insured's clause.
2. The policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY and in accordance with the Notice

provisions set forth under Section 23. It is further understood that CONTRACTOR shall not terminate such coverage until it provides COUNTY with proof satisfactory to COUNTY that equal or better insurance has been secured and is in place.

3. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
4. For claims related to this project, the CONTRACTOR'S insurance is primary coverage to the COUNTY, and any insurance or self-insurance programs maintained by the COUNTY are excess to CONTRACTOR'S insurance and will not be called upon to contribute with it.
5. Any failure to comply with reporting or other provisions of the Parties, including breach of warranties, shall not affect coverage provided to COUNTY, its officers, officials, employees, and volunteers.
6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement by COUNTY. The endorsements shall be on forms as approved by the COUNTY'S Risk Manager or COUNTY Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000) shall be disclosed to and approved by COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and CONTRACTOR agrees to pay the cost of said insurance. COUNTY is also hereby authorized with the discretion to deduct the cost thereof from the monies owed to CONTRACTOR under this Agreement.
7. COUNTY is to be notified immediately if twenty five percent (25%) or more of any required insurance aggregate limit is encumbered and CONTRACTOR shall be required to purchase additional coverage to meet the aggregate limits set forth above.

10. HOLD HARMLESS/INDEMNIFICATION CLAUSE

- A. CONTRACTOR shall hold harmless, defend and indemnify the COUNTY and its officers, officials, employees, volunteers and elective and appointive boards from and against any and all liability loss, all claims, losses, damages, including damage expense, costs (including without limitation, costs and fees of litigation) of every

nature arising out of or in connection with CONTRACTOR'S performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the COUNTY. This indemnification shall extend to claims, losses, damages, injury, and liability for injuries occurring after completion of CONTRACTOR'S services, as well as during the progress of rendering such services.

- B. Acceptance of insurance required by this Agreement does not relieve CONTRACTOR from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by CONTRACTOR'S operations regardless if any insurance is applicable or not.

11. RELATIONSHIP OF PARTIES

CONTRACTOR shall perform all work and services as described herein as an independent contractor. No person performing any of the work or services described herein shall be considered an officer, agent, servant, or employee of COUNTY, nor shall any such person be entitled to any benefits, including but not limited to Workers' Compensation Benefits, available or granted to employees of COUNTY. CONTRACTOR shall be solely responsible for the acts or omissions of its officers, agents, employees, and subcontractors. Nothing herein shall be construed as creating a partnership or joint venture between COUNTY and CONTRACTOR.

12. ASSIGNMENT

Neither party shall assign its obligations under this Agreement without the prior written consent of the other. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement.

13. SUBCONTRACTING

CONTRACTOR shall not subcontract any portion of the work required by this Agreement without prior written approval of COUNTY.

14. LICENSING

CONTRACTOR shall maintain the appropriate licenses throughout the life of this Agreement.

15. TITLE

It is understood that any and all documents, information, and reports concerning this project prepared by and/or submitted by CONTRACTOR shall be the property of COUNTY. CONTRACTOR may retain reproducible copies of drawings and copies of other documents. In the event of termination of this Agreement, for any reason whatsoever, CONTRACTOR

shall promptly turn over all information, writing and documents to COUNTY without exception or reservation.

16. NONDISCRIMINATORY EMPLOYMENT

In connection with the execution of this Agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion or religious creed, color, age (over 40), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics) mental or physical disability (including HIV status and AIDS), military service, or any other classifications protected by federal, state, or local laws or ordinances. This policy does not require the employment of unqualified persons.

CONTRACTOR further assures that it will abide by the provisions of Title VI and Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Welfare and Institutions Code Section 10000, CDSS MPP Division 21, and other applicable federal and state laws to ensure that employment practices are non-discriminatory. CONTRACTOR shall comply with United States Executive Order 11246, entitled "Equal Employment Opportunity." United States Executive Order 11375 and supplemented in 45 CFR, Part 60, amends this. Practices in hiring, compensation, benefits and firing are among the employment practices subject to this requirement.

17. NONDISCRIMINATORY DELIVERY OF SOCIAL SERVICES

CONTRACTOR agrees that it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans With Disabilities Act of 1990, as amended; the Age Discrimination Act of 1972, as amended; the Food Stamp Act of 1977, as amended; California Civil Code, Section 51 et seq., as amended; California Government Code, Section 4450 et seq., as amended and other applicable federal and state laws and their implementing regulations, all as outlined in California DSS Manual Division 21. The CONTRACTOR agrees to ensure that the administration of public assistance and social services programs are nondiscriminatory, and that no person shall, because of race, religion or religious creed, color, age (over 40), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics) mental or physical disability (including HIV status and AIDS), military service, or any other classifications protected by federal, state, or local laws or ordinances be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal or State

financial assistance.

The COUNTY reserves the right to monitor the CONTRACTOR for compliance with the requirements of this paragraph and Division 21.

18. ENTIRETY OF CONTRACT

This Agreement shall constitute the entire Agreement between the parties relating to the subject matter of this Agreement, and shall supersede any previous agreements, promises, representation, understanding and negotiation, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms which are embodied in this Agreement are hereby ratified.

19. AMENDMENT

No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

20. TERMINATION OR REDUCTION FOR LACK OF FUNDING

COUNTY'S obligations under this Agreement are contingent upon the availability of County, State and/or Federal funds. In the event such funding is terminated or reduced, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated or COUNTY'S maximum obligation reduced. COUNTY shall provide CONTRACTOR seven (7) days written notice of its intent to terminate this Agreement or its intent to reduce its maximum obligation under this Agreement.

21. TERMINATION FOR CAUSE

If, in the opinion of COUNTY, CONTRACTOR fails to perform the services required under this Agreement within the time limits specified herein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation, or other law which applies to its performance herein, COUNTY may terminate this Agreement immediately, upon notice. In such event, COUNTY shall pay to CONTRACTOR an equitable portion of the total remuneration as compensation for the portion of the work deemed acceptable by COUNTY, less the amount of any damages sustained by COUNTY as a result of CONTRACTOR'S breach of this Agreement. COUNTY shall be entitled to take possession of all studies, drawings, computations, specifications and reports insofar as they are complete and acceptable to COUNTY.

22. TERMINATION FOR CONVENIENCE

This agreement may be terminated by either party without cause as follows:

- A. At any time and for any reason, upon sixty (60) days written notice to COUNTY, CONTRACTOR may terminate this Agreement and receive payment only for those services provided as of the date when

termination is effective.

Notice may be given by delivering a copy of said notice to COUNTY personally, or by mailing a copy of said notice to COUNTY. If mailed, notice shall be deemed received two days after deposit in the United States mail, postage prepaid, and addressed as set forth in Paragraph 23, Notices.

- B. At any time and for any reason, upon thirty (30) days written notice to CONTRACTOR, COUNTY may terminate this Agreement and pay only for those services rendered as of the date when termination is effective.

Notice may be given by delivering a copy of said notice to CONTRACTOR personally, or by mailing a copy of said notice to CONTRACTOR. If mailed, notice shall be deemed received two days after deposit in the United States mail, postage prepaid, and addressed as set forth in Paragraph 23, Notices.

23. NOTICES

Notices shall be given to COUNTY at the following address:

Attn: Director
Humboldt County Department of Health and Human
Services Social Services Branch
929 Koster Street
Eureka, CA 95501

Notices shall be given to CONTRACTOR at the following address:

Debbie Perticara, Natural Resources Services division
RCAA
904 G St.
Eureka, Ca 95501

Notice shall be in writing and may be given by delivering a copy of said notice to CONTRACTOR or COUNTY personally, or by mailing a copy of said notice to CONTRACTOR or COUNTY. If mailed, notices shall be deemed received two (2) days after their deposit in the United States mail, postage prepaid and addressed as set forth above.

24. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE

CONTRACTOR certifies by its signature below that CONTRACTOR is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapon systems, or nuclear weapon components as defined by the Nuclear Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a

nuclear weapons contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR becomes a nuclear weapons contractor.

25. COMPLIANCE WITH APPLICABLE LAWS

CONTRACTOR shall comply with any and all applicable federal, state and local laws affecting the services covered by this Agreement, including, but not limited to, the Americans with Disabilities Act.

26. STANDARD OF PRACTICE

CONTRACTOR warrants that CONTRACTOR has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR'S duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

27. JURISDICTION AND VENUE

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder or relating to this Agreement shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to Code of Civil Procedure Sections 394 and 395.

28. BINDING EFFECT

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and assigns.

29. SEVERABILITY

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

30. NO WAIVER

The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of the CONTRACTOR. Neither shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall

have the right to demand of the CONTRACTOR under this Agreement, which in the judgment of COUNTY were not expended in accordance with the terms of this Agreement. The CONTRACTOR shall promptly refund any such funds upon demand.

31. INTERPRETATIONS

As both parties jointly prepared this Agreement, the language in all parts of this Agreement shall be construed, in all cases, according to its fair meaning, and not for or against either party hereto.

32. ATTORNEYS' FEES

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees (including reasonable value of services rendered by County Counsel) to be fixed by the court, and such recovery shall include court costs and attorneys' fees (including reasonable value of services rendered by County Counsel) on appeal, if any. As used herein, the party prevailing means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

33. CONFIDENTIAL INFORMATION

In the performance of this Agreement, CONTRACTOR may receive confidential information. Said information may be confidential under the laws of California, including but not limited to Welfare and Institutions Code Sections 827, 10850; Division 19 California Department of Social Services Manual of Policies and Procedures, Confidentiality of Information; and/or the laws of the United States. CONTRACTOR shall comply with all laws regarding confidentiality and shall advise and require all subcontractors to comply with the laws of confidentiality.

34. MEDIA RELEASE

All press releases and informational material related to this Agreement shall receive approval from COUNTY prior to being released to the media (television, radio, newspapers, Internet). In addition, CONTRACTOR shall inform COUNTY of requests for interviews by media related to this Agreement prior to such interviews taking place. COUNTY reserves the right to have a representative present at such interviews. All notices required by this provision shall be given to the Director of the County Department of Health and Human Services or his designee.

35. REFERENCE TO LAWS AND RULES

In the event any law, regulation, or policy referred to in this Agreement is amended during the term hereof, the parties agree to comply with the amended provision as of the effective date of such amendment.

36. AUTHORITY TO EXECUTE:

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

37. MEANINGFUL USE REGARDING FIXED ASSETS

All Grantors who acquire fixed assets pursuant to the terms of a DHHS agreement are responsible to ensure that the asset is used for a purpose consistent with the grant. DHHS must approve any changes in utilization of the asset. This term survives termination of the agreement.

(Signature page follows)

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the day and date first above written.

ATTEST:

KATHY HAYES

Clerk of the Board of Supervisors of the County of Humboldt, State of California

By: *An Humboldt, Deputy*

APPROVED AS TO INSURANCE:

Kathy Hayes
Risk Manager

COUNTY OF HUMBOLDT:

Estelle J. Jernell
Chair, of the Board of Supervisors

REDWOOD COMMUNITY ACTION AGENCY

Val H...
Name

Executive Director
Title

DE Child
Name

Finance Director
Title

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

Exhibit A
Redwood Community Action Agency
SCOPE OF WORK

NATURAL RESOURCES SERVICES DIVISION (NRS)

Objective 1 – Develop agency-wide agreements with RCAA's 4 divisions and reporting process for the CalFresh services contract.		
Task Description	Months	Details and Outcomes
1 The Natural Resources Services Senior Planner will serve as RCAA's CalFresh Coordinator (CC) and will ensure execution of the contract between Redwood Community Action Agency (RCAA) and the Humboldt County Department of Health and Human Services.	1	CC will be responsible for having the new MOU and contract signed and processed through RCAA according to the policies and procedures set forth in the agency's manual.
2 CC will create a Memorandum of Agreement (MOA) with each division participating in the CalFresh contract.	1	All divisions receiving CalFresh funding will agree to implement the Scope of Work provided, including the required quarterly and final summary reports.
3 CC will advise divisions of all CalFresh training opportunities for staff participation and ensure that CalFresh staff attends at least one CalFresh training in order to gain a better understanding of the CalFresh mission, priorities, messages and application process.	Ongoing	CC will be responsible for distributing all training notices/flyers to all division staff participating in CalFresh projects. CC will ensure that all new and existing staff participates in at least one CalFresh training which will be documented and included in the quarterly report.
4 CC will coordinate and maintain up to date information about CalFresh on the RCAA agency website and Facebook page.	Ongoing	CC will coordinate with the RCAA Marketing Manager to ensure accurate and up to date CalFresh information, logos and links on the RCAA website and Facebook page.
5 CC will compile information and data in order to complete and submit each of the required quarterly and final summary reports.	4,7,10,12	Each division will document progress in meeting their overall 12 month project objectives. Quarterly, each division will submit required information and data to the CC who will organize specific division reports, prepare an overall agency report and submit them including the final summary report to DHHS 30 days after the end of each quarter.
Objective 2 – Host CalFresh outreach and retention/enrollment tabling sessions and events in outlying and underserved communities, which include information about CalFresh enrollment and retention as well as in-person assistance with application/retention forms and processes.		
Task Description	Months	Details and Outcomes
1 Schedule and attend 30 CalFresh outreach and retention/enrollment tabling sessions and events in outlying/underserved areas of the County by working with community gardeners and partners of North Coast Community Garden Collaborative.	Ongoing	Staff will facilitate tabling activities at key community locations (events, community centers, stores etc) in areas/communities with the least access to CalFresh and other food resources and offer an estimated 1,500 people face-to-face assistance with CalFresh enrollment and retention including reviewing program benefits, changes, and requirements. Assistance will be offered along with popular free garden resources. Staff will also distribute a ¼ sheet flier created last year offering CalFresh assistance and providing staff contact information, for people

			who take home forms or are uncomfortable receiving assistance in a public setting. Staff expects at least 240 people will receive one-on-one assistance with applying for or retaining CalFresh benefits.
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Objective 3 – Conduct evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.

Task Description		Months	Details and Outcomes
1	Create and conduct surveys at CalFresh tabling events and activities.	Ongoing	A short survey will be developed and administered at CalFresh events, and assessed to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits. The survey will serve as a prerequisite to receiving garden resources like seeds and starts and planting charts, etc.

Objective 4 – Encourage CalFresh retention by increasing CalFresh retailers.

Task Description		Months	Details and Outcomes
1	Encourage local businesses to become CalFresh retailers.	Ongoing	Staff will continue to encourage retailers, especially in outlying areas and ones who sell seeds and plant starts, to become CalFresh retailers so clients can more easily utilize program benefits, and are more likely to maintain them. Staff will provide resources for retailers interested in the process.

Objective 5 – Integrate CalFresh messaging, application and retention assistance into all Garden Collaborative support activities, communications and resources.

Task Description		Months	Details and Outcomes
1	Provide information about CalFresh enrollment and retention in the monthly newsletter.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 125 people.
2	Provide information about CalFresh enrollment and retention on NCCGC website and Facebook page.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 300 people.
3	Provide information about CalFresh enrollment and retention, as well as in-person assistance with applications/retention at meetings with gardeners.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 350 gardeners, of which approximately 75 are expected to receive one-on-one assistance with applying for or retaining benefits.
4	Provide information about CalFresh enrollment and retention for posting on message boards/kiosks at gardens.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips including ¼ sheet fliers offering personal assistance from staff with contact information, reaching an estimated 200 people through 8 garden message boards.

Objective 6 – Encourage CalFresh retention and enrollment among homeless populations, including existing and potential RCAA clients, through gardening activities.

Task Description		Months	Details and Outcomes
1	Conduct gardening activities and nutrition education for RCAA clients in coordination	Ongoing	Staff will engage RCAA clients (at least 50 individuals and 20 families) at multiple locations

	with staff of RCAA's Community Programs and Youth Services Bureau divisions to encourage client retention/enrollment.		in weekly classes on gardening, nutrition education and healthy lifestyle choices by integrating CalFresh to promote program benefits and emphasizing the many ways CalFresh benefits can be used to support healthy lifestyles and importance of good nutrition.
2	Host at least 6 community open house events at the RCAA Demonstration garden to promote CalFresh retention and enrollment to nearby homeless individuals through gardening activities.	Ongoing	Staff will outreach for educational, CalFresh assistance and garden work day events to nearby homeless individuals and neighbors to offer an estimated 120 people information about CalFresh including program benefits, requirements, changes, and retention tips. An estimated 45 people will receive one-on-one assistance with applying for or retaining CalFresh.

Objective 7 – Conduct an evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.

Task Description		Months	Details and Outcomes
1	Create and conduct surveys at classes and events with existing and potential clients.	Ongoing	A short survey will be developed and administered at CalFresh classes and events, and assessed to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits. For events the survey will serve as a prerequisite to receiving free food and garden resources. Pre- and post- surveys will be used where possible to additionally assess knowledge gained from RCAA activities.
2	Facilitate group conversations to understand barriers to applying for or maintaining CalFresh.	Ongoing	Staff will facilitate group conversation as informal "focus groups" in classes and at events where possible, to understand clients knowledge of, use of, and relationship to CalFresh and any perceived barriers to applying for, maintaining, or utilizing benefits. Information will be shared in quarterly reports as well as used to tailor information provided at classes and events.

COMMUNITY SERVICES DIVISION (CS)
TOOTH Program

Objective 8 – Provide health lessons and CalFresh imprinted dental supplies to 5,000 preschoolers, children in child/daycares, and elementary school students with take-home materials focused on promoting CalFresh enrollment and retention, including utilizing the messages of ReThink Your Drink and MyPlate campaigns.		
Task Description	Months	Details and Outcomes
1 Schedule 2 -11 lessons with preschoolers, children in child/daycare facilities, and children in elementary school throughout Humboldt County.	Ongoing	TOOTH Program staff will schedule 2-11 lessons with no less than 20 child/day cares, 30 preschools, and 35 elementary schools each school year.
2 Provide lessons to 5,000 children that encourage healthy habits and teach the value of nutritious foods.	Ongoing	TOOTH Program Educators will provide lessons to 5,000 students.
3 Order and package dental supplies into kits that contain CalFresh application, ReThink Your Drink and MyPlate printed information.	Ongoing	TOOTH Program staff will order supplies and the Program Assistant will package them into kits which will be distributed to 5,000 students.
Objective 9 - Provide 3,500 CalFresh imprinted dental supply kits at more than 20 community-based outreach events to encourage SNAP enrollment/retention and de-stigmatization.		
Task Description	Months	Details and Outcomes
1 Schedule and participate in events throughout Humboldt County by providing CalFresh imprinted supplies and materials to encourage enrollment/retention to participating individuals and families.	Ongoing	Program Educators will participate and distribute CalFresh imprinted supplies and outreach materials at the following events: Play/Parenting Group Presentations: 100 kits Red Cross Stayin' Alive Saturday: 100 kits Hoopa Health Fair: 200 kits Mad River Health Fair: 200 kits Humboldt Pride Parade: 200 kits Halloween Carnivals Eureka & Arcata: 300 kits Festejando Nuestra Salud: 400 kits Hoopa Valley Health Fair: 200 kits Latino Health Fair: 300 kits St. Joseph's Health Fair: 600 kits Food for People's Free Farmer's Markets: 900 kits
2 Order and package CalFresh imprinted dental supplies into kits that contain CalFresh imprinted outreach materials.	Ongoing	TOOTH Program Assistant will package oral health kits. 3,500 family members and individuals will receive CalFresh imprinted dental supplies and outreach materials that promote enrollment/retention and provide qualification information.

COMMUNITY SERVICES DIVISION (CS)
Adult and Family Services Program

Objective 10 - Ensure that 15 families and 100 individuals who enter the program have CalFresh benefits and maintain enrollment while they are residents or engaged in Adult and Family Services programs.

Task Description	Months	Details and Outcomes
1 Ensure families at move in are enrolled and receiving CalFresh benefits or are pending for benefits.	Ongoing	At time of intake appointments, RCAA staff will work with county staff to ensure that individuals and families have completed all eligibility requirements for CalFresh benefits at time of move in. Estimated 5 households and 20 individuals will be provided information and screening for CalFresh.
2 Ensure that families maintain CalFresh benefits while living in the program or participating in aftercare.	Ongoing	Staff meet with individuals and families regularly at the MAC, RCAA homes and in their homes or apartments once they leave our Transition Living Program. Staff will help them in completing recertification forms and assist in developing a system to complete paperwork and schedule reminders for required appointments to maintain CalFresh eligibility and benefits. Estimated 20 households will maintain CalFresh benefits.

Objective 11 - Encourage CalFresh retention by promoting diverse CalFresh uses to maximize economic and health benefits by engaging 10 families and 20 individuals in the upkeep and expansion of existing gardens at each site.

Task Description	Months	Details and Outcomes
1 Coordinate weekly gardening groups which focus on healthy meals and snacks and provide gardening tips and practice to utilizing CalFresh resources and maintaining a garden space when in permanent housing.	Ongoing	Garden and program staff will teach families how to grow their own gardens using CalFresh and get involved in Community Gardens once they have moved into non RCAA housing. Staff will also encourage use of CalFresh benefits to starts and seeds including Farmers Markets. A total of 52 groups will be held during the contract period with approximately 30 unduplicated attendees.
2 Expand/build existing gardens at each site for more clients can grow nutritious foods (raised beds, soil amendments and additional plants/seeds).	Ongoing	Garden staff will help to continue expansion of existing gardens as well as building 4 additional raised beds at the MAC site so more food can be grown year round.

Objective 12 - Encourage CalFresh retention by promoting the importance of healthy lifestyle choices, including consuming and preparing fresh nutritious foods which can be purchased or grown with CalFresh, by introducing 15 families and 100 individuals to basic healthy eating and higher levels of nutritional knowledge and engagement of using CalFresh to help them eat and live better according to their specific diet and situation.

Task Description	Months	Details and Outcomes
1 Educate about nutritious meal and snack planning and discuss the benefits of healthy eating and healthy living to promote CalFresh	Ongoing	Program staff will facilitate meal planning classes using CalFresh with foods from the garden that adhere to the 'Healthy Plate' nutrition model and

	retention.		are made from whole foods, not prepackaged items. We estimate that 15 families and 20 individuals will participate in these classes.
2	Develop additional classes that fit into the context of Nutrition and Active living and promote CalFresh retention/enrollment.	Ongoing	Program staff will continue to expand on existing classes that address these topics for both children and adults. AOD staff will link the importance of healthy diet and exercise with the total recovery philosophy. Additional class topics include Peer-Led CalFresh Education Training in a "hands-on" cooking" style and activities to engage families in how to prepare healthy meals and snacks while on a budget and using CalFresh benefits, and alternative ways to be active as a family. A total of 72 groups will be held during the contract period with approximately 30 unduplicated attendees.
3	Create a "Family Cook Book" with each family which can be built upon once they have exited the program.	Ongoing	The popular "Family Cook Book" created last year will be added to with current clients (who will each get a copy) to include their favorite recipes, gardening tips, active living tips and their children's artwork created during Nutrition and Active living classes. We anticipate approximately 15 families will create a book while living in the program.
4	Continue to provide classes that integrate CalFresh messages and diverse uses within a focus on topics around Nutrition and Active living.	Ongoing	Provide classes that promote: mealtime manners and positive modeling, physical fun, healthy families, garden groups, smoothie classes and cooking classes at the Co-Op and the MAC that are sponsored by Food for People and CalFresh. A total of 52 groups will be held during the contract period with approximately 115 attendees (unduplicated adults and children).

Objective 13 - Promote CalFresh retention and enrollment to non-RCAA homeless clients by implementing a Peer-Led CalFresh Education Training program

Task Description		Months	Details and Outcomes
1	Implement a Peer-Led CalFresh Education Training Program based on the CalFresh educational materials in conjunction with Department of Education, Food and Nutrition Program curriculum and the Western Growers Foundation.	Ongoing	Program staff will recruit a cadre of clients who will participate in the Peer-Led CalFresh Education curriculum training with the purpose of being Peer Educators. Of the 115 unduplicated adults in the training we anticipate that 10 will go on to be peer educators.
2	Implement an on-site life skills client based Peer-Led CalFresh Education Training Program to promote CalFresh retention/enrollment to homeless people currently not served by RCAA.	Ongoing	Program staff and peer educators will implement program by coordinating dates, times and training materials for Peer-Led CalFresh Education sessions to take place at a variety of sites and potential partner agencies. We anticipate providing this service to 150 adults in other programs/shelter sites with messages from their peers.

Objective 14 – Conduct an evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.

Task Description		Months	Details and Outcomes
1	Staff will create and conduct surveys at classes with clients.	Ongoing	Survey will be developed and administered at classes, and assessed to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits. Pre- and post- surveys will be used where possible to additionally assess knowledge gained from RCAA activities.

ENERGY SERVICES DIVISION (ES)

Objective 15 – Assist with CalFresh program retention, enrollment, and destigmatization via Energy Services outreach and intake services

Task Description		Months	Details and Outcomes
1	Create and distribute a flier offering personal assistance with CalFresh applications/reporting and providing staff contact information.	Ongoing	Staff will develop a ¼ sheet flier offering CalFresh assistance with staff contact information to give to clients who do not have time to apply at their Energy Services intake appointment or do not want to apply at outreach events.
2	Create and distribute an optional survey about CalFresh with client intake.	Ongoing	Staff will develop and administer an optional survey at ES client intake appointments to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits.
3	Present and discuss CalFresh program benefits and requirements to and with clients at client intake.	Ongoing	Staff will provide CalFresh benefits information and requirements to 2,000 households who have contact with Energy Services at the Eureka main office and events in Central and Southern Humboldt County.
4	Disseminate CalFresh educational materials and program benefits and offer assistance to potential clients through outreach.	Ongoing	Outreach and Intake Specialists will distribute 3,000 units of CalFresh educational materials focused on retention and enrollment throughout Humboldt County at tabling events, meetings, etc. and expect to assist 25 people with applying for or retaining CalFresh benefits.
5	Provide face-to-face education, pre-screening, and application and reporting assistance to clients at intake.	Ongoing	Outreach and Intake Specialists and Office Support Staff expect to assist 75 households with face-to-face education, pre-screening and direct application or retention assistance with C4Yourself to enroll in CalFresh and maintain program benefits.

Objective 16 – Reach out to qualified Latino households to offer assistance with maintaining or applying for CalFresh benefits.

Task Description	Months	Details and Outcomes
1 Latino clients will receive CalFresh outreach and educational materials, staff assistance and information about qualifications.	Ongoing	Energy Services staff will have provided 200 Latino households with CalFresh information and direct application/retention assistance. Information and assistance will also be provided at the office and fairs.

YOUTH SERVICE BUREAU DIVISION (YSB)

Objective 17 – Promote CalFresh retention and enrollment by disseminating CalFresh information and materials in promoting healthy eating and active living to youth, young adult clients and parents.

Task Description	Months	Details and Outcomes
1 Distribute CalFresh materials and feature positive messages about CalFresh, healthy food choices and active living in interactions with potential and existing clients and their families.	Ongoing	Residential Staff and Caseworkers will distribute promotional materials and positive messages about CalFresh during intake session for new incoming youth and their parents who reside in the temporary crisis shelter and long-term housing programs (reaching an expected 90 youth and their families.) Outreach Workers and Youth Educators will distribute promotional materials/messages in hygiene kids and during youth drop-in hours and during community outreach, (reaching an expected 2000 people.)
2 Incorporate CalFresh information and positive messages YSB website and Facebook page.	Ongoing	YSB Program Management will post information on the RCAA/YSB website and Facebook page in order to increase youth and young adults' access and exposure to CalFresh information, with an expected 300 visits to our Facebook page.

Objective 18 – Promote CalFresh retention and enrollment through popular youth activities like cooking demonstration, gardening sessions and physical activities and feature information about retention and enrollment as well as positive messages on CalFresh benefits.

Task Description	Months	Details and Outcomes
1 Conduct weekly cooking/meal sessions with youth that teach youth about utilizing CalFresh in a variety of settings to prepare healthy meals.	Ongoing	Residential Staff and Caseworkers will provide information and promote CalFresh to increase youth knowledge of diverse uses of CalFresh in buying fresh produce, accessing seeds for gardens and enrollment/retention information, providing an expected 1460 cooking demonstrations.
2 Facilitate weekly physical activities with youth and program staff to emphasize healthy living with CalFresh.	Ongoing	Residential Staff and Caseworkers will provide information and promote CalFresh, and will provide an expected 400 physical activities such as walking to or at CalFresh retailers (i.e. nearby locations, Farmer's Markets).
3 Conduct weekly gardening activities with youth and program staff.	Ongoing	In coordination with NRS garden staff Residential Staff and Caseworkers will provide information and promote CalFresh, through an expected 180 gardening activities.

Objective 19 – Implement a youth peer-to-peer CalFresh outreach method for increasing youth engagement in CalFresh enrollment and retention.

Task Description	Months	Details and Outcomes
1 Educate and train youth participants and Youth Educators on CalFresh information and ways to engage youth.	Ongoing	YSB Program Management will educate and train an expected 4 to 5 Youth Educators in order to increase youth participant interest in CalFresh each quarter. Staff will assist an expected 52 youth with their CalFresh applications/retention.
2 Assist youth participants and youth educators in facilitating a cooking group, gardening group, or physical activity group while promoting CalFresh.	Ongoing	YSB Program Management will educate and train youth residents and Youth Educators in order to increase youth knowledge and interest in CalFresh, providing an expected 192 groups and providing an expected 840 interactive demonstrations.

EXHIBIT B

REDWOOD COMMUNITY ACTION AGENCY

PAYMENT AGREEMENT, INVOICE SCHEDULE, AND BUDGET

CONTRACTOR agrees that the total maximum compensation cap for services performed and costs incurred under this Agreement is One Hundred Sixty Thousand, Two Hundred Eighteen Dollars and Sixty-Two Cents (\$160,218.62) and CONTRACTOR agrees to perform any services required by this Agreement for an amount not to exceed such maximum compensation cap.

All costs incurred above the maximum compensation cap will be the responsibility of the CONTRACTOR.

CONTRACTOR shall submit a final project report, including all expenditures within thirty (30) days of project completion or within thirty (30) days of termination of this Agreement.

CONTRACTOR will submit an itemized invoice to the COUNTY monthly or no less than quarterly, (See invoice schedule below) commencing upon final execution of Agreement by COUNTY.

CONTRACTOR will submit an itemized invoice, in the form of the Budget, attached hereto as page 3 of Exhibit B and incorporated as part of this Agreement.

The itemized invoices due to the COUNTY, shall itemize costs for activities that are consistent with the services provided by CONTRACTOR as of the invoice date, described in Exhibit A, attached hereto and incorporated by reference.

Payment for services performed will be made within thirty (30) days after receipt of the invoice.

Any shift of funds to or from the personnel category must be approved in writing by COUNTY. CONTRACTOR may shift up to 20% of budgeted amounts between all other budget categories without prior written approval by COUNTY.

All work completed and costs for CalFresh access activities in Exhibit A Scope of Work, consisting of ten (10) pages, shall be entered and identified for the corresponding activities in Exhibit A that were performed by CONTRACTOR during the invoice period.

All identification and supporting documents shall be kept by the CONTRACTOR for a period of five (5) years and made available to Department of Health and Human Services (DHHS) staff for the purposes of audit upon request.

Invoice Schedule:

Itemized Invoices are due one month after completion of the contract term. Quarterly Invoices are due one month after the end of each quarter. This year, all quarterly invoices will be based on DHHS fiscal year quarters. Fiscal year is from July 1st through June 30th. The table below shows each fiscal year quarter and due dates. Contractors must submit quarterly invoices for each quarter in which the contract is active.

Quarter	Dates Included	Date Invoices Due to DHHS
1	July 1 through September 30	October 30
2	October 1 through December 31	January 31
3	January 1 through March 31	April 30
4	April 1 through June 30	July 31
Final invoice	Based on contract term	One month after term end

EXHIBIT B

Budget 2015-2016

Redwood Community Action Agency

<i>Descriptions</i>	<i>Amounts</i>
A. Personnel Costs	
Salary (four divisions) \$78,008.40 Fringe Benefits \$34,790.89	
Total Personnel Costs:	\$112,799.29
B. Operational Costs	
Total Operational Costs:	\$17,030
C. Consumables/Supplies	
Total Consumable/Supplies:	\$11,938
D. Transportation/Travel	
Total Transportation/Travel:	\$3,886
E. Other Costs	
Total Administrative Cost - 10% of direct services	
Total Other Costs:	\$14,565.33
Total :	\$160,218.62

Any shift of funds to or from the personnel category must be approved in writing by COUNTY.
CONTRACTOR may shift up to 20% of budgeted amounts between all other budget categories without prior written approval by COUNTY.

EXHIBIT B

CalFresh Outreach - Invoice

CBO Name Coordinator/Contact Address Phone

Invoice Date: _____

Invoice # AB-_____0

Invoice Type: ☒ Monthly ☐ Quarterly _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)		
	\$0.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$0.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and date: _____

Print Name and Title: _____

Send invoice to:

COUNTY OF HUMBOLDT
 DHHS, Financial Service Division
 507 F Street, CB Unit
 Eureka Ca 95501
 Attn: CalFresh Billing Coordinator



(707) 441-5428 • Fax: (707) 441-5590

_____ Date

_____ Date