

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
HUMBOLDT COUNTY OFFICE OF EDUCATION  
FOR FISCAL YEARS 2020-2021 THROUGH 2021-2022**

This Agreement, entered into this 29 day of September, 2020, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Humboldt County Office of Education, a California government entity, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Social Services ("DHHS – Social Services"), desires to retain the services of a qualified professional organization to provide community outreach services designed to increase the utilization of the CalFresh program by eligible households in order to improve the health and economic stability of families and individuals in Humboldt County; and

WHEREAS, such work involves the performance of specialized professional services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR represents that it is adequately trained, skilled, experienced and qualified to perform the community outreach services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. OBLIGATIONS OF CONTRACTOR:

- A. Provision of Community Outreach Services. CONTRACTOR agrees to provide the community outreach services described in Exhibit A – Scope of Services and Exhibit B – CalFresh Outreach Proposal, which are attached hereto and incorporated herein by reference as if set forth in full. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Social Services Director, or a designee thereof, hereinafter referred to as "Director."
- B. Faith-Based Activities. CONTRACTOR shall not engage in inherently religious activities (including, without limitation, worship, religious instruction, and proselytization), or otherwise exert any religious influence whatsoever, as part of the services provided pursuant to the terms and conditions of this Agreement. If CONTRACTOR conducts any religious activities as part of its standard operations, such activities must be offered separately, in time and location, from the services provided hereunder, and participation must be voluntary with respect to any individuals who have been referred to CONTRACTOR by COUNTY pursuant to the terms and conditions of this Agreement.
- C. Use of Fixed Assets. Any and all fixed assets acquired by CONTRACTOR pursuant to the terms and conditions of this Agreement shall be used only for the purpose of providing the services required hereunder. Any and all changes in the utilization of a fixed asset acquired pursuant to the terms and conditions of this Agreement must be approved by COUNTY in writing.

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2. TERM:

This Agreement shall begin on October 1, 2020 and shall remain in full force and effect until September 30, 2021, unless sooner terminated as provided herein.

3. TERMINATION:

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- A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONTRACTOR fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.
  - B. Termination without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.
  - C. Termination due to Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.
  - D. Compensation upon Termination. In the event this Agreement is terminated, CONTRACTOR shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owed to COUNTY due to a breach of this Agreement by CONTRACTOR.

4. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is Three Hundred Thirty-One Thousand One Hundred Fifty Dollars (\$331,150.00). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable hereunder or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit C – CalFresh Outreach Budget, which is attached hereto and incorporated herein by reference as if set forth in full. Any shifts in funds to or from the personnel category of the budget must be approved in writing by COUNTY. CONTRACTOR may shift up to twenty percent (20%) of the budgeted amounts between all other categories without COUNTY's prior written authorization. Indirect Costs are not allowed to exceed ten percent (10%) of the total modified costs per the federal Office of Management and Budget's Uniform Administrative Requirements.
- C. Additional Services. Any additional services not otherwise set forth herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without COUNTY's prior written authorization. Any and all unauthorized costs and expenses incurred above the maximum payable amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

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5. PAYMENT:

- A. Quarterly and Final Invoices. CONTRACTOR shall submit to COUNTY quarterly and final invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement during the applicable invoice period as set forth in Exhibit D – CalFresh Outreach Invoicing Guidelines, which is attached hereto and incorporated herein by reference as if set forth in full. Invoices submitted pursuant to the terms and conditions of this Agreement shall be prepared using Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form, which is attached hereto and incorporated herein by reference as if set forth in full.
- B. Quarterly and Final Invoice Summaries. CONTRACTOR shall submit to COUNTY quarterly and final invoice summaries itemizing the total costs incurred in each budget category during the applicable invoice period as set forth in Exhibit D – CalFresh Outreach Invoicing Guidelines. Invoice summaries submitted pursuant to the terms and conditions of this Agreement shall be prepared using Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form.
- C. Submission of Invoices and Invoice Summaries. Any and all quarterly and final invoices and invoice summaries submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services  
Attention: Financial Services  
507 F Street  
Eureka, California 95501

6. NOTICES:

Any and all notices required to be given pursuant to the terms and conditions of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County DHHS – Social Services  
Attention: Appolonia Coan, Staff Services Analyst  
929 Koster Street  
Eureka, California 95501

CONTRACTOR: Humboldt County Office of Education  
Attention: Linda Prescott, Director Nutrition Programs and Services  
901 Myrtle Avenue  
Eureka, California 95501

7. REPORTS:

- A. General Reporting Requirements. CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this Agreement. CONTRACTOR shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable local, state, and federal accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

B. Quarterly and Final Project Reports. CONTRACTOR shall submit quarterly and final project reports as set forth in Exhibit F – CalFresh Outreach Reporting Guidelines, which is attached hereto and incorporated herein by reference as if set forth in full. Any and all quarterly and final project reports submitted pursuant to terms and conditions of this Agreement shall be prepared using Exhibit G – CalFresh Outreach Quarterly Project Report Form and Exhibit H – CalFresh Outreach Final Project Report Form, which are attached hereto and incorporated herein by reference as if set forth in full.

C. Submission of Quarterly and Final Project Reports. Any and all quarterly and final project reports submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services  
Attention: Appolonia Coan, Staff Services Analyst  
929 Koster Street  
Eureka, California 95501

8. RECORD RETENTION AND INSPECTION:

A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least five (5) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.

B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor for a period of three (3) years after the date of final payment hereunder. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies for a period of five (5) years after the date of final payment hereunder. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs of administering this Agreement.

C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, policies,

procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR will cooperate with a corrective action plan, if deficiencies in CONTRACTOR's records, policies, procedures or business operations are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of CONTRACTOR's performance hereunder.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state or federal law. CONTRACTOR hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, without limitation: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act (“CMIA”); the United States Health Information Technology for Economic and Clinical Health Act (“HITECH Act”); the United States Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations (“C.F.R.”) Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws, regulations or standards.

11. NON-DISCRIMINATION COMPLIANCE:

- A. Nondiscriminatory Delivery of Social Services. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the administration of public assistance and social services programs. CONTRACTOR hereby assures that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving local, state or federal financial assistance because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. COUNTY reserves the right to monitor the services provided hereunder in order to ensure compliance with the requirements of this provision.

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- B. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require the employment of unqualified persons.
- C. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of Title 2, of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

12. NUCLEAR-FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

By executing this Agreement, CONTRACTOR certifies that it 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 weapons systems or nuclear weapons 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 subsequently becomes a Nuclear Weapons Contractor.

13. DRUG-FREE WORKPLACE CERTIFICATION:

By executing this Agreement, CONTRACTOR certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq.*), by doing all of the following:

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.
- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about:

1. The dangers of drug abuse in the workplace;
  2. CONTRACTOR's policy of maintaining a drug-free workplace;
  3. Any available counseling, rehabilitation and employee assistance programs; and
  4. Penalties that may be imposed upon employees for drug abuse violations.
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C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:

1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and
2. Agree to abide by CONTRACTOR's Drug-Free Policy as a condition of employment.

D. Effect of Noncompliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

14. INDEMNIFICATION:

A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to CONTRACTOR's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

15. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR or its agents, officers, directors, employees, licensees, invitees, assignees 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 Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident,

including, without limitation, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.

2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto).

3. Workers' Compensation Insurance, 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 and its agents, officers, officials, employees and volunteers.

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

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, 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 COUNTY or its agents, 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 property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."

c. Is the primary insurance with regard to COUNTY.

d. Does not contain a pro-rata, excess only and/or escape clause.

e. Contains a cross liability, severability of interest or separation of insureds clause.

2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.

3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) 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 (1) insured shall not operate to increase the limits of the insurer's liability.

4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.

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5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to COUNTY or its agents, 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. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) 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 any other available remedies, take out the necessary insurance and deduct the cost of said insurance 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 above-referenced aggregate limits.

- C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms and conditions of this Agreement shall be sent to the addresses set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt  
 Attention: Risk Management  
 825 Fifth Street, Room 131  
 Eureka, California 95501

CONTRACTOR: Humboldt County Office of Education  
 Attention: Linda Prescott, Director of Nutrition Programs and Services  
 901 Myrtle Avenue  
 Eureka, California 95501

16. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave or workers' compensation benefits. CONTRACTOR shall be solely responsible for the acts and omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- B. Licensure Requirements. CONTRACTOR agrees to comply with any and all local, state and federal licensure, certification and accreditation standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- C. Accessibility Requirements. CONTRACTOR agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any

current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.

- D. Conflict of Interest Requirements. CONTRACTOR agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations or conditions that may affect the terms, conditions or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

19. REFERENCE TO LAWS, REGULATIONS AND STANDARDS:

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

20. PROTOCOLS:

Both parties agree that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined and agreed upon by both parties hereto.

21. 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.

22. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

23. AGREEMENT SHALL BIND SUCCESSORS:

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 permitted assigns.

24. WAIVER OF DEFAULT:

The waiver by either party of any breach 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 which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to any breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds which COUNTY determines were not expended in accordance with the terms and conditions of this Agreement.

25. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

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No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

26. AMENDMENT:

This Agreement may be amended at any time upon the mutual consent of both parties. No alteration of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

27. STANDARD OF PRACTICE:

CONTRACTOR warrants that it 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.

28. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents, information and reports for its records. In the event this Agreement is terminated, CONTRACTOR shall promptly turn over all such documents, information and reports to COUNTY without exception or reservation.

29. JURISDICTION AND VENUE:

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

30. ADVERTISING AND MEDIA RELEASE:

Any and all informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, television, radio, newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to Director in accordance with the notice requirements set forth herein.

31. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided pursuant to the terms and conditions of this Agreement. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements set

forth herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including, without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action, including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action 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. SURVIVAL OF PROVISIONS:

The duties and obligations of the parties set forth in Section 1(C) – Use of Fixed Assets, Section 3(D) – Compensation upon Termination, Section 8 – Record Retention and Inspection, Section 10– Confidential Information and Section 14 – Indemnification shall survive the expiration or termination of this Agreement.

34. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

35. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

36. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Agreement.

37. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control, and without the fault or negligence, of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

38. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist

or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

39. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This Agreement, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

40. 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.

[Signatures on Following Page]

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

**HUMBOLDT COUNTY OFFICE OF EDUCATION:**

By: Chris Hartley  
Name: Chris Hartley, Ed.D  
Title: Superintendent

Date: 8/24/20

**COUNTY OF HUMBOLDT:**

By: Estelle Fennell  
Estelle Fennell, Chair  
Humboldt County Board of Supervisors

Date: 9/29/2020

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: [Signature]  
Risk Analyst

Date: 9/8/2020

**LIST OF EXHIBITS:**

- Exhibit A – Scope of Services
- Exhibit B – CalFresh Outreach Proposal
- Exhibit C – CalFresh Outreach Budget
- Exhibit D – CalFresh Outreach Invoicing Guidelines
- Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form
- Exhibit F – CalFresh Outreach Reporting Guidelines
- Exhibit G – CalFresh Outreach Quarterly Project Report Form
- Exhibit H – CalFresh Outreach Final Project Report Form

**EXHIBIT A**  
**SCOPE OF SERVICES**  
Humboldt County Office of Education  
For Fiscal Years 2020-2021 through 2021-2022

CONTRACTOR shall provide community outreach services designed to increase participation in the CalFresh program by eligible households in order to improve the health and economic stability of families and individuals in Humboldt County.

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1. SERVICES:

- A. Community Outreach Services. CONTRACTOR shall Provide the CalFresh community outreach services set forth in Exhibit B – CalFresh Outreach Proposal regarding utilization of the CalFresh Program. The CalFresh community outreach services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:
1. Assistance with the preparation and submission of CalFresh applications.
  2. Assistance with the CalFresh intake and enrollment processes.
  3. Assistance with CalFresh retention.
  4. Development and implementation of a service provision plan in order to ensure that specialized community outreach services are provided to populations with low CalFresh participation rates.
  5. Promotion of healthy eating and exercise practices throughout Humboldt County with informational events and activities designed to reduce the stigma associated with the CalFresh program, link CalFresh to healthy food choices, and encourage utilization thereof.
- B. Coordination Services. CONTRACTOR shall designate a contact liaison to communicate, and coordinate the provision of the community outreach services set forth in Exhibit B – CalFresh Outreach Proposal, with the CalFresh program.

2. PLACE OF PERFORMANCE:

CONTRACTOR will provide the community outreach services set forth Exhibit B – CalFresh Outreach Proposal at various locations throughout Humboldt County.

**EXHIBIT B**  
**CALFRESH OUTREACH PROPOSAL**  
Humboldt County Office of Education  
For Fiscal Years 2020-2021 through 2021-2022



## Humboldt County CalFresh Outreach FY 2020-21 Partnership Request Form

**Organization Name:** Humboldt County Office of Education

**Contact Name and Job Title:** Linda Prescott, Director Nutrition Program and Services

**Address:** 901 Myrtle Ave., Eureka, CA 95501

**Email:** lpreschoo@hcoe.org

**Phone:** 707-445-7042

**Project Title:** \_\_\_\_\_

**Expected start date:** 10/1/20 **and end date:** 9/30/21

A complete application includes this form, a completed Partnership Budget Form, Outreach Estimates Form and an attached narrative. Answer the following questions.

**A. Project Description Narrative** (please attach a maximum of 6 pages)

1. Please describe the activities and events that will be completed specifically with CalFresh Outreach funding. Include the total number of people you will serve or reach and if your program will focus on a particular group or geographic area. Be sure to focus on how staff will assist customers in applying for benefits and in retaining the benefits they are already receiving to show how your agency will support the primary goal of the partnership.
2. Describe staff abilities to complete outreach duties with other work being completed for your agency. Include how many people will be conducting CalFresh Outreach, staff turnover for your agency and ability to keep staff trained on our program and outreach activities. This is a good place to include how much work will be specifically related to contracted CalFresh Outreach activities.
3. What difference will increased CalFresh enrollment make in your community or neighborhood for the population you are serving? How will the proposed activities fit into or relate to other programs in your organization and community?
4. Please describe your organization's capacity to succeed with the proposed project and your plans, if any, for continuing the work after the proposed project is complete.

**B. Which of the CalFresh program goals will you pursue?** *Check all that apply;*

- Assist with CalFresh retention
- Assist and facilitate CalFresh applications
- Assist and support CalFresh enrollment processes
- Provide specialized services to reach populations with low CalFresh Participation Rates
- Reduce the stigma associated with the CalFresh program.

**C. Other Funding Sources**

1. What other DHHS funding does your Organization receive, please include any current contracts as well as any pending applications? **HCOE currently has a contract with DHHS Community Wellness for Nutrition Education and Obesity Prevention (NEOP)**



2. What other funding outside of DHHS support the proposed activities? **Additional funding to support the proposed activities comes from HCOE general fund.**

#### **D. Partnership Request Budget Form and Outreach Estimates Form**

3. Please complete and attach Outreach Estimates using the form included in this packet.
4. A completed Partnership Request Budget Form must be submitted to complete the application.

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### **Frequently Asked Questions**

#### **What is a special population?**

A special population is an identified sector of the population that has low enrollment in the CalFresh program. This could be folks who live rurally, students, persons aged over 65, ESL customers or any number of other groups that have barriers to program access.

#### **My agency does not have the ability to do application assistance or retention assistance. We do provide CalFresh brochures to our participants. Can we still get funding for our program?**

Everyone is welcome to apply. In order to ensure ongoing funding is properly used and continues to be available, priority will be given to agencies able to complete the identified focus. We provide outreach materials like flyers to any agency, even if they are not contracted to provide services.

#### **If I assist someone in applying for CalFresh and give them educational materials about the program, can I count them in multiple categories on reports?**

Yes. They could count in the materials distributed category for the materials handed out and the application assisted category as well. The important thing to remember is that everyone tracks their numbers differently and may have different ideas about what counts in one area versus another when completing reports. Explain how you do it in the narrative and you will have ensured you properly reported.

#### **Can I use this grant money to buy food for my program?**

Consumables are part of the potential items that can be included in your budget. This is not a grant, and the funds are paid through a reimbursement process for services contracted in a legally binding agreement between your agency and DHHS. Food purchases included in the contract budget and approved by DHHS are billable.

#### **CalFresh Outreach funds are special funding for outreach separate from EBT benefits, right?**

CalFresh outreach funding is actually from the same fund as CalFresh benefits. CalFresh Food pays for the benefits on the customers EBT card, the staff that administers these benefits and the outreach contracts. These funds are not unlimited and the EBT benefits are the highest priority as far as the spending goes. After benefits, money is used to pay for the administration of the program. CalFresh Outreach funds are the last priority of this funding. It is an important priority of our agency to ensure we continue to contract for outreach and provide these funds to our partners. The outreach services partner agencies perform is very important in reducing food insecurity in our community.

#### **My staff does some CalFresh activities, can I have their pay included on my contract budget?**

The personnel cost that is included in the budget for this agreement should be for the portion of work that is directly tied to CalFresh outreach activities contracted by DHHS to be completed by your agency. Example: Let's say a staff member's primary duties is to assist customers in finding housing. During a 40 hour work week they spend an hour everyday reviewing CalFresh with customers and helping them access or keep their benefits with DHHS. This would mean that 5 hours of work in the 40 hour work week could be covered by this contract. Clearly explaining the FTE for a position and backing up the amount you are requesting with information about the quantity of time spent on CalFresh outreach activities versus regular duties will help to ensure it can be included in the contract.

# Humboldt County CalFresh Outreach

## Outreach Estimates Form

To the extent possible, please provide estimates of the numbers you hope to reach with the CalFresh messages and activities outlined below. For example, if you plan to host a senior lunch and distribute CalFresh program material to 100 participants, you might enter 100 in the total column for number 7 and 8.

*Use this section to tell us the number of people that will participate in your activities.  
Number of participants or recipients of the following.*

<b>Enrollment and Retention Activities</b>	<b>Total</b>
1. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, GetCalFresh, directed them to Social Services Office, etc.).	455
2. Applications assisted (i.e. the number of applications a staff member assisted customers w/ completing, staff faxed in application, etc.).	110
3. Retention assisted (examples of this could include assisting customers to complete their Semi-Annual Report (SAR7), their Annual Recertification (RE), interpreting their Notice of Action (NOA), assist with collecting necessary verifications etc.).	40
4. Retention referrals completed (examples of this type of assistance would be prompting customer already receiving CalFresh to contact Social Services and update county records for address changes, benefit questions etc.)	50
5. DHHS visits assisted. Discuss how your organization is able to help (i.e. staff drove them, a bus pass was provided, accompanied for interview, etc.).	
6. CalFresh educational materials distributed, benefits/requirements presented/ provided.	2,625
7. Specialized services to reach populations with low CalFresh participation rates. (Specialized populations are groups for which there are significant barriers to program participation, such as those who live in remote areas or have no transportation etc.)	1,120

*Please use this section to tell us the Media messages you plan to deliver.*

<b>Information Dissemination/Publications/Media</b>	<b>Total</b>
8. Number of possible readers of print media or articles.	4,340
9. Number of possible viewers/listeners of non-print broadcast media.*	
10. Number of possible readers of newsletter articles, client mailers or fliers, or other agency publications.	8,000
11. Web content visits (specifically CalFresh).	

\*Note: Currently no television, radio or billboard advertising is permitted with CalFresh funds. Please check with DHHS if you would like to propose mass media promotion of CalFresh.

*Use this section to describe each special population you will serve.*

<b>Special populations</b>	<b>Total</b>
Application assistance to community school, foster and homeless youth	20
Applications provided, CalFresh outreach and messaging to Spanish speaking families and families with an adult member receiving SSI/SSP	1,100

# Humboldt County CalFresh Outreach Partnership Request Budget Form

Please use this form to submit a project budget. For major expenses be specific. For personnel, include a description of your salary calculation and a brief description of duties/tasks covered by this budget. Descriptions of each budget category are provided below.

<b>Descriptions here</b>	<b>Salary</b>
<b>A. Personnel Costs</b>	
<b>Title: Program Coordinator</b> <b>Salary Calculation:</b> .70 FTE @ \$100,175.00/annual salary. Benefits calculated @ 59.42% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. <b>Duties Description:</b> Provides overall administration of contract, tracks scope of work activities and ensures contract deliverables are met. Supervises, trains and motivates personnel. Provides leadership and technical assistance to participating school districts on access to healthy school meals, CalFresh enrollment activities, and healthy eating activities. Develops and monitors contract budget. Completes and submits required reports. Attend pertinent meetings and works with community partners on CalFresh objectives.	<b>\$ 70,</b>
<b>Title: Nutrition Education Specialist</b> <b>Salary Calculation:</b> .40 FTE @ \$59,762.00/annual salary. Benefits calculated @ 37.30% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution. <b>Duties Description:</b> Registered Dietitian who will provide nutrition content for all healthy eating activities, facilitates the Harvest of the Month activities in classroom, preschools along with CalFresh outreach.	<b>\$23,</b>
<b>Title: Farm to School Coordinator</b> <b>Salary Calculation:</b> .50 FTE @ \$44,523.00/annual salary. Benefits calculated @ 91.96% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. <b>Duties Description:</b> Provides expertise in Farm to School efforts and assists with school food service related activities.	<b>\$22,</b>
<b>Title: Program Instructional Technician</b> <b>Salary Calculation:</b> .80 FTE @ \$35,938.00/annual salary. Benefits calculated @ 105.74% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. <b>Duties Description:</b> Provides and/or facilitates CalFresh outreach and healthy eating promotion activities.	<b>\$28,</b>
<b>Title: Senior Division Account Technician</b> <b>Salary Calculation:</b> .10 FTE @ \$53,625.00/annual salary. Benefits calculated @ 82.14% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. <b>Duties Description:</b> Monitors budget. Assists with processing purchase orders, receipts, invoicing and payment.	<b>\$5,</b>
<b>Total Personnel Costs:</b>	
<b>B. Operational Costs</b>	
<b>Title: School Food Service Trainings</b> <b>Description:</b> Cost include trainer fees, potential facility rental costs (1 trainings @ \$ 1,200 each).	
<b>Title: Phone</b> <b>Description:</b> 3 lines @ \$20.00/month x 12 months	
<b>Title: Office Supplies</b> <b>Description:</b> miscellaneous office supplies, manila envelopes and labels for mailing CalFresh applications	
<b>Title: Curriculum and Materials</b> <b>Description:</b> Curriculum and materials for conducting healthy eating activities and food service trainings.	
<b>Total Operational Costs:</b>	
<b>C. Consumables/Supplies</b>	
<b>Title: Postage</b> <b>Description:</b> Mailing of CalFresh applications 455 @ \$1.70/ mailing	
<b>Title: Printing and Duplication</b> <b>Description:</b> Flyers, brochures, family newsletters, recipe cards and other CalFresh outreach materials	
<b>Title: Food</b> <b>Description:</b> Food for harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and playgroup settings.	
<b>Title: Paper Goods</b> <b>Description:</b> plates, napkins, utensils, bags etc. for school food service trainings, harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and community school settings.	
<b>Total Consumable/Supplies:</b>	
<b>D. Transportation/Travel</b>	
<b>Title: Mileage</b> <b>Description:</b> Program assigned county fleet car for picking up supplies, harvest of the month and family meal market deliveries, and travel to participating school sites to conduct healthy eating activities \$1,375.00/quarter x 4 = \$5,500.00	
<b>Total Transportation/Travel:</b>	
<b>Title: Indirect</b> <b>Description:</b> Calculated @ 8.10% of direct costs. \$306,336.00 x 8.10%. Indirect costs are agency-wide, general management costs such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data purchasing.	
<b>Total Indirect:</b>	
<b>Total :</b>	

**Humboldt County Office of Education  
2020-21 CalFresh Outreach Partnership Funding Request**

The Humboldt County Office of Education (HCOE) provides collaboration, management, and support to an impressive 32 school districts, many comprised of only one or two schools. HCOE maintains fiscal oversight over all of the school districts and offers close to 90% of all the staff development and training. HCOE also provides support services in the areas of nursing, psychological and behavior health services, and a variety of other mandated services that smaller, more rural school districts are unable to access within their district or community. Humboldt County school districts look to HCOE for guidance and technical assistance when implementing federal and state programs and more recently emergency services related to COVID-19.

For over 25 years, HCOE has demonstrated its capacity to build effective nutrition programs and services through collaborative partnerships with government agencies, community organizations, and the private sector at the local, regional and statewide level. Areas of focus have included food security, obesity prevention, farm to school, and school wellness policies. Funders for our nutrition related work have included the California Department of Education, California Department of Public Health, California Department of Food and Agriculture, United States Department of Agriculture, St. Joseph Health System, Northcoast Cooperative, and Humboldt County Department of Health and Human Services (DHHS). We currently receive funding from DHHS for our Nutrition Education and Obesity Prevention (NEOP) and our CalFresh Partnership efforts.

HCOE began partnering with the Humboldt County DHHS in 2014, and over time, we have identified activities and methods proven effective in building CalFresh outreach, application assistance, access to healthy school meals, and related nutrition messaging.

HCOE requests funding in the amount of \$331,150.00 to continue our CalFresh outreach efforts with the overall goal to improve the nutritional health of SNAP eligible children and their families by increasing enrollment in CalFresh, participation in school meal programs, and adoption of healthy eating habits through the objectives outlined below.

***Objective 1—Enrollment and Retention Activities and Support: Increase participation and retention in CalFresh by families of school-age children through encouraging application for CalFresh, providing application assistance and/or referral, and conducting follow-up.***

Central to our CalFresh partnership work is our efforts to encourage families, including those with SSI/SSP members, who have school-age children who qualify for free and reduced-price school meals to apply for CalFresh benefits. Through our strong partnerships with school food service, we continue to have great success in distributing CalFresh applications to families at the same time the school meal eligibility notification letter is sent home to families. The application includes a family friendly cover letter tailored for each school district. The cover letter contains local resources for application assistance including Family and Community Resource Centers, the DHHS call center, C4yourself and GetCalFresh web addresses. Both English and Spanish versions of the cover letter and CalFresh application are distributed.

For the 2020-21 contract, our CalFresh enrollment activities and support will continue to focus on reaching families with children attending schools where a high percentage of students qualifying for free and reduced-price meals but the number qualifying through CalFresh direct certification methods is low.

Most of our work will occur with the seven districts/schools listed in the table below with plans to distribute approximately 455 CalFresh applications to families with children qualifying for free and reduced-price meals. We will also continue to serve youth through our Foster and Homeless Youth program and our community schools. Changes in the total number of students receiving CalFresh benefits will be measured through state and county level data systems.

We will also provide targeted CalFresh outreach to families of South Bay Union School District and Big Lagoon Elementary, which have the lowest percentage of students directly certified to receive free meals. Once a CalFresh application is mailed to the family with the school meal eligibility letter for the selected students, we will monitor the state and county level data systems to see which student names appear for CalFresh benefits. If after two months a child's name does not appear, a HCOE CalFresh Outreach staff will place a follow-up call to the family to inquiry and provide application assistance as needed. Anticipated reach is 25 families from South Bay and Big Lagoon sites will receive assistance in completing a CalFresh application.

School District (Number of Schools)	Enrollment	# students eligible for F/RP meals	# DC students based on CalFresh	# CalFresh application to be distributed
Scotia Elementary (1)	176	114	76	38
McKinleyville Elementary (3)	1123	675	518	157
South Bay Union (3)	397	296	185	111

Blue Lake Elementary (1)	158	96	72	24
Big Lagoon (1)	19	12	4	8
Arcata Elementary (2)	526	336	243	93
Pacific View Charter (1)	193	130	107	23
Estimated Number of CalFresh Application Distributed				454

Additionally, we plan to offer application and retention assistance to our families through our Family Meal Markets (FMM) activities outlined under Objective 3. Our FMM activities are offered through the after school programs and we will work with the coordinators of these programs to set up drop-in hours for HCOE staff to be available to assist families with the completion of an application and/or paperwork to retain their CalFresh benefits. Participating after school programs will be located on school sites where a Family Resource Center is not located. Our targeted reach is 65 families will receive assistance with completing a CalFresh application and 40 families will be assisted in retaining their CalFresh benefits. All HCOE CalFresh Outreach staff will complete appropriate training with DHHS.

If we are not able to carry out our FMM and the above mentioned CalFresh activities in the afterschool setting due to COVID 19, our plan is to work with site principals to identify another venue. One possible option is to conduct our CalFresh efforts in conjunction with the distribution of meals to parents and guardians.

**Objective 2—Information Dissemination/Publications/Media:** *Reduce stigma through increased awareness and education of CalFresh by providing multiple opportunities for low-income families with school-age children, foster and homeless youth to learn about CalFresh benefits, eligibility guidelines, application process, and application assistance available through HCOE and other community agencies.*

HCOE proposes to continue to utilize multiple methods that we found successful for disseminating information to families about CalFresh and other local food resources such as food pantries, backpacks for kids, Pandemic EBT, and school and summer meal programs. Such methods include, Harvest of the Month family newsletters, recipe cards, flyers, brochures distributed through our Harvest of the Month program, school meal programs, Family Meal Markets along with information posted on our Facebook page and our website.

This contract year we want to develop some additional communication materials for retention assistance. We plan to use our experience in creating highly successful HOTM farm videos to explore creating a video centered around retention assistance. The video would involve local CalFresh partners and aim to assist CalFresh recipients with completing required reporting documents for retaining their benefits and feature avenues where individuals could get additional assistance. DHHS Media will be utilized to review any HCOE created informational materials.

**Objective 3—Positive CalFresh Messaging:** *Provide multiple opportunities for positive CalFresh messaging to low-income families with school-age children, foster and homeless youth through classes and events offered in the preschool, elementary and other school based programs.*

Through our 2020-21 CalFresh Partnership, we will continue to deliver the Harvest of the Month program healthy eating activities to over 160 K-5<sup>th</sup> grade classrooms and preschools reaching approximately 4,000 monthly. Changes related to COVID-19 in the operations of after school programs and First 5 playgroups limit the activities we can currently carry out in these settings.

More time will be spent on highlighting CalFresh benefits and healthy eating with families through our Family Meal Markets (FMM). We plan to double our reach serving approximately 340 families monthly. We will provide a HOTM family recipe and a bag of ingredients for families to prepare with their children at home. Small cooking tools, food resources and CalFresh outreach materials will be included as well.

We plan to continue our collaboration with Food for People to pilot their free produce markets at a minimum of one school site during the contract period. The produce market will offer families fun and engaging activities designed to build more awareness about CalFresh and promote healthy eating.

We will emphasize implementing our CalFresh messaging and healthy eating activities with schools serving underserved populations such as Spanish-speakers, working families, low-income and SSI/SSP family members of school age children.

**Objective 4—Positive CalFresh Messaging through School Meal Programs:** *Provide networking and training opportunities to improve access to healthy foods, utilization of school meal programs and positive messaging around CalFresh.*

Our CalFresh partnership activities continue to focus on providing resources, trainings, and one on one support to make sure school food professionals have the capacity and confidence to prepare high quality meals while meeting the challenges of

budget, staffing, and regulatory demands. We plan to host 2-3 networking meetings and 1-2 trainings for school staff from across the county. The networking meetings have been invaluable for bringing school food service staff together to voice challenges, share best practices and strategize. The trainings will be designed to meet the needs of school food service staff in a variety of areas, from improving on their culinary skills, introducing them to new recipes, or developing a greater understanding program operations and federal programs and rules.

We will continue to use our position as the County Office to coordinate procurement and distribution using the existing system we have in place for ordering produce for our HOTM program. Additionally, we will continue to provide technical assistance to districts related to training new staff, implementing school wellness policies, positive CalFresh messaging through school menus and signage in the cafeteria, preparing for their administrative reviews, menu development, and other areas of operating USDA School Nutrition Programs.

We will work with selected school districts to increase their capacity to operate additional child nutrition programs to assist families in providing food for their children. Such programs include the Community Eligibility Provision (CEP) which allows qualifying school sites to serve school meals free of charge to all students, the afterschool supper program and summer meals.

**EXHIBIT A**  
**Humboldt County Office of Education**  
**2018-19 CalFresh Partnership Funding Request**  
**SCOPE OF WORK**

Goal: To improve nutritional health of SNAP eligible children and their families by increasing enrollment in CalFresh, participation in school meal programs, and adoption of healthy eating habits.

**Objective 1—Enrollment and Retention Activities and Support:** Increase participation and retention in CalFresh by families of school-age children through encouraging application for CalFresh, providing application assistance and/or referral, and conducting follow-up.

Task Description	Duration	Outcomes
<p>1 Distribute CalFresh applications to families of students qualifying for free or reduced-price school meals at selected school sites.</p> <p>a. Work with 7 selected districts/schools South Bay Union School District, Scotia Elementary School District, McKinleyville Elementary, Big Lagoon Union School District, Arcata Elementary, Blue Lake Union, Pacific View Charter to distribute CalFresh applications at the time that families are notified of school meal eligibility.</p> <p>b. As needed, create or modify the DHHS family friendly promotional flyer to tailor it to each school site/district. The flyer will contain locations for application assistance such as DHHS, Family and Community Resource Centers (FRC), Food for People, and HCOE as appropriate.</p> <p>c. Have family flyer translated into Spanish</p> <p>d. Obtain multiple copies of CalFresh applications and DHHS postage paid envelopes for use by families when returning CalFresh applications.</p> <p>e. Track changes by total number of students and individual students (South Bay, Big Lagoon only) newly receiving CalFresh benefits using the DHHS AFDC database and HCOE's CALPADS database.</p> <p>f. Conduct application assistance follow-up calls to families of students at South Bay and Big Lagoon as needed.</p> <p>g. All information will be handled in a confidential manner.</p>	<p>Month 1-12</p>	<p>Approximately 455 CalFresh applications with cover letter will be distributed.</p> <p>Staff will provide application assistance will approximately 25 families.</p>
<p>2 Conduct CalFresh outreach and application and retention assistance to Community School students and their families during enrollment sessions and through our Foster and Homeless Youth Services. Outreach activities will include application assistance and retention assistance.</p>	<p>Months 1-12</p>	<p>Approximately, 20 applications will be distributed and application assistance/retention will be provided as needed.</p>
<p>3 Staff to provide CalFresh outreach, application assistance, and retention assistance during scheduled drop-in hours at selected afterschool programs where Family Meal Markets (FMM) activities are carried out. See objective 3.</p>	<p>Month 1-12</p>	<p>A minimum of 65 families be assisted with completing a CalFresh application and a minimum of 40 will be assisted</p>

			in retaining their CalFresh benefits.
4	Staff to complete CalFresh Outreach training through DHHS.	Month 1-3	Four staff members will complete training.
5	Track and communicate challenges/barriers experienced by staff and applicants to key DHHS CalFresh staff for troubleshooting and problem solving.	Month 1-12	Challenges and barriers will be communicated to DHHS.
<b>Objective 2—Information Dissemination/Publications/Media:</b> Reduce stigma through increased awareness and education of CalFresh by providing multiple opportunities for low-income families with school-age children, foster and homeless youth to learn about CalFresh benefits, eligibility guidelines, application process, and application assistance available through HCOE and other community agencies.			
<b>Task Description</b>		<b>Duration</b>	<b>Details and Outcomes</b>
1	CalFresh information and messaging will be included in the following print media, newsletters, and flyers: a. HOTM Family Newsletter distributed to families at participating school sites b. All recipes used in healthy eating activities will contain a CalFresh outreach message. Recipe cards will be printed in both English and Spanish. c. CalFresh messaging materials distributed in Family Meal Market (FMM) bags.	Months 1-12	Potential Reach: HOTM Family Newsletter—4,000 Recipe cards—3,400 CalFresh Brochures—3,400
2	Staff will identify and/or develop CalFresh outreach materials for distribution with healthy eating classes, Family Meal Markets described under Objective 3. a. As appropriate, materials will be customized for target population (families with preschoolers, families with school-age children, Spanish speaking) b. Newly developed outreach materials will receive approval from DHHS prior to distribution.	Months 1-4	CalFresh outreach materials identified or developed. DHHS approval received as appropriate.
3	Develop communication materials focused on retaining CalFresh benefits. Materials will include creating a video highlighting retention assistance activities and featuring local CalFresh partners. a. Work with selected after school coordinators to schedule drop-in hours. b. Communicate drop-in hours with families.	Months 1-9	CalFresh outreach materials identified or developed. DHHS approval received as appropriate.
4	Maintain nutrition department facebook page and webpage with resources, program highlights, and CalFresh information for families.	Months 1,4,8,12	Updates and maintenance will occur quarterly.
<b>Objective 3—Positive CalFresh Messaging:</b> Provide multiple opportunities for positive CalFresh messaging to low-income families with school-age children, foster and homeless youth through classes and events offered in the preschool, First 5 playgroups, elementary and after school programs.			
<b>Task Description</b>		<b>Duration</b>	<b>Outcomes</b>
1	HCOE Nutrition Program Staff will conduct HOTM healthy eating activities and garden based nutrition education in low-resource preschools, elementary, and other school based programs and provide CalFresh outreach to parents. a. Develop HOTM schedule and identify simple, healthy recipes for tasting activities and farmers for local sourcing of produce. b. On a monthly basis, • Purchase and/or print needed curriculum, food and materials. • Assemble and deliver HOTM materials to participating sites. c. All HOTM materials distributed to parents will include CalFresh messaging and resources for application assistance.	Months 1-12	CalFresh outreach and healthy eating activities will be conducted monthly at: 10 preschool classrooms 150 elementary classrooms  Total reach: approximately 4,000
2.	HCOE Nutrition Program Staff will conduct CalFresh outreach to parents of school-age children through the Family Meals Market held monthly with 17 low resource school sites. a. Develop Family Meals Market schedule and identify simple, healthy recipes that align with the HOTM schedule. b. Purchase and/or print needed food and materials.	Months 1-12	Family Meal Markets will be conducted monthly at: 17 low resource school sites.  Total reach: approximately 340 families monthly.

	<ul style="list-style-type: none"> <li>c. Assemble and distribute Family Meals Market materials.</li> <li>d. Information on CalFresh benefits and application process will be provided</li> <li>e. CalFresh application assistance will be available for individuals interested in signing up for CalFresh or learning more about CalFresh.</li> </ul>		
3.	HCOE Nutrition Program Staff will collaborate with Food for People to pilot hosting one free produce market at a low resource school site.	Months 6-12	Total reach: 125 families
	<ul style="list-style-type: none"> <li>a. Select school site</li> <li>b. Select date/time</li> <li>c. Design healthy eating activities</li> <li>d. Secure/create CalFresh messaging materials</li> </ul>		
<b>Objective 4—Positive CalFresh Messaging through School Meal Programs: Provide networking and training opportunities to improve access to healthy foods, utilization of school meal programs and positive messaging around CalFresh.</b>			
<b>Task Description</b>		<b>Duration</b>	<b>Outcomes</b>
1	<p>Host 3-5 trainings/networking meetings for school food service staff</p> <ul style="list-style-type: none"> <li>a. Trainings will be specific to preparing healthy foods, program operations and increasing access to school meal programs.</li> <li>b. Trainings will focus on skill development and highlight best practices in the field of school nutrition.</li> <li>c. Networking meeting agenda topics will be relevant to providing children with access to healthier meals and will continue to developed based on input from school foodservice staff.</li> </ul>	Months 3,5,7,9	A total of 3-5 trainings/networking meetings will be held with a total of attendance of approximately 70.
2	Write and distribute a monthly electronic newsletter to school foodservice staff. Content of newsletter will include pertinent program updates, training announcements, Harvest of the Month information, and farmer highlights.	Months 1-12	Distribute newsletter to a minimum of 20 school food service personnel.
3	Provide technical assistance and coordination to food service staff on farm to school efforts to build understanding of seasonality and confidence in purchasing from local farmers and HCOE's Hydroponics Career Technical Education Program.	Months 1-12	Track procurement of local foods.
<b>Objective 5—Reporting: Complete and submit all required reports on or before each deadline and attend appropriate meetings as scheduled.</b>			
<b>Task Description</b>		<b>Duration</b>	<b>Outcomes</b>
1	<p>Complete quarterly and final reports</p> <ul style="list-style-type: none"> <li>a. Track all data and outcomes outlined in scope of work</li> </ul>	Months 4,7,10,13	Submit reports according to contract.
2	Participate as relevant in ongoing activities and meetings to support countywide CalFresh outreach efforts.	Months 1-12	Attendance at meetings/trainings.



**EXHIBIT C**  
**CALFRESH OUTREACH BUDGET**  
Humboldt County Office of Education  
For Fiscal Years 2020-2021 through 2021-2022

*Descriptions here*

*Amounts Here*

<i>Descriptions here</i>	<i>Amounts Here</i>
<b>A. Personnel Costs</b> <i>(Note: due to low activity for 1<sup>st</sup> half of grant FTE% does not track)</i>	
<b>Title: Program Coordinator</b> <b>Salary Calculation:</b> \$100,175.00 annual salary @ .7 FTE + \$41,669.00 benefits (statutory benefits, PERS retirement contribution, 100% employer paid health & welfare) calculated @ 59.42% of salary <b>Duties Description:</b> Provides overall administration of contract, tracks scope of work activities and ensures contract deliverables are met. Supervises, trains and motivates personnel. Provides leadership and technical assistance to participating school districts on access to healthy school meals, CalFresh enrollment activities, and healthy eating activities. Develops and monitors contract budget. Completes and submits required reports. Attend pertinent meetings and works with community partners on CalFresh objectives.	<b>\$111,792.00</b>
<b>Title: Nutrition Education Specialist</b> <b>Salary Calculation:</b> \$59,762.00 annual salary + \$8,916.00 benefits (statutory benefits, PERS retirement contribution) calculated @ 37.30 % salary <b>Duties Description:</b> Registered Dietitian who will provide nutrition content for all healthy eating activities, facilitates the Harvest of the Month activities in classroom, preschools along with CalFresh outreach.	<b>\$32,821.00</b>
<b>Title: Farm to School Coordinator</b> <b>Salary Calculation:</b> \$44,523.00 annual salary @ .5 FTE + \$20,472.00 benefits (statutory benefits, PERS retirement contribution, employer paid health & welfare) calculated @ 91.96% salary <b>Duties Description:</b> Provides expertise in Farm to School efforts and assists with school food service related activities.	<b>\$42,734.00</b>
<b>Title: Program Instructional Technician</b> <b>Salary Calculation:</b> \$35,938.00 annual salary @ .8 FTE + \$30,402.00 benefits (statutory benefits, PERS retirement contribution, 100% employer paid health & welfare) calculated at 105.74% salary <b>Duties Description:</b> Provides and/or facilitates CalFresh outreach and healthy eating promotion activities.	<b>\$59,153.00</b>
<b>Title: Senior Division Account Technician</b> <b>Salary Calculation:</b> \$53,625.00 annual salary @ .1 FTE + \$4,405.00 benefits (statutory benefits, PERS retirement contribution and 100% employer paid health and welfare) calculated @ 82.14% of salary. Benefit calculation includes. <b>Duties Description:</b> Monitors budget. Assists with processing purchase orders, receipts, invoicing and payment.	<b>\$9,768.00</b>
<b>Total Personnel Costs:</b>	<b>\$256,268.00</b>
<b>B. Operational Costs</b>	
<b>Title: School Food Service Trainings</b> <b>Description:</b> Cost include trainer fees, potential facility rental costs (1 trainings @ \$ 1,200 each).	<b>\$1,200.00</b>
<b>Title: Phone</b> <b>Description:</b> 3 lines @ \$20.00/month x 12 months	<b>\$720.00</b>
<b>Title: Office Supplies</b> <b>Description:</b> miscellaneous office supplies, manila envelopes and labels for mailing CalFresh applications	<b>\$250.00</b>
<b>Title: Curriculum and Materials</b> <b>Description:</b> Curriculum and materials for conducting healthy eating activities and food service trainings.	<b>\$6,800.00</b>
<b>Total Operational Costs:</b>	<b>\$8,970.00</b>
<b>C. Consumables/Supplies</b>	
<b>Title: Postage</b> <b>Description:</b> Mailing of CalFresh applications 455 @ \$1.70/mailling	<b>\$774.00</b>
<b>Title: Printing and Duplication</b> <b>Description:</b> Flyers, brochures, family newsletters, recipe cards and other CalFresh outreach materials	<b>\$2,700.00</b>
<b>Title: Food</b> <b>Description:</b> Food for harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and playgroup settings.	<b>\$31,124.00</b>
<b>Title: Paper Goods</b> <b>Description:</b> plates, napkins, utensils, bags etc. for school food service trainings, harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and community school settings.	<b>\$1,000.00</b>
<b>Total Consumable/Supplies:</b>	<b>\$35,598.00</b>
<b>D. Transportation/Travel</b>	
<b>Title: Mileage</b> <b>Description:</b> Program assigned county fleet car for picking up supplies, harvest of the month and	<b>\$5,500.00</b>

family meal market deliveries, and travel to participating school sites to conduct healthy eating activities \$1,375.00/quarter x 4 = \$5,500.00	
<b>Total Transportation/Travel:</b>	<b>\$5,500.00</b>
<b>E. Other Costs</b>	
<b>Title: Administrative Cost</b> Description: 10% of direct services	<b>\$24,814.00</b>
<b>Total Other Costs:</b>	<b>\$24,814.00</b>
<b>Total:</b>	<b>\$331,150.00</b>

**Personnel:** include all employee costs, but not independent contractors. List each employee type separately. Examples of calculations are: 15% of \$2,000/mo. X 6 months; 20 hrs X \$15/hr X 52 weeks + benefits.

**Operational:** include all direct and indirect expenses for the project, except consumable supplies and travel. Include such things as rent, office supplies, postage, paper, communications, equipment, contract labor or services, and overhead or administrative costs. Please list each type of cost separately.

**Consumables:** includes items that will be used-up/consumed by participants or staff - food, meal or meeting supplies, etc.

**Transportation:** vehicle purchase or rental costs, employee per-mile reimbursements, and other travel-related expenses.

**Other:** includes anything not already covered in the budget categories above. List each expense separately.

**Overhead and administrative costs** may not exceed 10% of the total modified total costs, per OMB Federal Guidance.

**EXHIBIT D**  
**CALFRESH OUTREACH INVOICING GUIDELINES**  
Humboldt County Office of Education  
For Fiscal Years 2020-2021 through 2021-2022

CONTRACTOR shall prepare and submit all quarterly and final invoices and invoice summaries in accordance with the following invoicing guidelines in order to ensure compliance with any and all applicable local, state and federal laws, regulations and standards.

1. INVOICING SCHEDULE:

Quarterly invoices and invoice summaries are due within thirty (30) days after the expiration of each quarter in which this Agreement is active. Final invoices and invoice summaries are due within thirty (30) days following the expiration or termination date of this Agreement. The following table includes the expiration dates of each applicable quarter as well as the due dates for all quarterly and final invoices and invoice summaries submitted pursuant to the terms and conditions of this Agreement.

Quarter*	Dates Included	Date Invoices Due to DHHS
1	July 1 through September 30	October 31
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	Entire Agreement term	Thirty (30) days after expiration or termination

\*Note: Contractors who are providing services pursuant to the terms and conditions of an agreement with a maximum amount payable of Fifteen Thousand Dollars (\$15,000.00) or less shall only be required to submit a final invoice and invoice summary.

2. BACKUP DOCUMENTATION:

Backup documentation, including, without limitation, payroll records, receipts, bills and invoices, are not required to be submitted with quarterly or final invoices or invoice summaries unless requested by COUNTY.

**EXHIBIT E**  
**CALFRESH OUTREACH INVOICE WORKSHEET AND SUMMARY FORM**  
 Humboldt County Office of Education  
 For Fiscal Years 2020-2021 through 2021-2022

Exhibit E

CalFresh Outreach Itemized Invoice Worksheet

Invoice Date:   
 Invoice Type: \_\_\_\_\_

Contract Term: \_\_\_\_\_  
 Invoice Period:

Descriptions:	Invoice Amounts	Previous Invoice Totals	Approved Budget	Remaining Balance
<b>A. Personnel Costs</b>				
Title:				
Salary Calculation:	\$0.00	\$0.00	\$0.00	\$0.00
Duties Description:				
Title:				
Salary Calculation:	\$0.00	\$0.00	\$0.00	\$0.00
Duties Description:				
Title:				
Salary Calculation:	\$0.00	\$0.00	\$0.00	\$0.00
Duties Description:				
Title:				
Salary Calculation:	\$0.00	\$0.00	\$0.00	\$0.00
Duties Description:				
Title:				
Salary Calculation:	\$0.00	\$0.00	\$0.00	\$0.00
Duties Description:				
Title:				
Salary Calculation:	\$0.00	\$0.00	\$0.00	\$0.00
Duties Description:				
<b>Total Personnel:</b>		\$0.00	\$0.00	\$0.00
	Invoice Amounts	Previous Invoice Totals	Approved Budget	Remaining Balance
<b>B. Operational Costs (Rent, Utilities, Phones, etc)</b>				
Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00
Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00
Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00
Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00
Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Costs:</b>		\$0.00	\$0.00	\$0.00
	Invoice Amounts	Previous Invoice Totals	Approved Budget	Remaining Balance
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>				

Exhibit E

CalFresh Outreach Invoice Summary

<b>Contractor Name</b> <b>Coordinator/Contact</b> <b>Address</b> <b>Phone</b>
----------------------------------------------------------------------------------------

Invoice Date: <u>1/0/1900</u>	Contract Term: <u>1/0/1900</u>
Invoice Type: <u>0</u>	Invoice Period: <u>0</u>

Description	Totals
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
Transporation/Travel (Local and out of county should be separate)	\$0.00
Other (Indirect Costs, Contracts, etc)	\$0.00

Total Amount Due: \$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: Social Services Finance  
 (707) 441-5424 • Fax: (707) 441-5590



Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Budget Unit/Line \_\_\_\_\_

**EXHIBIT F**  
**CALFRESH OUTREACH REPORTING GUIDELINES**  
Humboldt County Office of Education  
For Fiscal Years 2020-2021 through 2021-2022

CONTRACTOR shall prepare and submit all quarterly and final project reports in accordance with the following reporting guidelines in order to ensure compliance with any and all applicable local, state and federal laws, regulations and standards.

1. REPORTING SCHEDULE:

Quarterly project reports are due within thirty (30) days after the expiration of each quarter in which this Agreement is active. Final project reports are due within thirty (30) days following the expiration or termination date of this Agreement. The following table includes the expiration dates of each applicable quarter as well as the due dates for all quarterly and final project reports submitted pursuant to the terms and conditions of this Agreement.

Quarter*	Dates Included	Date Invoices Due to DHHS
1	July 1 through September 30	October 31
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	Entire Agreement term	Thirty (30) days after expiration or termination

\*Note: Contractors who are providing services pursuant to the terms and conditions of an agreement with a maximum amount payable of Ten Thousand Dollars (\$10,000.00) or less shall only be required to submit a final project report.

2. QUARTERLY REPORT NARRATIVE:

Quarterly report narratives should include, at a minimum, all of the following:

- A detailed description of the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
- A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement support the CalFresh program.
- A detailed description of how the figures listed in each section of the report were calculated.
- A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement reached the intended populations.
- A detailed description of how the recipients of the community outreach services that were provided pursuant to the terms and conditions of this Agreement were benefitted.
- A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement produced the intended results.
- A detailed description of any unintended outcomes that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement.

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- A detailed description of the value of the outcomes that resulted from of the community outreach services that were provided pursuant to the terms and conditions of this Agreement.

## 2. FINAL REPORT NARRATIVE:

Final report narratives should include, at a minimum, all of the following:

- 
- Process Evaluation:
    - A detailed description of whether the community outreach services provided pursuant to the terms and conditions of this Agreement were of the right quality and content to support the CalFresh program.
    - A detailed description of how many people received the community outreach services provided pursuant to the terms and conditions of this Agreement.
    - A detailed description of how many people received CalFresh benefits as a result of the community outreach services provided pursuant to the terms and conditions of this Agreement.
    - A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement reached the intended populations.
    - A detailed description of how the recipients of the community outreach services that were provided pursuant to the terms and conditions of this Agreement were benefitted.
  - Outcome Evaluation:
    - A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement produced the intended results.
    - A detailed description of any unintended outcomes that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
    - A detailed description of any and all short term, intermediate and long term benefits that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
    - A detailed description of the effectiveness and efficiency of the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
    - A detailed description of how the outcomes that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement were worth the resources invested in the program.
    - A detailed description of what your organization could have done differently to support the CalFresh program and how you organization is prepared to make such changes, if applicable.

**EXHIBIT G**  
**CALFRESH OUTREACH QUARTERLY PROJECT REPORT FORM**  
Humboldt County Office of Education  
For Fiscal Years 2020-2021 through 2021-2022



**Outreach Contract Quarterly Report Form  
2020-21**

CalFresh Outreach partnership contracts are an opportunity for community-based organizations and the Humboldt County Department of Health & Human Services (DHHS) to work together to improve the health of our community. As part of the contract agreement, reports must be completed and submitted to track progress and activities.

**Due dates: Quarterly reports are based on DHHS fiscal year quarters, regardless of when an agency’s contract begins or ends.** The table below shows each fiscal year quarter and the report due dates. If the total agreement amount is \$15,000 or less you are only required to submit a Final Summary Report.

Quarter	Dates Included	Date Report Due to DHHS
1	July 1 through September 30	October 31
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 Summary Report	Based on contract term	One month after term end

**Submission of reports:**

All reports are sent to **both** CalFresh Outreach and the DHHS Contract Unit at the following addresses:

[CalFreshOutreach@co.humboldt.ca.us](mailto:CalFreshOutreach@co.humboldt.ca.us)  
[DHHS-ContractUnit@co.humboldt.ca.us](mailto:DHHS-ContractUnit@co.humboldt.ca.us)

Or by mail to: Humboldt County DHHS – Social Services  
Attention: Appolonia Coan, Staff Services Analyst  
929 Koster St.  
Eureka, CA 95501

**Report Narrative:**

Use the narrative section to explain the Outreach Activities your organization completed or participated in. Remember to talk about both processes and outcomes whenever possible.

**Some questions to consider when completing the narrative sections of the report:**

- How did the programs/services support CalFresh Outreach?
- How did you track or calculate the number of individuals your organization is reported to have reached? There is no one way to accomplish this and each agency is different.
- Did the programs/services reach the populations it was intended to reach, and were the participants satisfied?
- What were the program results, and did the program produce the intended changes? Unintended changes?
- Was the value of the outcomes achieved worth the resources invested in the program?

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**Need help?**

Please email [CalFreshOutreach@co.humboldt.ca.us](mailto:CalFreshOutreach@co.humboldt.ca.us) or call Appolonia Coan at 707-476-4760 if you need any assistance.



# Humboldt County CalFresh Outreach Partnership

## Quarterly Report Form

Organization Name: \_\_\_\_\_

Please Check Applicable Report Cycle (please do not edit cycle information):

- Quarter 1 (July 1-Sept. 30) Due October 31
- Quarter 2 (Oct. 1- Dec. 31) Due January 31
- Quarter 3 (Jan. 1 – March 31) Due April 30
- Quarter 4 (April 1- June 30) Due July 31

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** Enter the numbers of people you reached or served in the tables below, being careful not to duplicate counts.

### A. Enrollment Activities and Support:

Use this section to tell us the number of people who participated in your enrollment activities.

Number of participants:	Total
1. <b>Applications provided/handed out.</b> Provide details in the Narrative Section below. *i.e. the number of applications physically handed to customers, number of households that were directed to GetCalFresh/C4Yourself.	
2. <b>Applications assisted.</b> Provide details in the Narrative Section below. *i.e. Staff member assisted customer w/ completing application, staff faxed in application, etc. Count the number of applications assisted.	
<b>Retention referrals.</b> Assisted or referred a customer who already receives CalFresh benefits in contacting Social Services to ensure their benefits continue.	
3. <b>Retention assisted.</b> Provide details in the Narrative Section below. *Examples: assisting customer to complete their Semi-Annual Report (SAR7), Annual Re-Certification (RE), interpreting their Notice of Action (NOA), assist with collecting verifications, prompting they contact the county about household changes, etc.	
4. <b>DHHS visit assisted.</b> Discuss how your organization was able to help in the Narrative Section below. *i.e. Staff drove them, a bus pass was provided, etc.	
5. <b>Specialized services</b> to reach populations with low CalFresh participation rates discuss these services in the Narrative Section below. *This could be focused efforts to enroll people who are rurally located, experiencing homelessness, under employed, tribe members, disabled, seniors, students or other specific population.	

**Enrollment Activities and Support Narrative:** Please use this space to provide specifics of the Enrollment Activities and Support that your organization has completed over the last quarter.

### B. Positive Messaging of CalFresh:

Use this section to tell us the number of people who participated in your CalFresh-linked projects intended to destigmatize benefits.

<b>Number of participants or recipients of the following:</b>	<b>Total</b>
7. Educational materials distributed or provided: Provide details in the Narrative Section below.	
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided: Provide details in the Narrative Section below	

**Positive Messaging of CalFresh Narrative:** Please use this space to provide specifics of how your organization used positive messaging and activities to link benefits to a healthy lifestyle and destigmatize CalFresh over the last quarter. Make sure you explain how these activities engage participants and connect them to opportunities to enroll in CalFresh or receive assistance maintaining enrollment in CalFresh.

**C. Media:**

Use this section to identify the number of CalFresh linked messages you delivered through media, including newsletters, websites and posters. Please remember all content must be reviewed by DHHS Media prior to being issued.

<b>Number of messages delivered through media:</b>	<b>Total</b>
9. Number of possible readers of print media or articles: Provide details in the Narrative Section below.	
10. Number of possible viewers/listeners of non-print broadcast media: Provide details in the Narrative Section below.	
11. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications: Provide details in the Narrative Section below.	
12. Web content visits (specifically CalFresh): Provide details in the Narrative Section below.	

**Media Narrative:** Please use this space to provide specifics of the messaging delivered through media that your organization has completed over the last quarter.

**D. Closing Narrative:**

Provide a story or comment specifically related to your organization/project's CalFresh Outreach activities over the past quarter. This can include, but is not limited to, success stories or your customers overcoming obstacles to maintain their benefits and access CalFresh; challenges you or your organization have overcome to better provide CalFresh Outreach or events that highlighted your agency's strength as a DHHS partner.

**Frequently Asked Questions**

**My agency's contract start and end dates do not align with the fiscal year. How do I know what quarterly report I am on and when the report is due?**

The quarterly report cycle for CalFresh Outreach contracts is set by the DHHS fiscal year regardless of when a contract begins or terminates. If you had an active contract during any of the months listed on the cycle information at the top of this form, then you complete the applicable report. Example: if your agency had one contract stop in February and a new contract start in March, your Quarter 3 report would be due April 30<sup>th</sup> and would include data from the first contract for January through February as well as data from the new contract for March. See Exhibit F – CalFresh Outreach Reporting Guidelines in your executed contract for more information.

**What is a special population?**

A special population is an identified sector of the population that has low enrollment in the CalFresh program. This could be folks who live rurally, students, persons aged over 65, ESL customers or any number of other groups that have barriers to program access.

**How do I make sure I am not duplicating counts?**

Many times people will receive multiple handouts from your agency, or you will assist multiple people in a household. If you explain how you count in the narrative section, you will be making sure your data is clear and will not need to worry about duplicating counts in error. Here is an example: if you provided an application to a family of five, this would be entered as "1" for applications provided not as "5" for each person in the home. This is because you provided one application to the household.

**If I assist someone in applying for CalFresh and give them educational materials, can I count them in multiple categories on reports?**

Yes. They could count in the materials distributed category and the application assisted category. The important thing to remember is that everyone tracks their numbers differently and may have different ideas about what counts in one area versus another when completing reports. Explain how your agency does it in the narrative and you will have ensured you properly reported.

**Where do I put how many meals or food bags were distributed?**

This section has been removed from our report tracking to align with the current focus for these agreements. You can include any important information about food distribution performed by your agency in the narrative for Section B. Positive Messaging.

**My agency is reusing print media developed previously that DHHS Media already approved. Does DHHS Media need to review it again?**

Please send it through again. Anything that will be distributed with CalFresh messaging needs to go through DHHS Media for approval. If it was approved in the past there might be something that needs to be updated. CalFresh recently rebranded and it is important that we use current logos and information.

**My report might be late due to circumstances outside my control. What do I do?**

Please email [CalFreshOutreach@co.humboldt.ca.us](mailto:CalFreshOutreach@co.humboldt.ca.us) with the reason for the delay and the expected date the report will be submitted. This allows for a record of why the delay occurred if it is ever questioned.

**EXHIBIT H**  
**CALFRESH OUTREACH FINAL PROJECT REPORT FORM**  
 Humboldt County Office of Education  
 For Fiscal Years 2020-2021 through 2021-2022



**Outreach Contract Final Report Form**  
**2020-21**

Use the attached Final Summary Report Form to tell DHHS about your project and to share your ideas for improvement. **Need help?** If you are unsure about when your reports are due, please refer to item 2 (Term) in your contract. If you are still unsure or you would like help with anything else, please call Appolonia Coan at 707-476-4760.

**Due date:**

**The Final Summary Report is due one month after completion of the contract term.** This report is required even if you are required to submit a quarterly report on the same date. Agreements for \$15,000 or less are only required to submit a Final Summary Report.

Report	Dates Included	Date Report Due to DHHS
Final Summary Report	Entire contract term	One month after term end

**Submission of Report:**

The Final Report should be sent to **both** CalFresh Outreach and the DHHS Contract Unit at the following addresses:

[CalFreshOutreach@co.humboldt.ca.us](mailto:CalFreshOutreach@co.humboldt.ca.us)  
[DHHS-ContractUnit@co.humboldt.ca.us](mailto:DHHS-ContractUnit@co.humboldt.ca.us)

Or by mail to: Humboldt County DHHS – Social Services  
 Attention: Appolonia Coan, Staff Services Analyst  
 929 Koster St.  
 Eureka, CA 95501

**Report:**

In your narrative, please remember to talk about both processes and outcomes when possible.

Process evaluation attempts to answer these types of questions:

- Were the programs/services of the right quality and content to support CalFresh Outreach?
- How many individuals did you help either receive or maintain CalFresh benefits?
- Did the program reach the population that it was intended to reach? Participant count in total?
- Are those who participated satisfied with the program?

Outcome evaluation focuses on answers to these types of questions:

- What were the program results and did the program produce the intended changes? Unintended changes?
- At what level were changes sought and accomplished—short term, intermediate or long term?
- How did the programs results compare in terms of effectiveness and efficiency, and was the outcome achieved worth the resources invested in the program?

- As your contract comes to an end, discuss what your organization could have done differently to better support CalFresh Outreach? If you are planning on continuing this program, how has your organization prepared to make these changes?

## Humboldt County CalFresh Outreach Partnership Final Summary Report Form



Due one month after term end

Organization Name: \_\_\_\_\_ Report Due Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach a narrative report (a maximum of four pages, exclusive of attachments) addressing the items outlined in the sections below. If you also have a Quarterly Report due it will need to be submitted as well for the months it covered, even if you are including those months in this final report. You may attach any other relevant materials or reports. *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering any question they would address.*

### A. Results/Outcomes

1. Describe the grant activities and events completed to provide application assistance and referrals, as well as benefit retention assistance. What were some successes? Were there barriers?
2. What difference did this grant make for the area and population you are serving? Please discuss evidence of effect (e.g., satisfaction survey results, pre- and post-test results, community indicators, outcomes, etc.). Please define the unique area and population you serve, and any interagency work you do with other organizations.
3. Discuss any activities you completed to reduce stigma and encourage the use of CalFresh benefits. This may include events and activities, such as cooking demonstrations and community garden programs, to educate participants. Clearly include how you linked CalFresh to these projects.
4. Describe any unanticipated results, positive and negative, not already described above.

### B. Lessons Learned

5. Describe what you learned based on the results/outcomes you reported in Section A above and what, if any, programmatic or organizational changes you will make based on your results/outcomes.
6. Describe the materials, messages, or tools you used, if and how you modified them to fit your audience, and how you would improve them further. Are there other tools you need?

### C. Future Plans

7. If you will be continuing this program, what are your plans for sustaining or expanding the program?
8. If you have identified areas where increased collaboration between organizations or sectors would lead to increased positive outcomes for your constituents, briefly describe your ideas.

### D. Other Comments

9. Please share with us any other comments or recommendations you would like to make regarding the relationship between DHHS CalFresh Outreach and your organization.

10. Please share anything else relating to your CalFresh Outreach efforts that you would like us to know about.

### **Frequently Asked Questions**

#### **My agency's contract end date aligns with one of the quarterly report end dates. Do I need to submit both?**

Yes. The Final Report is tied to the end date of the specific contract and must be provided. The Quarterly reports cover the months specified on that form and are due regardless of when a contract begins or ends for all months an agency had an active contract for an amount over \$15,000. This means both reports may be required at the same time if the contract termination date happens to align with quarterly reporting timeframes.

#### **Do we need to include pictures or other documentation of our program?**

It is not required that you provide additional items regarding your program. You can provide them if you would like to. Items like surveys or program pictures can be included if you wish. If you are looking to include something like program or event surveys, please summarize the information in them instead of submitting participant originals.

#### **My agency had a small contract for \$15,000 or less, do we submit a final report?**

Yes. All agencies must submit a final report summarizing their program's experience over the course of their agreement regardless of contract amount.