

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
REDWOOD COMMUNITY ACTION AGENCY (RCAA)**

This Agreement, entered into this 7 day of May, 2019, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Redwood Community Action Agency (RCAA), a California not for profit agency, 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 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 such services.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. DESCRIPTION OF SERVICES:

CONTRACTOR agrees to furnish the services described in Exhibit A – Scope of Services and Exhibit B – CalFresh Outreach Proposal, which is attached hereto and incorporated herein by reference. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Social Services Director or designee thereof, hereinafter referred to as "Director."

2. TERM:

This Agreement shall begin on May 1, 2019 and shall remain in full force and effect until April 30, 2020, unless sooner terminated as provided herein.

3. TERMINATION:

A. Breach of Contract. If, in the opinion of COUNTY, CONTRACTOR fails to adequately perform the services required hereunder within the time limits specified herein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or other law applicable to its performance herein, COUNTY may terminate this Agreement immediately, upon notice.

- B. Without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice to CONTRACTOR. Such notice shall state the effective date of the termination.
- C. 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 of any termination of this Agreement, 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 owing to COUNTY resulting from 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 One Hundred Seventy-Eight Thousand Six Dollars and Two Cents (\$178,006.02). 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 for services provided hereunder, or terminate this Agreement as provided herein. Under no circumstances shall the maximum compensation cap exceed the amount of One Hundred Seventy-Eight Thousand Six Dollars and Two Cents (\$178,006.02).
- 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. 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 written authorization from COUNTY. 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 provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. All unauthorized costs and expenses incurred above the maximum dollar 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.

5. PAYMENT:

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. Invoices submitted pursuant to the terms and conditions of this Agreement shall be prepared using the COUNTY's standard

CalFresh invoice form, which is attached hereto as Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form and incorporated herein by reference.

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 COUNTY’s standard CalFresh invoice summary form, which is attached hereto as Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form and incorporated herein by reference.

A. Submission of Quarterly and Final Invoices and Invoice Summaries. All quarterly and final invoices and invoice summaries submitted by CONTRACTOR shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services
Attention: Fiscal
507 F St.
Eureka, Ca 95501

6. NOTICES:

Any and all notices required to be given pursuant to the terms 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 St.
Eureka, California 95501

CONTRACTOR: Redwood Community Action Agency (RCAA)
Attention: Mitra Abidi, RCAA NRS Division Panner
904 G St.
Eureka, California 95501

7. REPORTS:

A. General reporting Requirements. CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by local, state and/or federal agencies for compliance with this Agreement. Reports shall be submitted no later than fifteen (15) days after the end of each calendar quarter 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. Any and all quarterly and final project reports submitted pursuant to terms and conditions of this Agreement shall be prepared using COUNTY’s standard CalFresh quarterly and final report forms, which are attached hereto as Exhibit G – CalFresh Outreach Quarterly Project Report Form and Exhibit H – CalFresh Final Project Report Form and incorporated herein by reference.

C. Submission of Quarterly and Final Project Reports. All Quarterly and final project reports submitted by CONTRACTOR 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 and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment thereunder. 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. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any 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, programs or procedures, at any time, as well as the overall operation of CONTRACTOR's programs, 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, programs or procedures are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of the CONTRACTOR's.

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, but not limited to: 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 Laws. The parties acknowledge 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 standards and 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 gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service or any other classifications protected by local, state or federal laws or regulations. COUNTY reserves the right to monitor the services provided hereunder in order to ensure compliance with the requirements of this provision.
- 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 gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military

service, denial of family care leave or any other classifications protected by local, state or federal laws or regulations. 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 and/or federal laws and regulations, 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 the California Code of Regulations are incorporated into this 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:

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

C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services pursuant to the terms and conditions of this Agreement 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 above-referenced requirements may result in suspension of payments under this Agreement and/or termination thereof, and CONTRACTOR may be ineligible for award of future contracts if COUNTY determines that the foregoing certification is false or if CONTRACTOR violates the certification by failing to carry out the above-referenced requirements.

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 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 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 sufficient 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 provided for herein, CONTRACTOR shall, and shall require that all subcontractors hereunder, take out and maintain, throughout the entire period of this Agreement, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Best's 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 and 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, but not limited to, 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. Said coverage shall be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the Labor Code of the State of California, 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 and 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 loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, 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 insured's 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 provisions 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.

5. Any failure to comply with the provisions of this Agreement shall not affect 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 or County Counsel. 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 other available remedies under this Agreement, take out the necessary insurance, and CONTRACTOR agrees to pay the cost thereof. COUNTY is also hereby authorized with the discretion to 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 of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

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

CONTRACTOR: Redwood Community Action Agency (RCAA)
Attention: Mitra Abidi, RCAA NRS Division Planner
904 G St.
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, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies and procedures applicable to the services provided pursuant to the terms and conditions of this Agreement. CONTRACTOR further agrees to comply with any and all applicable local, state and federal licensure and certification requirements.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations, or conditions that may affect the provisions, terms 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 AND RULES:

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

20. PROTOCOLS:

Both parties recognize 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 Director and CONTRACTOR.

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 or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of 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 disbursed to CONTRACTOR which, COUNTY determines were not expended in accordance with the terms of this Agreement.

25. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

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 during the term of this Agreement upon the mutual consent of both parties. No addition to, or 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 and information for its records. In the event this Agreement is terminated, for any reason whatsoever, CONTRACTOR shall promptly turn over all information, writings and documents pertaining to the services provided hereunder 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 arising hereunder, or 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:

All informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, but not limited to, 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.

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 work performed by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including 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 or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

33. SURVIVAL:

The duties and obligations of the parties set forth in 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, subsections and paragraphs set forth in this Agreement 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 of such party and without fault or negligence of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, 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. This Agreement may be executed in one 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 and the same agreement. A signed copy of this Agreement 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 for all purposes.

39. 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.

40. MEANINGFUL USE REGARDING FIXED ASSETS:

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

41. COUNTERPARTS CLAUSE:

This Agreement may be executed in one 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 and the same agreement. A signed copy of this Agreement 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 for all purposes.

[Signatures on Following Page]

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

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

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

CONTRACTOR:

By: DE Cho Date: 3/26/19

Name: DON CUNO

Title: FISCAL DIRECTOR

By: Val M Date: 4/3/19

Name: Val Martines

Title: Executive Director

COUNTY OF HUMBOLDT:

By: Rex Bohn Date: 5/7/2019

Rex Bohn
Chair, Humboldt County Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: Kaufman Date: 04/03/2019
Risk Analyst

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
REDWOOD COMMUNITY ACTION AGENCY (RCAA)

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.

1. SERVICES:

A. Community Outreach Services. CONTRACTOR shall Provide the CalFresh community outreach services set forth in Exhibit B – CalFresh Program 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. Provision of informational events and activities, including, without limitation, cooking demonstrations and community garden programs, that are designed to reduce the stigma associated with the CalFresh program and encourage utilization thereof.
5. Provision of healthy foods and guidance on healthy eating, including, without limitation, providing nutritional information and CalFresh outreach materials, to participants in local food and meal programs.
6. 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.
7. Promotion of healthy eating and exercise practices throughout Humboldt County.

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 Program Outreach Proposal, with the CalFresh program.

2. PLACE OF PERFORMANCE:

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

EXHIBIT B

CALFRESH OUTREACH PROPOSAL

REDWOOD COMMUNITY ACTION AGENCY (RCAA)



CalFresh Outreach Guidelines for Fiscal Year 2018-19

Federal and State funding for CalFresh Outreach has created an opportunity for community-based organizations and the Humboldt County Department of Health & Human Services (DHHS) to partner in improving the health of our community. Funding is available again this year to community-based organizations for outreach, education and application assistance.

The overarching goal of the CalFresh program is to improve the health and well-being of families and individuals in Humboldt County. Reliable access to nutritious food is essential for overall health and is important in the prevention of chronic diseases. The objectives of the outreach program and this funding are to:

- increase awareness of and enrollment in CalFresh,
- reduce barriers to CalFresh enrollment and retention, and
- increase awareness and adoption of healthy food and life choices that improve wellness and prevent chronic disease.

There are still many potentially eligible residents who have not applied for CalFresh benefits and there are many CalFresh participants who do not maintain enrollment. DHHS is focused on increasing CalFresh enrollment and retention and is interested in partnering with community-based organizations willing to join the effort.

DHHS would like to partner with community-based organizations that can help with the following efforts.

- Support enrollment and retention processes with information, pre-screening, direct application and enrollment assistance, and retention assistance.
- Educate community members about CalFresh and program changes.
- Reduce barriers to enrollment, including stigma, fear, language/literacy, and others.
- Reach populations with low CalFresh Participation Rates (such as working families, seniors, persons in recovery, persons with limited literacy or ability to speak/read English, transitional aged foster youth, and the homeless).
- Link CalFresh to access to nutritious food and provide CalFresh-related nutrition information and guidance, including how to shop for and cook with nutritious foods on a budget.

DHHS will consider a partnership request at any time during the fiscal year and the activity time frames for requests do not have to fall completely within the fiscal year. Requests can span fiscal years.

Application assistance and direct enrollment support is DHHS's highest priority. Priority will be given to proposals that focus on application assistance, intake and enrollment support and retention support.

A complete partnership request includes a completed FY 2018-19 Partnership Request Form, Outreach Estimates Form, Partnership Request Budget Form, and narrative as outlined on the request form.

Interested? Please read the contractor guidelines below and complete and return the attached CalFresh Outreach Partnership Request Form, with attachments, electronically to CalFreshOutreach@co.humboldt.ca.us or paper copies to CalFresh Outreach DHHS 929 Koster St., Eureka, CA 95501.

Application process and application and outreach partner program questions can be answered by the CalFresh Outreach Analyst at (707) 476-4760 or by emailing CalFreshOutreach@co.humboldt.ca.us.

CalFresh Outreach Contractor Guidelines

Here are the steps to a successful CalFresh Outreach contract with DHHS:

	Process	Timing
Step 1	Organization submits a Partnership Request Form, project description, Outreach Estimates Form, and Partnership Request Budget Form to DHHS	Any time
Step 2	DHHS reviews all requests. Organizations may be contacted with questions or suggested revisions. A meeting or site visit may be requested.	Two to four weeks
Step 3	Once approved contracts are developed and emailed to partner organizations. The organization prints two copies for signatures or, requests two copies via mail. Three copies are necessary if the amount is over \$48,000.	Two to three weeks
Step 4	The contract is signed by the partner and returned to DHHS with proof of insurance (see insurance guidelines below).	Varies
Step 5	For contracts of \$48,000 or less, DHHS signs the contract and returns one copy of the signed contract to the partner.	One to two weeks
Contract Complete	For contracts of \$48,000 or less.	Three months
Other	Contracts for more than \$48,000 do not follow this process and require approval by the Board of Supervisors (BOS). Partners are requested to attend the BOS meeting when their contract is reviewed.	Contact the Outreach Coordinator

In order to receive funding for CalFresh Outreach activities, the organization applying must agree to collaborate with the Department of Health & Human Services in the following ways:

- Provide a contact liaison to coordinate with the CalFresh program.
- Participate in CalFresh Outreach training events.
- Submit all funded media (including advertisements, newsletters, press releases, brochures, etc.) for review before publication. CalFresh funds cannot be used for TV, radio, or billboard advertising.
- Report on all activities conducted with CalFresh funding, including the number of individuals reached and/or served by completing Quarterly Reports and a Final Summary Report at the end of your contract term.
- Submit financial invoices to DHHS and retain financial records for five years.
- Provide space and other assistance for the presentation of educational and nutritional events at your facility. These events may be conducted by DHHS or other community partners.
- Provide proof of insurance coverage listing the County as an additional insured (see below).
- Contract with DHHS and commit to implementing the funded activities outlined in the organization’s Partnership Request proposal.

All CalFresh Outreach partners will be required to submit proof of insurance coverage in order to complete a contract with the County. All insurance requirements are clarified in the contract that will be mailed to successful applicants. In general, applicant organizations should be prepared to

show proof of and maintain the following insurance, with the County certificated as an additionally insured:

- General Liability: \$2,000,000 per occurrence, if a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
- Automobile/Motor: \$1,000,000 combined single limit, any auto (If applicable)
- Workers Compensation and Employers Liability: \$1,000,000 per accident. This is required even for all-volunteer organizations.

Proposals may include insurance costs directly related to the proposed partnership project.

Administrative indirect and overhead expenses included in project budgets cannot exceed 10% of the total modified total costs, per OMB Federal Guidance.

Most contracts will be paid on a reimbursement basis.

**Humboldt County CalFresh Outreach
FY 2018-19 Partnership Request Form**



Organization Name: Redwood Community Action Agency

Contact Name: Mitra Abidi

Address: 904 G St. Eureka, CA 95501

Phone: 707-269-3701
mitra@nrscaa.org

Email:

Project Title: Planner

Expected start date: April 1st, 2019 and end date: March 31st, 2020

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

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

1. Please describe the activities and events that will be completed 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 include how you will encourage and assist applications and retention.**
2. What are your expected outcomes? What difference will CalFresh funding make in your community or neighborhood and for the population you are serving? How will the proposed activities fit into or relate to other programs in your organization and community?
3. 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 and facilitate CalFresh applications
- Assist and support CalFresh intake and enrollment processes.
- Assist with CalFresh retention.
- Reduce stigma and misconceptions associated with benefit use and educate potentially eligible community members about the CalFresh program and program changes. This may include events and activities such as cooking demonstrations and community garden programs to educate participants.
- Provide specialized services to reach populations with low CalFresh Participation Rates.
- Provide healthy foods to participants in food and meal programs with nutrition information and guidance on healthy eating, accompanied by CalFresh outreach materials and enrollment support.
- Encourage clients to engage in healthy eating and exercise, and assist all clients wishing to apply for CalFresh with enrollment information.

C. Other Funding Sources

1. What other DHHS Funding does your Organization receive, please include any current contracts as well as any pending applications?
 2. What other funding outside of DHHS support the proposed Activities?
- 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.

Humboldt County CalFresh Outreach Outreach Estimates Form

DHHS would like to know the number of people you plan to reach with your proposed CalFresh Outreach partnership project. 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.*

Enrollment Activities and Support	Total
1. CalFresh educational materials distributed, benefits/requirements presented/ provided.	5,000
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, directed them to Social Services Office, etc.).	250
3. Applications assisted (i.e. staff member assisted customer w/ completing application, staff faxed in application, etc.).	130
4. DHHS visits assisted. Discuss how your organization is able to help (i.e. staff drove them, a bus pass was provided, etc.).	50
5. Retention assisted (examples of this could include, but are not limited to, assisting customers to complete their Semi-Annual Report (SAR7), their Annual Re-Certification (RE), interpreting their Notice of Action (NOA), assist with collecting necessary verifications, etc.).	150
6. Specialized services to reach populations with low CalFresh participation rates.	130

Please use this section to tell us the CalFresh & Healthy Eating messages you plan to deliver.

Healthy Eating linked to CalFresh Messages	Total
7. Educational materials distributed or provided (not counted above).	9,000
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided.	1,000
9. Food distributed or meals provided.	40,000

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

Information Dissemination/Publications/Media	Total
10. Number of possible readers of print media or articles.	120,000
11. Number of possible viewers/listeners of non-print broadcast media.*	0
12. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications.	6,200
13. Web content visits (specifically CalFresh).	1,000

Use this section to tell us about special populations you will serve.

Special populations	Total
Working Families	75

Persons with limited Ability to Read/Write English	50
Homeless Adults	120
Persons in Recovery	75
Latino Families	100
Transitional Aged Foster and Homeless Youth	2,000
Elderly, Tribal members on the reservations and Rancherias, Outlying areas in the County	790

*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.

Humboldt County CalFresh Outreach Partnership Request Budget Form

Please use this form to submit a project budget. For major expenses, please be specific. For personnel, please 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.

Descriptions here

Amounts Here

A. Personnel Costs	
Title: Salary Calculation: : [formula for salary calculations and any benefits should be clearly identified]	
Duties Description:	\$
Title: Salary Calculation: Duties Description:	\$
Total Personnel Costs:	\$
B. Operational Costs	
Title: Description:	\$
Title: Description:	\$
Total Operational Costs:	\$
C. Consumables/Supplies	
Title: Description:	\$
Title: Description:	\$
Title: Description:	\$
Title: Description:	\$
Total Consumable/Supplies:	\$
D. Transportation/Travel	
Title: Description:	\$
Title: Description:	\$
Total Transportation/Travel:	\$
E. Other Costs	

Title:		
Description:	\$	
Title:		
Description:	\$	
Total Other Costs:		\$
Total :		\$

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 expenses for the project, except consumable supplies and travel. Include such things as rent, office supplies, postage, paper, communications, equipment, contract labor or services. 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: Indirect expenses for the project such as overhead or administrative costs. 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.

Redwood Community Action Agency (RCAA) CalFresh Outreach Narrative

Redwood Community Action Agency (RCAA) is a 501(c)(3) nonprofit organization providing resources and services since 1980 to empower low-income and underserved residents in Humboldt County to improve their lives, communities, and self-sufficiency. RCAA is made of four divisions offering distinct programs and services: Natural Resources Services (NRS) division, Community Services (CS) division, Energy Services (ES) division, and Youth Services Bureau (YSB) division. Diverse programs of RCAA have a history of successfully reaching populations known to have low rates of CalFresh utilization and retention including working families, seniors, persons with limited literacy or ability to read/speak English, transitional aged foster youth, and homeless individuals and families. RCAA's mission to provide leadership, advocacy, and develop community-based coordinated services and activities. The purpose of these goals is to enable low-income and/or disadvantaged persons to gain the necessary skills, education and motivation to become self-sufficient in a healthy, sustainable environment.

RCAA proposes to continue a variety of activities that have been successful at reaching key populations for CalFresh enrollment and retention. These activities are focused on providing in-person assistance to existing and potential RCAA clients including one-on-one assistance with application and reporting forms and the processes necessary to enroll in and maintain CalFresh benefits. More information on each division's proposed activities will follow, with details on how CalFresh activities will be tailored to their distinct clientele served. Face-to-face interactions continue to be the most effective for staff to reduce barriers to enrollment and retention with positive messaging. Several positive CalFresh educational messages include recent eligibility changes making more people than ever eligible, a simplified application and reporting processes which makes it easier than ever to get enrolled and stay enrolled, diverse ways to use CalFresh to maximize the economic and health benefits of the program (such as using CalFresh to purchase seeds, or the Market Match program), and the importance of consuming

nutritious foods for good health. When people understand the importance of good nutrition and changes making it easier than ever to use and maintain CalFresh benefits, they have been encouraged to apply for, sustain, and maximize use of these benefits. Approval will be obtained from Humboldt County Department of Health and Human Services (DHHS) CalFresh Outreach program prior to publication of any funded media. In addition to tracking activities per DHHS reporting forms including numbers assisted, staff will also assess effectiveness of activities through conversations with, and surveys of, participants. Surveys will be tailored to distinct populations served, using pre- and post- surveys where possible to measure outcomes and knowledge gained from RCAA activities. Surveys and conversations will also assess barriers to enrollment or retention and knowledge of current CalFresh program benefits and requirements. In addition surveys and conversations will help staff adjust messaging and activities to maximize efficacy with regard to increasing CalFresh program retention and enrollment. Staff also will use any evaluative tools DHHS or the CalFresh Taskforce find to be useful. RCAA expects to reach over 5,000 existing and potential RCAA clients with in-person CalFresh information and assistance with enrollment and/or retention. RCAA expects to assist at least 250 individuals with applying for CalFresh, and over 150 more individuals with retaining benefits. In addition RCAA expects to reach thousands of youth and adults and vulnerable populations with CalFresh information and Healthy Eating messages. Details follow on how each RCAA divisions' proposed activities will encourage and assist clients with applying for, and especially retaining, CalFresh benefits to reduce "churn."

Natural Resources Services division (NRS) will provide leadership and coordination of the RCAA CalFresh proposal, and application and retention assistance through North Coast Community Garden Collaborative events and through gardening and food preparation activities with RCAA clients and other homeless individuals. NRS Planner, Mitra Abidi, will serve as RCAA's CalFresh contact liaison to DHHS and ensure timely submission of DHHS CalFresh Outreach contract requirements including proof of insurance, invoices, and reports. NRS staff will ensure all CalFresh information and training opportunities are disseminated to all RCAA divisions, staff are trained to assist with current forms and processes for maintaining and applying for benefits, and up-to-date CalFresh information is available on RCAA's website and Facebook page.

NRS staff coordinates the North Coast Community Garden Collaborative (NCCGC), a support network of and for community gardeners in Humboldt County. Community gardens allow residents throughout the County to maximize economic and health benefits of CalFresh by growing food with seeds or plant starts purchased with CalFresh benefits, as community gardens provide accessible growing space for those who do not own land, material resources (such as tools onsite, donated plant starts and fertilizer/compost), and educational resources for growing food. NCCGC will continue to build upon past success reaching community members with less access to CalFresh and other food resources by increasing opportunities for in-person assistance with CalFresh enrollment and retention in underserved and food insecure communities. NRS proposes to utilize well-established relationships with NCCGC gardens and partners to collaboratively reach communities in outlying and geographically isolated areas of the County (like Orick, Rio Dell, Orleans, Bridgeville, Petrolia, Garberville), Tribal Reservations, non-English speakers and ethnic minorities (Hmong, Latino, and Tribal communities), students, seniors, homeless persons, and working families. NCCGC's diverse partnerships with community gardens

and their supporters will allow NCCGC staff to facilitate activities to provide in-person CalFresh application, enrollment, and retention assistance (including with completing and submitting necessary forms and paperwork, and offering Release of Information forms to ease follow-up) at venues such as garden events, community events and meals, and skill share events. Gardening is a popular in-road to conversations about CalFresh and healthy lifestyle choices that include a diet rich in nutritious fresh foods, physical activity, and stress reduction. Many people are interested in growing more of their own food and excited to learn CalFresh can purchase seeds and starts. NCCGC's many free gardening resources (planting charts, seeds/starts, growing tips, etc.) are a popular "draw" at events, as are CalFresh materials like tote bags and pens, and fruit/vegetable-infused water samples with ReThink Your Drink displays. Staff will ask community members to complete a short survey before receiving free resources to assess knowledge of current CalFresh program benefits, assistance needed with retaining or applying for CalFresh, and barriers to maintaining or utilizing the program benefits. Assistance with CalFresh applications and reporting forms, and free gardening resources, will be advertised on a sign at the events and prior to the events so people can bring necessary paperwork. Staff will share information to encourage program enrollment and retention, and to maximize utilization of CalFresh benefits, such as using CalFresh to purchase seeds and starts for growing food, the Market Match program, and nutrition education. Staff will also address barriers perceived by individuals to enrollment, retention, and utilization through conversation utilizing positive messaging. Lastly, recognizing that people are not always comfortable filling out forms in a public setting, staff will continue to provide a ¼ page flier offering personal assistance completing the necessary paperwork and processes to apply for and maintain CalFresh benefits with staff contact information along with paper copies of application and reporting forms. NCCGC staff expect to offer in-person assistance with enrollment/retention to over 1,000 people through these activities (at least 20 events), and assist at least 150 people with applying for or retaining CalFresh benefits. CalFresh program changes to eligibility requirements and application and retention processes will also be communicated with gardeners and supporters throughout Humboldt County utilizing tabling events, message boards at gardens, NCCGC and Facebook page, NCCGC monthly newsletter, and NCCGC mailing lists, reaching over 1,000 people.

Activities will be tailored to homeless clients' needs around specific gardening and food preparation topics with emphasis on how to best utilize CalFresh to grow, purchase, store, and prepare nutritious and culturally appropriate foods. Gardening is an activity many homeless people report in conversation to be healing as well as empowering. By buying seeds and starts with CalFresh to grow fresh foods, clients facing extreme financial hardships can maximize both economic and health benefits of the program. Topics to emphasize will be gleaned from participant surveys (pre- and post- where possible), which will also assess efficacy of activities and knowledge gained as well as needed to increase retention. Facilitated group conversation will serve as informal focus groups to provide additional information about barriers to using or maintaining CalFresh benefits. One RCAA garden site, the RCAA Demonstration Garden, will feature three events at which assistance with applying for or retaining CalFresh benefits will be offered and advertised, along with healthy food, to large nearby homeless populations, reaching an estimated 80 adults NOT currently served by RCAA programs. This garden provides

community members including homeless and non-homeless opportunities to learn more about growing food organically.

Regarding changes to eligibility for SSI/SSP recipients and ABAWD populations, Natural Resources Services staff will attend the CalFresh Outreach trainings put on by Humboldt County Social Services in April 2019. Once these new changes go into effect, Natural Resources Services staff will provide outreach and education about SSI/SSP eligibility and provide assistance with CalFresh applications. The staff will also provide outreach and education about changes to ABAWD and assist interested parties in signing up for CalFresh benefits.

Community Services Division: The TOOTH (Teaching Oral Optimism Throughout Humboldt) Program works to improve oral health awareness, knowledge, and personal responsibility of children and adults by developing positive, life-long oral health behaviors in order to address the County's dental health crisis. TOOTH reaches children and adults, with and without homes, as we as community members who are Spanish-speakers. TOOTH actively participates with community health partners with the Public Health Department's Dental Advisory Group, Oral Health Initiative Leadership Team, Family and Community Resource Centers, etc.

TOOTH will utilize continued CalFresh funding to distribute supplies (oral health and wellness supplies imprinted with essential CalFresh info) including valuable outreach messages for children and their parents aligned with CalFresh messaging and based on understanding healthy eating habits, the value of nutritious foods, drinking water, etc. TOOTH Oral Health Educators will disseminate oral health and nutrition materials in both English and Spanish to more than 6,000 children and adults in an effort to increase CalFresh visibility and access. TOOTH expects to participate in 30 community events in order to distribute CalFresh materials and up-to-date program information. In addition, TOOTH Educators will also promote the CalFresh program to a broader population of children and adults in shelters, currently without housing through the RCAA transitional shelters including adults, children and their families living on the streets.

The Adult and Family Services department of the Community Services Division: The Adult and Family Services programs within the Community Services Division of Redwood Community Action Agency (RCAA) provide diverse and comprehensive services to individual adults and families with children who are vulnerable, experiencing homelessness and the long-term impacts of intergenerational poverty and complex traumas.

RCAA's Parents and Children in Transition program (PACT) is unique to our community, as there is not another comprehensive shelter, re-housing and aftercare program that has the ability to serve approximately forty families per year with the current level of services provided and/or available. Participants are referred to the program through Humboldt County's DHHS programs that serve families (as they define themselves) with children, and women who are pregnant and their families. A majority of the children and parents/caregivers that access the PACT program have experienced an extensive history of complex traumas including homelessness. The PACT program operates through a trauma informed lens as well as a holistic, person-centered, strength based perspective and we value prevention and resiliency as key factors in the work with our clients. PACT currently operates three separate housing sites in the Eureka area:

Bridge House, the Annex, and Safe Haven. Bridge House and the Annex provide temporary housing support for up to seven families of various composition and size including single and multi-adult families with children and pregnant women. The Safe Haven program site serves female-identified heads of households, with a history of Domestic Violence (DV) and can provide shelter and services for up to 5 families.

The PACT Program provides short-term housing (3 months) with supportive services that promote self-sufficiency and reduce the risk factors associated with the impact of generational poverty including: holistic and comprehensive case management, stabilizing medical, dental and behavioral health needs and services, debt reduction and financial literacy, psycho-education, life skills, re-housing supports, multidisciplinary referrals to resources, parenting guidance and education, and legal advocacy. Case management services continue to be offered during the duration of Aftercare services for six months post discharge from the PACT shelter portion of the program. Cumulatively at the PACT houses and during these families time in Aftercare services, we anticipate serving approximately 80 unduplicated parents and children (approximately 40 unduplicated households) during the 12-month grant period.

During this next grant cycle, we anticipate the opening of both a multi-family housing project and a single occupancy housing facility in which RCAA's Adult and Family Services staff will be providing comprehensive case management and therapeutic services for both the families and individual adults. We plan to provide in-person CalFresh Outreach to assist families and individuals with the application process, retention assistance and support in stabilizing their benefits in their new permanent housing. Adult and Family Services program staff will attend the CalFresh Outreach trainings facilitated by Humboldt County Social Services department in April, 2019 to gain further education regarding the changes to eligibility for SSI/SSP recipients and the ABAWD population. Post the trainings in April, 2019, the program staff will begin to provide outreach and education to our clients who are SSI/SSP recipients and assist them with completing their CalFresh applications that can be turned into Humboldt County Social Services on May 1st, 2019 and these new benefits are scheduled to be available for this population on June 1st, 2019. Program staff will gain further understanding of the needs for outreach and education specifically for the ABAWD population at the training in April, 2019 in which they will be able to support this population in understanding the specific work requirements, exemptions and time limits for CalFresh benefits and coverage timelines. Program staff will then provide outreach and education to this population and assist them in complying with the regulations to maintain their benefits and eligibility.

It is our intent to build and maintain an on-site produce and herb garden at the multi-family housing project and will incorporate gardening, nutrition, active living, wellness and cooking classes on-site in the communally shared kitchen and/or in people's homes if they like. The single occupancy housing facility for adults will have direct access to a shared garden site that will contain edible herbs and produce and these individuals will also be supported with in-person CalFresh Outreach, nutrition and active living education, application and retention supports, as well as gardening, wellness and cooking classes in their new permanent housing units. Due to the nature of these housing projects being newly piloted and without having an established date of an official opening, we plan to immediately offer CalFresh Outreach and services as described

above and work diligently to further develop CalFresh objectives and activities that will match the need of this new population at the two housing sites. Coach and Case Management staff will work with the new residents to explore and develop what education and services through CalFresh will be beneficial to them and their families for the next grant cycle.

The Adult and Family Services programs have three basic components for our CalFresh funding. First, we will continue to assure that all single and multi-person households entering the programs are screened for eligibility for CalFresh/SNAP benefits and maintain eligibility for continued services. This will include providing education and assistance in obtaining benefits and completing semiannual reports, work and income records, and other documentation as requested. A specialized focus will be provided to the SSI/SSP recipient and ABAWD populations, as we expect these clients will need additional supports with applying and maintaining CalFresh benefits. The second component is to further engage families and adults in the upkeep, planting and expansion of the gardens at each site and connect families and adults to the Community Gardens Projects as they transition into permanent housing and/or acclimate to their new communities. This will include maintenance of a challenged garden site and working towards a new effective drainage system and the installation of a new raised garden bed at the new multi-family housing project site. The third piece is the nutritional and active living component of the program, which will include education on holistic wellness that expands beyond traditional physical health.

On-site life skills classes will utilize nutrition education materials and the curriculum provided by the Western Growers Foundation along with the "garden to table" concept. The Gardening and Cooking Coach and program staff, will provide a series of "hands on" cooking classes designed to engage children and adults in all phases of meal planning, preparation, safe food handling, healthy eating on a budget and how to best utilize their benefits with purchasing fresh, healthy and nutritious foods. Menus will be generated according to family budget, food bank use, CalFresh benefits and special health/dietary concerns. Additional nutrition information will include "MyPlate", assessing diet and nutritional information, practice in turning family favorite recipes into healthier options utilizing CalFresh, as well as snack planning. Families will work with program staff during classes to create a "Recipes and Cooking Tips" quick reference guide which will include gardening tips and active living tips, as well as family favorite recipes. These quick reference guides will be decorated by the children in the family to include their interpretation of wellness. Families will take their guide with them when they exit the program to utilize in their own housing.

Energy Services division (ES) is committed to assisting low to moderate income households to reduce their energy burden, improve the health and safety conditions of occupied housing, and foster client self-sufficiency. The division provides energy efficiency retrofits, health and safety repairs, utility and energy assistance, client education and advocacy, and other services to people in need.

ES prescreens potential clients over the phone to ensure they meet the income requirements for services, which also ensures they likely meet the income requirements for CalFresh. ES clients are unlikely to be clients of RCAA's other divisions, because ES clients must have a permanent address to receive services. RCAA's ES division works with Redwood Coast Energy Authority, a local organization offering weatherization

services most often to businesses and higher income home-owners due to the matching requirements of their services, to refer clients to one another. ES also refers people to PG&E's CARE program for a 20% reduction in their energy bills.

ES staff provides energy and client education to over 2,000 individuals each year through weekly intake sessions. These are lengthy in-person interview sessions that review client eligibility by collecting income verification for all adults in the home. During these intake sessions, clients are also provided budget counseling, energy saving tips, and information on other low-income programs available to clients. Clients are provided information about CalFresh and are able to complete the application with ES Staff during these intake sessions. These programs are advertised so that clients can bring necessary paperwork to their intake session. Three Outreach and Intake Specialists conduct these sessions and include information that highlights the CalFresh program. Staff seeks to enroll eligible households, offer assistance with retaining CalFresh benefits, and disseminate information about CalFresh program changes. An additional Outreach and Intake Specialist will provide these services over the phone to homebound-disabled and elderly clients. Our Office Support Staff will also work closely with clients to assist them in applying for or retaining their CalFresh benefits.

ES Staff will add an optional survey to all ES Applications to assess barriers to retention, knowledge of the CalFresh processes, and distribute ¼ sheet fliers with staff contact information offering personal assistance for clients who want to consider CalFresh later or are uncomfortable accepting assistance in a public setting. CalFresh outreach materials and assistance with application and retention (and ¼ sheet fliers) will also be provided to about 2,100 individuals throughout the County via tabling events and meetings. We anticipate assisting with the enrollment and/or retention of up to 75 households. Enrollment and retention efforts will include activities to reach the households in hard-to-reach areas of the county, and the general population of eligible households.

The Energy and Environmental Services (EES) Division is excited by the opportunity to reach out and assist with the enrollment and education of SSI recipients in the Cal Fresh program. This population is one that will benefit tremendously by the programs' services due to their limited income. The EES Division assists an average of 2,100 households each year and approximately 60% of the households served are currently receiving SSI which translates to roughly 1,260 households that will be targeted for services in addition to all of our other clients.

Youth Service Bureau division (YSB) Youth Service Bureau (YSB) uses CalFresh funds to conduct outreach, case management, and hands-on activities through its housing program, street outreach, and drop-in center. YSB staff sheltered over 125 youth, providing over 2,000 cooking or meal preparation demonstrations and over 5,000 meals to shelter and street outreach youth. YSB projects reached over 1,100 readers of print media. YSB's CalFresh funding has allowed us to perform significant outreach related to health and wellness, to include the above-mentioned cooking demonstrations, as well as outdoor and recreational activities connecting the youth we serve, including homeless and transitional age foster youth, to our community. YSB has continued youth-led cooking demonstrations and meals, where youth are responsible for preparing the group meals and can receive gift cards as a reward for their merit. This has led to a greater interest in cooking, smart shopping, health, and nutrition. Through

this program, youth are encouraged to take ownership of their food and meal choices, and become better prepared for living an independent healthy lifestyle. While YSB is typically successful in its reporting of hands-on activities such as meals served and demonstrations, we appear to report low numbers of clients we assist with CalFresh retention. This could be due to the fact that the youth who reside at YSB, as opposed to youth served through YBS's RAVEN Street Outreach program are most often ineligible for CalFresh during their stay. YSB implemented Rethink Your Drink and Choose My Plate. While YSB will continue to promote CalFresh as a potential resource for its youth, future support from DHHS would encourage enrollment and retention in the CalFresh program among homeless and transitional age foster youth by engaging youth in activities like gardening, nutrition education, and the popular youth-led cooking demonstrations and meals. YSB is interested in further collaborating with the Community Services Department and its neighbors, Food for People and the Jefferson Community Project, in order to facilitate case management efforts that connect clients with needed resources such as additional food assistance and referrals. YSB would be interested in receiving additional CalFresh materials and resources, and intends to collaborate with the CalFresh Task Force to remain up-to-date on CalFresh related news and policy. YSB and Community Services are proposing to share a Gardening and Cooking Coach to assure that programs are well supported at all YSB and Community Services locations.

Redwood Community Action Agency's SCOPE OF WORK

NATURAL RESOURCES SERVICES DIVISION (NRS)

Objective 1 – Develop agency-wide agreements with RCAA's 4 divisions and reporting process for the CalFresh services contract.			
Task Description		Months	Details and Outcomes
1	The Natural Resources Services Deputy Director will serve as RCAA's CalFresh Coordinator (CC) and will ensure execution of the contract between Redwood Community Action Agency (RCAA) and the Humboldt County Department of Health and Human Services.	1	CC will be responsible for having the new MOU and contract signed and processed through RCAA according to the policies and procedures set forth in the agency's manual.
2	CC will create a Memorandum of Agreement (MOA) with each division participating in the CalFresh contract.	1	All divisions receiving CalFresh funding will agree to implement the Scope of Work provided, including the required quarterly and final summary reports.
3	CC will advise divisions of all CalFresh training opportunities for staff participation and ensure that CalFresh staff attends at least one CalFresh training in order to gain a better understanding of the CalFresh mission, priorities, messages and application process.	Ongoing	CC will be responsible for distributing all training notices/flyers to all division staff participating in CalFresh projects. CC will ensure that all new and existing staff participate in at least one CalFresh training which will be documented and included in the quarterly report.

4	CC will coordinate and maintain up to date information about CalFresh on the RCAA agency website and Facebook page.	Ongoing	CC will coordinate with the RCAA Marketing Manager to ensure accurate and up to date CalFresh information, logos and links on the RCAA website and Facebook page.
5	CC will compile information and data in order to complete and submit each of the required quarterly and final summary reports.	4,7,10,12	Each division will document progress in meeting their overall 12 month project objectives. Quarterly, each division will submit required information and data to the CC who will organize specific division reports, prepare an overall agency report and submit them including the final summary report to DHHS 30 days after the end of each quarter.

Objective 2 – Host CalFresh outreach and retention/enrollment tabling sessions and events in outlying and underserved communities, which include information about CalFresh enrollment and retention as well as in-person assistance with application/retention forms and processes. Also, Conduct evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.

Task Description	Months	Details and Outcomes
<p>1 Schedule and attend 20 CalFresh outreach and retention/enrollment tabling sessions and events in outlying/underserved areas of the County by working with community gardeners and partners of North Coast Community Garden Collaborative. Invite several gardening experts to conduct demonstrations/share skills at several community events.</p>	<p>Ongoing</p>	<p>Staff will facilitate tabling activities at both community gardens and at key community locations (events, community centers, stores etc) in areas/communities with the least access to CalFresh and other food resources and offer an estimated 1,000 people face-to-face assistance with CalFresh enrollment and retention including reviewing program benefits, changes, and requirements. Assistance will be offered along with popular free garden resources. Staff will also distribute a ¼ sheet flier created last year offering CalFresh assistance and providing staff contact information, for people who take home forms or are uncomfortable receiving assistance in a public setting. Staff expect at least 150 people will receive one-on-one assistance with applying for or retaining CalFresh benefits.</p>
<p>2 Conduct surveys at CalFresh tabling events and activities.</p>	<p>Ongoing</p>	<p>A short survey will be administered at CalFresh events, and assessed to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits. Results from the surveys will assist RCAA staff in refining key CalFresh information to share with individuals.</p>
<p>3 Host three community open house events at the RCAA's Abuelita's Demonstration garden to promote CalFresh retention and enrollment through gardening activities to nearby homeless individuals and senior housing facilities.</p>	<p>Ongoing</p>	<p>Staff will outreach for educational, CalFresh assistance and garden work day events to nearby homeless individuals and neighbors to offer an estimated 80 people information about CalFresh including program benefits, requirements, changes, and retention tips. An estimated 30 people will receive one-on-one assistance with applying for or retaining CalFresh.</p>

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

COMMUNITY SERVICES DIVISION (CS)
TOOTH Program 2019

Objective – Provide 6,000 CalFresh imprinted dental supply kits at 30 community-based outreach events to encourage SNAP enrollment/retention and de-stigmatization.		
Task Description	Months	Details and Outcomes
1 Schedule tabling and educational events throughout Humboldt County in order to distribute CalFresh imprinted oral health supplies and materials that encourage healthy eating, CalFresh enrollment and retention, and qualification information for individuals and families.	10/12	TOOTH Educators will distribute informational materials with oral health kits that include: toothbrush/cover, toothpaste, floss, timer and pouch. Oral health supplies are imprinted with CalFresh information and included in kits with CalFresh relevant materials in both English and Spanish. Multilingual TOOTH Educators will participate in 22 community events including the following: Health Fairs – 1,200 Food For People's Free Farmers Market Days – 1,000 Farmer's Markets – 1,500 Library Day Events – 140 Community Fairs/Festivals – 2,000
2 Order and package CalFresh imprinted dental supplies into kits that contain CalFresh imprinted outreach materials	2/12	TOOTH staff will package oral health kits for distribution during community events. 6,000 family members and individuals will receive CalFresh imprinted dental supplies and CalFresh outreach materials that promote enrollment/retention and qualification information. Approximately 1,500 kits will be distributed to Spanish-speaking community members.
3 Schedule oral health education lessons, literature and kits to children, youth and their parents housed in transitional shelters emphasizing the benefits of CalFresh, eating healthy, drinking water and maintaining good oral and physical health.	12/12	Multilingual TOOTH Educators will provide 70 children/youth and 50 parents with oral health education lessons, materials and oral health kits while living in transitional shelters.

COMMUNITY SERVICES DIVISION (CS)

ADULT AND FAMILY SERVICES DIVISION

Objective 1 – To engage 80 people in the upkeep and expansion of existing gardens at each site serving both families with children and single adults.

Task Description	Duration/ Months	Details and Outcomes
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1	Conduct weekly gardening groups which focus on creating healthy meals, snacks, gardening tips and practice utilizing CalFresh resources to maintain a garden space when shelter clients move to permanent housing	12/12 Ongoing	RCAA Gardening and Cooking Coach along with program staff will teach participants how to grow their own fruit and vegetable gardens at their current shelter site and how to get involved in Community Gardens once they have moved into their own permanent housing. Coach and Staff will encourage the use of CalFresh benefits to get their own gardens started by purchasing starts and seeds. Coach will facilitate approximately 50 groups for families and adults.
2	Expand/build existing gardens at each shelter site (raised beds, soil amendments and additional plants/seeds, and berry bushes)	12/12	RCAA Gardening and Cooking Coach will continue expansion of existing gardens at the Family Shelter sites, including raised beds and drainage system. Two new gardens will be established, one at the new multi-family housing site and the other will be constructed utilizing a "hoop house" method to create a garden project with edible herbs, berries, and vegetables. This project will be located at an accessible and shared site for families and single adult participants.
Objective 2 – To introduce 80 people to basic healthy eating and higher levels of nutritional knowledge and engagement thereby increasing active living for the adult and children’s components of the program.			
Task Description		Duration/ Months	Details and Outcomes
1	Coordinate nutritious meal and snack planning, discussing the benefits of healthy eating and choices for healthy living. Educate Participants on how to reduce processed and prepackaged food consumption and increase awareness of healthy alternative options.	12/12 Ongoing	RCAA Garden and Cooking Coach will coordinate with program staff to teach "garden to table" classes that begin with meal planning, harvesting, preparing and cooking with fresh produce from garden sites and purchased bulk food supplies necessary for the creation of healthy meals and snacks. These classes adhere to the "My Plate" nutrition model, and will increase the Participant's exposure to whole foods and healthy nutritional philosophies, which will organically lead to the examination of their individual consumption of processed and prepackaged foods. We estimate that 80 people (adults and children) will participate in these classes.
2	Develop additional classes that fit into the context of Nutrition and Active Living	12/12 Ongoing	The Gardening and Cooking Coach will work in tandem with program staff to expand on existing classes and develop new innovative classes that address these topics for both children and adults. The Coach and program staff will link the importance of healthy nutrition and active living within a total recovery philosophy. Additional class topics include "various cooking styles", "healthy shopping on a budget", "understanding nutrition labels", "adaptable exercise methods", "stretching and relaxation", "food dehydration", "canning and preserving" and a variety of activities to engage families and individual adults shopping and obtaining foods from their local communities using CalFresh benefits. Coach and program staff will provide educational trips/outings to local Farmer's Markets to instruct Participants in how to utilize their CalFresh benefits in alternative ways. Approximately

			80 people (adults and children) will participate in these activities.
3	Participating families will create a "Recipes and Cooking Tips" quick reference guide while in the transitional shelter program and can be built upon once they have exited the program.	12/12 Ongoing	Families will be provided materials to create a "Recipes and Cooking Tips" quick reference guide (to be compiled during their shelter stay) filled with their favorite recipes, gardening, cooking and active living tips. Children will decorate these guides with their own ideas of wellness themes. We anticipate approximately 40 families will create a quick reference guide while being sheltered in the program.
4	Coordinate classes that focus on topics within the context of Holistic Wellness in relationship to CalFresh philosophies.	12/12 Ongoing	Program staff and Coach will provide classes and incidental teaching opportunities that promote; healthy lifestyle choices, exploring how individual participants define wellness for themselves, reducing chemical exposure in the home (how to make and use non-toxic produce wash), teaching participants to examine their daily "screen time" and its relationship to how much time is spent growing, preparing and eating healthy foods and engaging in wellness activities together as a family and/or individually. Staff and Coach will incorporate CalFresh Outreach activities during these lessons, providing additional resources to promote CalFresh nutritional philosophies. Approximately 100 groups and incidental teaching opportunities will be held during the contract period and we anticipate 80 people (adults and children) will participate in these activities.

Objective 3 – Integrate CalFresh Outreach and messaging, application and retention assistance into all Adult and Family Services programming including: intakes, discharges, aftercare and on-going case management services to 50 households.

Task Description	Months	Details and Outcomes
1 Provide information about CalFresh enrollment and retention, as well as in-person assistance with applications and retention processes.	12/12 Ongoing	Staff will provide information to approximately 50 families and single adult households regarding CalFresh including: program benefits, eligibility requirements and program changes; of which approximately 30 households are expected to receive one-on-one assistance with applying for, adding a household member or retaining benefits.

ENERGY SERVICES DIVISION (ES)

Objective 9 – Assist with CalFresh program retention, enrollment, and destigmatization via Energy Services outreach and intake services		
Task Description	Months	Details and Outcomes
1 Update and distribute a flier offering personal assistance with CalFresh applications/reporting and providing staff contact information.	Ongoing	Staff will update a ¼ sheet flier (created last year) offering CalFresh assistance with staff contact information to give to clients who do not have time to apply at their Energy Services intake appointment or do not want to apply at outreach events.

2	Update and distribute an optional survey about CalFresh with client intake.	Ongoing	Staff will administer an optional survey at ES client intake appointments to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits.
3	Present and discuss CalFresh program benefits and requirements to and with clients at client intake.	Ongoing	Staff will provide CalFresh benefits information and requirements to 2,100 households who have contact with Energy Services at the Energy Demonstration office and events in Central and Southern Humboldt County.
4	Disseminate CalFresh educational materials and program benefits and offer assistance to potential clients through outreach.	Ongoing	Outreach and Intake Specialists will distribute 1,000 units of CalFresh educational materials focused on retention and enrollment throughout Humboldt County at tabling events, meetings, etc. and expect to assist 20+ people with applying for or retaining CalFresh benefits.
5	Provide face-to-face education, pre-screening, and application and reporting assistance to clients at intake.	Ongoing	Outreach and Intake Specialists and Office Support Staff expect to assist 75 households with face-to-face education, pre-screening and direct application or retention assistance with C4Yourself to enroll in CalFresh and maintain program benefits.

YOUTH SERVICE BUREAU DIVISION (YSB)

Objective 1 – To ensure that all youth entering programs are assessed for eligibility and 60 youth in residence and 75 youth participating in RAVEN Street Outreach and drop in programs enter or maintain CalFresh benefits as eligible.		
Task Description	Duration/ Months	Details and Outcomes
1 Ensure youth are assessed for CalFresh eligibility, provided information and assisted with CalFresh applications as needed.	12/12 Ongoing	At time of intake appointments, YSB and RAVEN Case Management staff will work with referring service providers or youth individually to ensure that CalFresh information and eligibility requirements for benefits have been reviewed, provide assistance with applications as needed.
2 Previously ineligible youth participating in aftercare service will be provided information and assistance with CalFresh applications.	12/12 Ongoing	Case Management staff meet with individuals exiting Our House Shelter, Launch Pad residential program and RAVEN Street Outreach and Drop-in program and provide information and assistance in completing paperwork to obtain and help maintain eligibility/benefits.

Objective 2 – To engage 70 youth in development, planting, upkeep and expansion of three garden sites.		
Task Description	Duration/ Months	Details and Outcomes
1 Conduct gardening groups which focus on designing and maintaining a productive garden, planning and preparing nutritious snacks and meals utilizing CalFresh resources and maintaining a garden space when in permanent housing.	12/12 Ongoing	RCAA Gardening and Cooking Coach and program staff will teach youth how to grow their own fruit and vegetable gardens at their current site and how to get involved in Community Gardens once they have moved into their own housing. Staff will use CalFresh funds to purchase supplies needed for development and maintenance of gardens. One monthly group at 17 th Street and weekly groups at Our House/Launch Pad and RAVEN, A total of 112 groups will be held during the contract period with approximately 100 unduplicated attendees.
2 Expand/renovate existing gardens at each site (raised beds, soil amendments and additional plants/seeds, berry bushes)	12/12 Ongoing	RCAA Gardening and Cooking Coach will help to maintain existing gardens as well as rehabilitating existing garden space at one location.
Objective 3 –To provide youth with an introduction or reinforcement of basic healthy eating and higher levels of nutritional knowledge leading to healthier life choices.		
Task Description	Duration/ Months	Details and Outcomes
1 Coordinate nutritious meal and snack planning, discussing the benefits of healthy eating and choices for healthy living. Plan and assemble "Weekend Backpacks" for RAVEN Project	12/12 Ongoing	RCAA Garden and Cooking Coach will coordinate with residential staff to conduct meal planning and preparation classes with foods from the garden that adhere to the 'Healthy My Plate' nutrition model and are made from whole foods, not prepackaged items. 200 youth for all sites will participate. Garden and Cooking Coach will plan and assemble foods for "weekend Backpack" program, utilizing non-perishable, nutritious foods for RSHY over weekends when other food sources are not available. 25 non-duplicated youth will be involved in
2 Develop additional classes that fit into the context of Nutrition and Active Living	12/12 Ongoing	The Gardening and Cooking Coach will assess the needs of youth and develop appropriate classes to address these topics for youth. Topics will include a variety of activities to engage youth in how to shop for and prepare healthy meals and snacks while on a budget and using CalFresh benefits.
3 Participating youth will update the existing YSB recipe "Flip Book", adding favorite recipes to create a cookbook to take with them.	12/12 Ongoing	We anticipate approximately 20 youth will add to the existing cookbook while participating in our programs.
Objective 4 –To develop and provide additional informational brochures to youth through established outreach efforts.		
Task Description	Duration/ Months	Details and Outcomes
1 Staff will secure additional materials from CalFresh and will develop additional youth-friendly materials for distributions at outreach.	12/12 Ongoing	RCAA Garden and Cooking Coach will coordinate with residential staff to obtain existing materials and develop additional reference material to be distributed through outreach. All materials will be available to youth in all programs as well.

Redwood Community Action Agency's Overall CalFresh Budget		Number of Months: 12	
Personnel			Salary
Salary (four divisions)			\$97,183.12
Fringe Benefits			\$40,328.94
A. Personnel Costs			\$137,512.06
B. Operational Costs			
Total Operational Costs			\$12,974.39
C. Consumables/Supplies			
Total Consumable Supplies			\$9,882.28
D. Transportation/Travel			
Total Transportation/Travel			\$1,454.93
		TOTAL DIRECT EXPENSES:	\$161,823.66
E. Administrative Overhead Expense			
Total Administrative Cost - 10% of direct services			\$16,182.36
		TOTAL PROGRAM COSTS (DIRECT EXPENSES AND ADMINISTRATIVE COST):	\$178,006.02
Total Budget Requested from the County of Humboldt, DHHS			\$178,006.02

Natural Resources Services CalFresh Budget		Number of months: 12	
Personnel			Salary
Planner (NCCGC CalFresh assistance and Coordination)	\$16/hr x 32hr/wk x 52 wks (0.8 FTE)		\$26,624.00
Projects Coordinator (CalFresh support and coordination assistance)	\$31/hr x 2.5hr/wk x 52 wks (0.075 FTE)		\$4,030.00
Total Personnel Salary			\$30,654.00
Fringe Benefits			Fringe
FICA	7.65% of Salary		\$2,345.03
SUI	4% of Salary		\$1,226.16
Workers Comp	12% of Salary (Reflects the Field Rate for Planner Workers Comp from the State Compensation Insurance Fund)		\$3,678.48
Medical-Dental	15.5% of Salary		\$4,751.37
401K Plan	3% of Salary		\$919.62
Vacation Accrual	7% of Salary		\$2,145.78
Total Fringe Benefits			\$15,066.44
A. Personnel Costs:			\$45,720.44
B. Operational Costs			
Office Space @ \$1.25/sq. ft x 225/sq. ft. x 12 mos. x 0.8625 FTE			\$2,910.94
I.T. (Computer, Phone, Internet) - \$145/mo. x 12 mos. X 0.8625 FTE			\$1,500.75
Office Supplies - \$10/mo. x 12 mos.			\$120.00
Printing & Publications - 1000 prints at \$0.20/print			\$200.00
Postage			\$100.00
Language interpretation and translation - \$25/hr x 10 hours			\$250.00
Total Operational Costs			\$5,081.69
C. Consumables/Supplies			
Educational event supplies - \$50/event x 20 total events			\$1,000.00
Educational event stipend for ten workshop session leaders (\$25 each)			\$250.00
Food for activities/events - \$20/event x 20 events			\$400.00
Supplies for Abuelita's garden & community gardens - soil, plants, seeds, amendments, tools, etc			\$999.28
Total Consumable Supplies			\$2,649.28
D. Transportation/Travel			
Travel to area gardens for outreach - average 50 miles x \$0.545/mile x 20 trips			\$545.00
Total Transportation/Travel			\$545.00
Total Budget Requested from the County of Humboldt, DHHS			\$53,996.41

Community Services Programs - TOOTH CalFresh Budget			Number of months: 12
Personnel			Salary
1	TOOTH Program Educator - \$18.76 hr x 10 hrs mo x 12 mos.		2251.20
Total Salary			2251.20
Fringe Benefits			Fringe
	FICA	7.65% of Salary	172.22
	SUI	4% of Salary	90.05
	Workers Comp	1% of Salary	22.51
	Medical-Dental	15% of Salary	337.68
	401K Plan	3% of Salary	67.54
	Vacation Accrual	6% of Salary	135.07
Total Fringe Benefits			825.06
A. Personnel Costs:			3076.26
B. Operational Costs			
	Printing & Publications - Printed CalFresh materials for oral health kits: .06 x 3000		180.00
	Office space & storage Space - \$100/mo x 12/mos		1200.00
Total Operational Costs			1380.00
C. Consumables/Supplies			
	Adult Dental Kits: CalFresh imprinted bag, toothbrush, floss & toothpaste -3,000 kits @ \$1 each		3000.00
Total Consumable Supplies			3000.00
D. Transportation/Travel			
	Staff Mileage - 700 miles @ .545/mile		381.50
Total Transportation/Travel			381.50
Total Budget Requested from the County of Humboldt, DHHS			7837.76

Community Services - Adult and Family Services CalFresh Budget		Number of Months: 12	
Personnel			
.50 FTE	CalFresh Garden Cooking Coach - \$14.56/hr x 86/hrs mo. x 12 mos.		15025.92
	Total Personnel		15025.92
Fringe Benefits			
	FICA	7.65% of Salary	1162.85
	SUI	4% of Salary	608.03
	Workers Comp	1% of Salary	152.01
	Medical-Dental	13% of Salary	1976.08
	401K Plan	3% of Salary	456.02
	Vacation Accrual	6% of Salary	912.04
	Total Fringe Benefits		5267.02
A. Personnel Costs			20292.94
B. Operational Costs			
	Space/utilities - \$100/mo x 12/mos		1200.00
	Communications - internet, phone, cell, cable - \$30/mo x 12/mos		360.00
	Garden/lesson supplies - \$50/mo x 12/mos		600.00
	Total Operational Costs		2160.00
C. Travel - In county			
	Mileage - 80.8/mi mo x .545/mi x 12/mos		528.43
	Total Travel Costs		528.43
Total Budget Requested from the County of Humboldt, DHHS			22981.37

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Energy Services CalFresh Budget		Number of Months: 12	
Personnel		Salary	
3 Outreach & Intake Specialists - \$18/hr x 5 hrs/wk x 52 weeks x 13%FTE			\$14,040.00
Program Manager - \$25/hr x 5 hrs/wk x 52 weeks x 13%FTE			\$6,500.00
Office Support Staff - \$22/hr x 5 hrs/wk x 52 weeks x 13%FTE			\$5,720.00
Total Salary			\$26,260.00
Fringe Benefits		Fringe	
FICA	7.65% of Salary		\$2,008.89
SUI	4% of Salary		\$1,050.40
Workers Comp/Medicare	2.45% of Salary		\$643.37
Medical-Dental-Vision Insurance	15.5% of Salary		\$4,070.30
401K Plan	3% of Salary		\$787.80
Vacation Accrual	7% of Salary		\$1,838.20
Total Fringe Benefits			\$10,398.96
A. Personnel Costs:			\$36,658.96
B. Operational Costs			
Office Space - \$1.15/sq ft x 1250 sq ft x 12 mos.			\$2,587.50
I.T. (Computer, Phone, Internet) - \$139/mo x 12 mos.			\$250.20
Office Supplies - \$350/mo. x 12 mos.			\$630.00
Printing & Publications - brochures, flyers, posters @ \$125/mo. x 12 mos.			\$225.00
Total Operational Costs			\$3,692.70
C. Consumables/Supplies			
Paper, toner, ink, postage, meeting supplies - \$75/mo. x 12 mos			\$135.00
Food for meetings & workshops - \$50/mo. x 12 mos x 15%			\$90.00
Total Consumable Supplies			\$225.00
D. Transportation/Travel			
Total Transportation/Travel			\$0.00
Total Budget Requested from the County of Humboldt, DHHS			\$40,576.66

Reduced budget by:
40812.46 \$235.80

Youth Service Bureau CalFresh Budget		Number of Months: 12	
Personnel			Salary
3 Youth Case Worker - \$17/hr. x 10/hrs. mo. x 12 mos			\$6,120.00
2 Residential Staff - \$14/hr. x 10 hr/mo x 12 mos			\$3,360.00
2 Street Outreach Workers - \$11.50/hr x 10 hr/mo x 12 mos			\$2,760.00
1 CalFresh Garden and Cooking Coach - \$14/hr. x 64hr/mo x 12 mos			\$10,752.00
Total Personnel			\$22,992.00
Fringe Benefits			Fringe
FICA	7.65% of Salary		\$1,758.89
SUI	4% of Salary		\$919.68
Workers Comp	1% of Salary		\$229.92
Medical-Dental	15.5% of Salary		\$3,563.76
401K Plan	3% of Salary		\$689.76
Vacation Accrual	7% of Salary		\$1,609.44
Total Fringe Benefits			\$8,771.45
A. Personnel Costs:			\$31,763.45
B. Operational Costs			
Office Supplies - \$25/mo. x 12 mos.			\$300.00
Copier Maintenance - \$200/mo. x 15% usage x 12 mos.			\$360.00
Total Operational Costs			\$660.00
C. Consumables/Supplies			
Copier paper - \$37.50/mo. x 12 mos.			\$450.00
Food for drop-in programs demonstrating healthy eating options - \$275.50/mo. x 12 mos.			\$3,306.00
Garden supplies, equipment & materials for residential and drop in sites - \$21/mo. x 12 mos.			\$252.00
Total Consumable Supplies			\$4,008.00
Total Budget Requested from the County of Humboldt, DHHS			\$36,431.45

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EXHIBIT C
CALFRESH OUTREACH BUDGET
REDWOOD COMMUNITY ACTION AGENCY (RCAA)

Descriptions here

Amounts Here

A. Personnel Costs	
Title: Natural Resources Services (NRS) Senior Planner Salary Calculation: \$15.90/hr x 32 hrs/wk x 52 weeks Duties Description: NCCGC CalFresh assistance .8 FTE	\$26,624.00
Title: NRS Deputy Director Salary Calculation: \$31/hr x 2.5 hrs/wk x 52 weeks Duties Description: CalFresh coordinator role .075 FTE	\$4,030.00
Title: Community Services – TOOTH Salary Calculation: \$18.76/hr x 10 hrs mo x 12 mos. Duties Description: Program Educator 1.5 FTE	\$2,251.20
Title: Community Services – Adult Family Services Salary Calculation: \$14.56/hr x 86 hrs mo x 12 mos. Duties Description: CalFresh Garden Cooking Coach .6 FTE	\$15,025.92
Title: Energy Services Outreach & Intake Specialists, 3 positions Salary Calculation: \$18/hr x 5 hrs/wk x 52 weeks X 13% FTE Duties Description: 3 Outreach & Intake Specialists for Energy Services division	\$14,040.00
Title: Energy Services Program Manager Salary Calculation: \$25/hr x 5 hrs/wk x 52 weeks x 13%FTE Duties Description: Program Manager for Energy Services division	\$6,500.00
Title: Energy Services Office Support Staff Salary Calculation: \$22/hr x 5 hrs/wk x 52 weeks x 13%FTE Duties Description: Office support staff for Energy Services	\$5,720.00
Title: Youth Services Bureau (YSB) Youth Case worker, 3 positions Salary Calculation: \$17/hr x 10 hrs mo x 12mos. Duties Description: 3 case worker for youth in YSB division.	\$6,120.00
Title: YSB Residential Staff, 2 positions Salary Calculation: \$14/hr x 10 hrs mo x 12 mos. Duties Description: 2 Residential site staff persons for YSB division.	\$3,360.00
Title: YSB CalFresh Garden and Cooking Coach Salary Calculation: \$14/hr x 64 hrs mo x 12 mos. Duties Description: 1 CalFresh garden and cooking coach for YSB division.	\$10,752.00
Title: YSB Street Outreach Workers, 2 positions Salary Calculation: \$11.50/hr x 10 hr mo x 12 mos. Duties Description: 2 street outreach worker positions for YSB division.	\$2,760.00
Title: Fringe Benefits (all divisions totals) Calculation: FICA 7.65% of salary, SUI 4% of salary, Workers Comp 12% of salary, Medical-Dental 15.5% of salary, 401K Plan 3% of salary, Vacation Accrual 7% of salary	\$40,328.94
Total Personnel Costs:	\$137,512.06
B. Operational Costs	
Title: NRS Description: Office Space \$1.25/sq ft x 225 sq ft x 12 mos x .8625 FTE, I.T.(computer, phone, internet) \$145/mo x 12 mos x 0.8625 FTE, Office Supplies \$10/mo x 12 mos, Printing & Publications 1000 prints at \$0.20/print, Postage, Language Interpretation and Translation \$25/hr x 10 hrs	\$5,081.69
Title: Community Services -- TOOTH Description: Printing and publications – printed CalFresh materials for oral health kits: .06 x 3000, Office & storage space \$100/mo x 12 mos.	\$1,380.00
Title: Community Services Adult Family Services Description: Space/utilities \$100/mo x 12 mos, communication (internet, phone, cell, cable) \$30/mo x 12 mos, garden/lesson supplies \$50/mo x 12 mos.	\$2,160.00
Title: Energy Services Description: Office Space \$1.15 sq ft x 1250 sq ft x 12 mos, I.T.(computer, phone, internet) \$139/mo x 12 mos, office supplies \$350/mo x 12 mos, printing & publication (posters, flyers, brochures) \$125/mo x 12 mos	\$3,692.70
Title: Youth Services Bureau	\$660.00

Description: Office Supplies \$25/mo x 12 mos, copier maintenance \$200/mo x 15% usage x 12 mo	
Total Operational Costs:	\$12,974.39
C. Consumables/Supplies	
Title: NRS Description: Education event supplies \$50/event x 20 events, Educational Event Stipend for 10 workshop session leaders \$25 each, food for activities/events \$20/event x 20 events, supplies for Abuelita's garden & community gardens (soil, plants, seeds, amendments, tools etc) \$999.28.	\$2,649.28
Title: Community Services - TOOTH Description: Printed CalFresh materials for oral health kits .06 x 3,000. Office space and storage space \$100/month x 12 months.	\$3,000.00
Title: Community Services – Adult Family Services Description: n/a	\$0.00
Title: Energy Services Description: Meeting Supplies (paper, toner, ink, postage) \$75/mo x 12 mos, food for meetings & workshops – \$50/mo x 12 mos x 15%	\$225.00
Title: Youth Services Bureau Description: Copier paper \$37.50/mo x 12 mos, Food for drop-in program healthy eating option demo \$275.50/mo x 12 mos, garden supplies, equipment & materials for residential and drop in sites \$21/mo x 12 mos.	\$4,008.00
Total Consumable/Supplies:	\$9,882.28
D. Transportation/Travel	
Title: NRS Description: Travel to area gardens for outreach – 50 miles x \$0.545 x 20 trips	\$545.00
Title: Community Services - TOOTH Description: staff mileage 700 miles x \$0.545/mile	\$381.50
Title: Community Services – Adult Family Services Description: Mileage for classes, field trips 80.8 miles x .545/mi x 12 mos	\$528.43
Title: Energy Services Description: n/a	\$0.00
Title: Youth Service Bureau Description: n/a	\$0.00
Total Transportation/Travel:	\$1,454.93
E. Other Costs	
Title: Administrative Cost Description: 10% of direct services	\$16,182.36
Total Other Costs:	\$16,182.36
Total :	\$178,006.02

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.

Descriptions here **Amounts Here**

EXHIBIT D
CALFRESH OUTREACH INVOICING GUIDELINES
REDWOOD COMMUNITY ACTION AGENCY (RCAA)

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 01 through September 30	October 31
2	October 01 through December 31	January 31
3	January 01 through March 31	April 30
4	April 01 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
REDWOOD COMMUNITY ACTION AGENCY (RCAA)

Exhibit E

CalFresh Outreach Itemized Invoice Worksheet

Invoice Date: _____

Contract Term: _____

Invoice Type: _____

Invoice Period: _____

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

Exhibit E

CalFresh Outreach Invoice Summary

Contractor Name Coordinator/Contact Address Phone
--

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

Total Amount Due: \$0.00

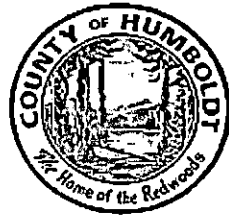
I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained 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 95601
 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
REDWOOD COMMUNITY ACTION AGENCY (RCAA)

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 01 through September 30	October 31
2	October 01 through December 31	January 31
3	January 01 through March 31	April 30
4	April 01 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.
- 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
REDWOOD COMMUNITY ACTION AGENCY (RCAA)**



**Outreach Contract Quarterly Report Form
2018-19**

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. We would like to know more about your efforts and of course, we must report to our funders. Please use the attached Quarterly Report Form to tell DHHS about your project and to share your ideas for improvement.

Due dates:

Quarterly reports are due one month after the end of each quarter. Quarterly reports will be based on DHHS fiscal year quarters. The table below shows each fiscal year quarter and the report due dates. Contractors must submit a quarterly report for each quarter in which the contract is active. **If the total agreement amount is \$10,000 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 should be sent to **both** CalFresh Outreach and the DHHS Contract Unit at the following addresses:

CalFreshOutreach@co.humboldt.ca.us
DHHS-ContractUnit@co.humboldt.ca.us

Or by mail to: Department of Health and Human Services
 Attention: Contract Unit
 507 F St.
 Eureka, CA 95501

Report Narrative:

In your report narrative, please remember to talk about both processes and outcomes whenever possible. Please use the narrative section to explain in detail the Outreach Activities your organization completed or participated in also including how you calculated the number's you report in each section of the report (i.e. Enrollment Activities and Support, Healthy Eating linked to CalFresh Messages, Media).

Some questions you may want to ask yourself when completing the narrative sections of the report:

- How did the programs/services support CalFresh Outreach?
- How did you calculate the number of individuals your organization reached with CalFresh Outreach Activities (i.e. # of Application submitted, # of people that saw your CalFresh sign, etc.) Please be as specific as possible as each organization is different and we want to know how you quantified your CalFresh Outreach Efforts.
- 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?

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.

Humboldt County CalFresh Outreach Partnership
Quarterly Report Form



Organization Name: _____

Please Check Applicable Report Cycle:

- | | |
|--|----------------|
| <input type="checkbox"/> Quarter 1 (July 1-Sept. 30) | Due October 31 |
| <input type="checkbox"/> Quarter 2 (Oct. 1- Dec. 31) | Due January 31 |
| <input type="checkbox"/> Quarter 3 (Jan. 1 – March 31) | Due April 30 |
| <input type="checkbox"/> Quarter 4 (April 1- June 30) | Due July 31 |

Contact Name: _____ Phone: _____ Email: _____

Instructions: We would like to know the number of CalFresh Outreach related messages you delivered and the activities you completed. Please enter the numbers of people you reached or served in the tables below.

A. Enrollment Activities and Support:

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

Note: Do not include anything in Section A that will be counted in any other sections.

Number of participants:	Total
1. CalFresh educational materials distributed, benefits/requirements presented/ provided. Provide details in the Narrative Section below.	
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, directed them to Social Services Office, etc.). Provide details in the Narrative Section below.	

3. Applications assisted (i.e. staff member assisted customer w/ completing application, staff faxed in application, etc.). Provide details in the Narrative Section below.	
4. DHHS visit assisted. Discuss how your organization was able to help (i.e. staff drove them, a bus pass was provided, etc.) in the Narrative Section below.	
5. Retention assisted (examples of this could include, but are not limited to, assisting customer to complete his/her Semi-Annual Report (SAR7), Annual Re-Certification (RE), interpreting his/her Notice of Action (NOA), assist with collecting necessary verifications, etc.). Provide details in the Narrative Section below.	
6. Specialized services to reach populations with low CalFresh participation rates, please discuss these services in the Narrative Section below.	

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. Healthy Eating linked to CalFresh Messages:

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

Note: Do not include anything in Section B that will be counted in any other section.

Number of participants or recipients of the following:	Total
7. Educational materials distributed or provided- Please provide details in the Narrative Section below.	
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided- Please provide details in the Narrative Section below	
9. Food distributed or meals provided- - Please provide details in the Narrative Section below.	

Healthy Eating linked to CalFresh Messages Narrative: (Please use this space to provide specifics of how your organization linked Healthy Eating messaging to CalFresh over the last quarter)

C. Media:

Use this section to identify the number of messages you delivered through media, including newsletters

websites and posters. **Note: Do not include anything in Section C that was counted in any other section.**

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

Please provide a story or comment specifically related to your organization/project's CalFresh Outreach activities over the past Quarter. (This could include, but is not limited to, Success Stories or your customers overcoming obstacles to access CalFresh; challenges you or your organization have overcome to better provide CalFresh Outreach; or any comments about your organization's relationship with DHHS CalFresh Outreach and what we could be doing to better support your organization's Outreach Efforts.)

**EXHIBIT H
CALFRESH OUTREACH FINAL PROJECT REPORT FORM
REDWOOD COMMUNITY ACTION AGENCY (RCAA)**



**Outreach Contract Final Report Form
2018-19**

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. We would like to know more about your efforts and of course, we must report to our funders. Please use the attached Final Summary Report Form to tell DHHS about your project and to share your ideas for improvement.

Due date:

The Final Summary Report is due one month after completion of the contract term. If the total agreement amount is \$10,000 or less you 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
DHHS-ContractUnit@co.humboldt.ca.us

Or by mail to: Department of Health & Human Services
 Attention: Contract Unit
 507 F 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 participated in the program and how many did you help either receive or maintain CalFresh Benefits?
- Did the program reach the population that it was intended to reach?
- 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 and if you are planning on continuing this program how has your organization prepared to make these changes?

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.

**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 4 pages, exclusive of attachments) addressing the items outlined in the sections below. If you also have a Quarterly Report due please include it with your Final Summary Report. Feel free to attach any other relevant materials or reports.

A. Results/Outcomes

1. Please describe the grant activities and events completed.
2. What difference did this grant make in your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., satisfaction survey results, pre- and post-test results, community indicators, outcomes, etc.). *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*
3. Discuss any Activities you completed to reduce stigma and encourage use of CalFresh benefits. This may include events and activities, such as cooking demonstrations and community garden programs, to educate participants.
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 the 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.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

A. Section II – Who Is An Insured is amended to include any public entity as an additional insured for whom you are performing operations, who may be named in the schedule above, when you have agreed in a written contract or written agreement that such public entity be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your negligent acts or omissions; or
2. The negligent acts or omissions of those acting on your behalf; in the performance of your ongoing operations:

No such public entity is an additional insured for liability arising out of the “products-completed operations hazard” or for liability arising out of the sole negligence of that public entity.

B. With respect to the insurance afforded to these additional insured(s), the following additional exclusions apply.

This insurance does not apply to “bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. The following is added to **SECTION III — LIMITS OF INSURANCE:**

The limits of insurance applicable to the additional insured(s) are those specified in the written contract between you and the additional insured(s), or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.



D. A. With respect to the insurance provided to the additional insured(s), **Condition 4. Other Insurance of SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or
- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph b. below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of **SECTION I — COVERAGE A — BODILY INJURY AND PROPERTY DAMAGE**.
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages A or B to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



ENDORSEMENT AGREEMENT
WAIVER OF SUBROGATION

BROKER COPY

HOME OFFICE
SAN FRANCISCO

REP 14
9133698-18
RENEWAL
NA
1-71-64-69
PAGE 7 OF 7

ALL EFFECTIVE DATES ARE
AT 12:01 AM PACIFIC
STANDARD TIME OR THE
TIME INDICATED AT
PACIFIC STANDARD TIME

EFFECTIVE JUNE 2, 2018 AT 12.01 A.M.
AND EXPIRING JUNE 1, 2019 AT 12.01 A.M.

REDWOOD COMMUNITY ACTION AGENCY

904 G ST
EUREKA, CA 95501

ANYTHING IN THIS POLICY TO THE CONTRARY NOTWITHSTANDING,
IT IS AGREED THAT THE STATE COMPENSATION INSURANCE FUND
WAIVES ANY RIGHT OF SUBROGATION AGAINST,

HUMBOLDT CO RISK MANAGER

WHICH MIGHT ARISE BY REASON OF ANY PAYMENT UNDER THIS
POLICY IN CONNECTION WITH WORK PERFORMED BY,

REDWOOD COMMUNITY ACTION AGENCY

IT IS FURTHER AGREED THAT THE INSURED SHALL MAINTAIN
PAYROLL RECORDS ACCURATELY SEGREGATING THE REMUNERATION
OF EMPLOYEES WHILE ENGAGED IN WORK FOR THE ABOVE
EMPLOYER.

IT IS FURTHER AGREED THAT PREMIUM ON THE EARNINGS OF SUCH
EMPLOYEES SHALL BE INCREASED BY 03%.

NOTHING IN THIS ENDORSEMENT CONTAINED SHALL BE HELD TO VARY, ALTER, WAIVE
OR EXTEND ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS
POLICY OTHER THAN AS STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR
LIMITATIONS OF THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

JUNE 5, 2018

2570

AUTHORIZED REPRESENTATIVE

PRESIDENT AND CEO

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Redwood Community Action Agency

2 Business name/disregarded entity name, if different from above
Redwood Community Action Agency

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____
 C Corporation S Corporation Partnership Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
904 G Street

6 City, state, and ZIP code
Eureka, CA 95501

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
 [] [] [] - [] [] [] [] [] []

OR

Employer identification number
94-2646370

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ [Signature] Date ▶ 12/21/16

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filed-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.