

**California Harm Reduction Initiative to Expand Harm Reduction and Support and Services  
2020-2023**

Organization Name (the "Grantee"):	Humboldt County Public Health
Organization Address:	<b>5340 Wightman St. #5 San Diego, CA 92105</b>
Project Address (if different from above):	
Total Amount awarded:	\$337,500
Y1 allocation:	\$71,945 (August 1, 2020 - June 30, 2021)
Y2 allocation:	\$124,686 (July 1, 2021 - June 30, 2022)
Y3 allocation:	\$140,869 (July 1, 2022 - June 30, 2023)
Grant start date:	August 1, 2020
Grant end date:	June 30, 2023

Grantee and Harm Reduction Coalition (the "Grantor") acknowledge, agree, and consent to the following terms, conditions, agreements, warranties, representations, and other provisions, which either relate to or are attached to the Grant:

1. **Purpose.** Grantee agrees that the Grant (and all income or gains earned thereon) shall be used solely for the Funded Activities described in Appendix C, unless approved otherwise by prior written consent of Grantor.
2. **Term.** The term of this Agreement will commence on the date Grantee executes this Agreement as set forth on the signature page hereto (the "Effective Date") and will expire on June 30, 2023, unless terminated earlier as provided herein (the "Term").
3. **Source of Funds and Budget Contingency.** The California Department of Public Health (CDPH), Office of AIDS (OA) has contracted and awarded the Grantor funds to support this Agreement. The Grantor's CDPH-OA contract award is dependent on the California Budget Act of 2019, which includes \$15.2 million to strengthen substance use disorder response by supporting staffing at syringe services programs (SSPs). The Grantor's ability to fund this Agreement depends on receipt of funds from CDPH-OA. If Grantor does not receive the necessary funds from CDPH-OA, this Agreement shall be of no further force and effect. In this event, Grantor shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Agreement.

4. **Payment of Grant Funds.** Until the earliest of such time as the Grant has been paid in full, the end of the Term, or the termination of this Agreement pursuant to Section 8 of this Agreement, and provided Grantee is in full compliance with the terms of this Agreement, Grantor shall pay Grantee the Grant in twelve (12) installment payments as follows (each, an "Installment Payment"):

Payment	Amount	Requirements	Funds Release Date
First Installment Payment	25% of Year One Allocation	Signed Contract, Payment information, All Administrative documents	Within 10 business days of receipt of required documents
Second Installment Payment	25% of Year One Allocation	no requirements	On or around the week of September 28, 2020
Third Installment Payment	25% of Year One Allocation	Required fiscal and program reports due 11/30/2020	Within 21 days of completed and approved reporting
Fourth Installment Payment	25% of Year One Allocation	no requirements	On or around the week of March 29, 2021
Fifth Installment Payment	25% of Year Two Allocation	Required fiscal and program reports due 6/15/2021	Within 21 days of completed and approved reporting
Sixth Installment Payment	25% of Year Two Allocation	no requirements	On or around the week of September 27, 2021
Seventh Installment Payment	25% of Year Two Allocation	Required fiscal and program reports due 11/30/2021	Within 21 days of completed and approved reporting
Eighth Installment Payment	25% of Year Two Allocation	no requirements	On or around the week of March 28, 2022
Ninth Installment Payment	25% of Year Three Allocation	Required fiscal and program reports due 6/15/2022	Within 21 days of completed and approved reporting

Tenth Installment Payment	25% of Year Three Allocation	no requirements	On or around the week of September 26, 2022
Eleventh Installment Payment	25% of Year Three Allocation	Required fiscal and program reports due 11/30/2022	Within 21 days of completed and approved reporting
Twelfth Installment Payment	25% of Year Three Allocation	no requirements	On or around the week of March 27, 2023

***A Final Fiscal and Program Report is due at the end of the contract term. There is no payment associated with the final reports, however both reports are required to close out the grant. Grantor reserves the right to request repayment of funds if the required final reports are not submitted.***

All Installment Payments pursuant to this Agreement will be contingent on Grantor’s determination, in its sole discretion, that Grantee is in full compliance with the terms of this Agreement. This includes programmatic and fiscal reporting requirements, attendance at required meetings, milestones, and any evaluation activities. If Grantor decides to not make an Installment Payment because Grantee is not in full compliance with the terms of this Agreement, including, but not limited to, full compliance with the Budget and Milestones, Grantor shall not later be obligated to make such Installment Payment.

Grantee understands and agrees that Award funds may not be used to pay for or offset the cost of, the following:

- (i) Purchasing or leasing vehicles or mobile units
- (ii) Screening kits, including HIV, HCV, and toxicology screens
- (iii) Existing deficits of Grantee
- (iv) Government Lobbying Activities
- (v) Illegal activities
- (vi) Services or staffing costs incurred outside of the state of California, without prior approval
- (vii) Events, programs, or staffing costs that occurred prior to the grant start date

Grantee has the right during the Term to receive grants and funds from others for any purpose. By doing so, Grantee does not violate any of the terms or conditions of this Agreement. However, if Grantee receives “duplicative funding” for the Funded Activities, Grantee will return such funds to Grantor or request a formal modification to the scope of the Agreement within sixty (60) days from

the date of notice provided by a third party that Grantee will receive “duplicative funding”. A request for modification of the purpose of the Agreement does not guarantee a change in purpose. For the purposes of this Agreement, “duplicative funding” means any financial support, including in-kind, for the same work as the Funded Activities, outlined in Appendix C, before or during the Term of this Agreement. Nothing in this Agreement entitles Grantee to additional awards, grants, financial support or payments of any kind from Grantor. However, Grantee may submit additional applications to Grantor for other Grantee plans or initiatives.

Grantee understands and agrees that Grantor may be required to report all fees and expenses paid to Grantee under this Agreement in accordance with all applicable laws, Grantee further agrees to provide, at Grantor’s reasonable request, any information necessary for Grantor to make a required posting or reporting.

Grantee understands that the allocations of years two and three are subject to annual review and the continuing availability of California State General Fund.

5. ***Representations and Warranties.*** Grantee makes the following representations and warranties:
- a. Grantee is a nonprofit corporation duly formed, validly existing, and in good standing with all corporate power, authority, and permits necessary to carry on its activities, including the Purpose of the Grant.
  - b. Grantee complies with and will continue to comply with all applicable local, state, federal, and foreign laws, statutes, rules, and regulations, as amended from time to time. Furthermore, Grantee will not engage in any activity that will jeopardize its status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.
  - c. Grantee does not discriminate on the basis of race, ethnicity, gender, religion, disability, sexual orientation, or gender identity or expression.
  - d. All information relating to the Grant heretofore provided to Grantor by Grantee or to be provided to Grantor by Grantee during the Term has been, and for the duration of the Term (and for so long as any obligations pursuant to Sections 5 and 6 of this Agreement remain outstanding) will at all times continue to be true, accurate and complete in all material respects.
  - e. Except as otherwise provided in this Agreement, Grantee will not use these funds to make a contribution or transfer to another entity or organization, however organized and however related to Grantee, without the prior consent of Grantor. This restriction shall not be construed as a prohibition on Grantee making reasonable payments for services rendered to the organization, in furtherance of the mission of Grantee and the purposes for which this Grant is made.
  - f. Grantee has obtained any necessary approvals, including those of Other Affiliations of Grantee, to enter into this Agreement and accept the Award hereunder; and
  - g. Grantee has not entered into, and during the Term of this Agreement will not enter into, any agreement with or obligation to a third party that is inconsistent or conflicting with its obligations under this Agreement.

6. ***Records and Activities.*** Grantee will maintain accurate and complete records of expenditures made from Grant funds and will keep these records during the period covered by Grantee's reporting obligations specified in Section 6 of this Agreement and for at least three (3) years thereafter. In addition, programmatic activities are to have reasonable documentation of activities. Documentation of program activities will depend on funded activities. During the Term, and for three (3) years thereafter, upon the request of Grantor, Grantee shall permit Grantor, CDPH-OA, or any duly authorized representative, to have access to, examine or audit any pertinent books, documents, papers and records related to this subcontract and to allow interviews of any employees who might reasonably have information related to such records during normal business hours, and Grantee shall cooperate and assist Grantor with Grantor's review of such records.

Grantee is able to participate in technical assistance and trainings offered by national Harm Reduction Coalition and CDPH-OA. Grantee is required to participate in 50% of Learning Collaborative Sessions and can voluntarily participate in other small group work, one-on-one technical assistance and peer shadowing program. Grantor agrees that any meetings in which attendance is required of the Grantee will be arranged with advance notice.

7. ***Reporting and Information.***

- a. Grantee will immediately provide Grantor with a copy of Grantee's Form W-9. A current, valid determination letter from the Internal Revenue Service recognizing Grantee's status as a tax-exempt organization and a copy of Grantee's current statement of organization on file with the relevant campaign finance regulators and any amendments to such forms may be requested.
- b. Initial reporting requirements are attached in Exhibit D. Grantor has the right to adapt and adjust these requirements throughout the contract, ensuring proper and advanced notice is provided to Grantee. Grantee will promptly provide Grantor with the necessary Grant Reports. Each Grant Report will include a full, detailed accounting of expenditures of Grant funds, including a confirmation that the funds have been spent exclusively toward the Purpose in accordance with the Budget, as well as a narrative of what was accomplished by the use of such funds during the reporting period (including a description of progress made in fulfilling the Purpose of the Grant and a confirmation of Grantee's compliance with the terms of this Agreement).
- c. If the Grant funds are not fully expended by Grantee in accordance with the Budget as set forth in Exhibit B, Grantee will disclose this in the Grant Reports, and Grantor will make a determination about such funds upon receipt of such information, including whether Grantee shall be required to return unspent funds to Grantor. Grantee may not reallocate any unspent funds and may not spend or retain unspent funds after the Budget end date stated in Exhibit B without prior written approval from Grantor. Moreover, the Grant Reports shall include any other information requested by Grantor reasonably in advance of the due date of the relevant Grant Report.
- d. Grantee will (i) immediately furnish Grantor with any information concerning a threatened, proposed, or actual change in Grantee's status as a tax-exempt organization, and (ii) provide Grantor prompt written notice (1) if any of the events in Section 7 of this Agreement occurs, and (2) of each and every event which, at the giving of notice or lapse of time, could reasonably be expected to constitute an event described in Section 7 of this Agreement.

Evaluation activities will be conducted throughout the entirety of the project by Grantor and potentially in collaboration with additional outside entities. Grantees must make themselves available and cooperate with evaluators as necessary and with advanced notice. Information regarding reporting domains and deliverables can be found in Exhibit D.

The programmatic and fiscal reporting timeline is as follows:

Type of Report	Timeframe of Data for Report	Report Due Date
Programmatic and Fiscal Reports	August 1, 2020 - October 30, 2020	November 30, 2020
Programmatic and Fiscal Reports	November 1, 2020 - May 31, 2021	June 30, 2021
Programmatic and Fiscal Reports	June 1, 2021 - October 31, 2021	November 30, 2021
Programmatic and Fiscal Reports	November 1, 2021 - May 31, 2022	June 30, 2022
Programmatic and Fiscal Reports	June 1, 2022 - October 31, 2022	November 30, 2022
Programmatic and Fiscal Reports	November 1, 2022 - May 31, 2023	June 30, 2023

8. **Termination.** This Agreement may be terminated by Grantor if, in Grantor’s sole discretion, any of the following has occurred:
- a. Any of the warranties or representations made by Grantee in this Agreement is or becomes untrue in any respect;
  - b. There is a material change in the purpose, character or method of operation of Grantee, or a material change in the leadership of Grantee; a material change in Grantee’s staff responsible for carrying out the Purpose of the Agreement;
  - c. Grantee uses any portion of the Grant for any purpose other than the Purpose without the prior written consent of Grantor;
  - d. Grantee has materially misrepresented to Grantor its activities or financial condition;
  - e. Grantee fails to comply with any of the provisions of this Agreement including, but not limited to, the Budget and Milestones in Exhibits B and C, respectively.
  - f. Funding is reduced or eliminated for the contract awarded to the Grantor from CDPH-OA that funds this Agreement

The effective date of Grantor's termination of this Agreement (the "*Termination Effective Date*") shall be the earlier of (a) the date notice is given by Grantor to Grantee of the termination, and (b) if so elected by Grantor, the date on which the event triggering the right of termination occurred. The delay in, or failure of, Grantor to exercise its right to terminate at any time shall not be a waiver of such right, either with respect to the cause giving rise thereto or any other cause for termination, and the payment by Grantor of any portion of the Grant after notice of an event giving rise to a right to terminate shall not be a waiver of the right to terminate or any rights of Grantor upon termination, and in no event will such delay, failure or payment give rise to any argument for novation, ratification, estoppel, laches, or any other equitable or legal defense if Grantor later elects to exercise its right of termination.

9. ***Payment Obligation; Return of Funds.*** In the event that Grantor terminates this Agreement pursuant to the terms hereunder:
  - a. Any remaining payment obligation of Grantor to Grantee, whether under this Grant or otherwise, shall be null and void as of the Termination Effective Date;
  - b. If Grantor terminates this Agreement pursuant to any provision hereunder other than Section 7(a) or 7(e) of this Agreement, Grantee shall promptly return to Grantor any amounts of the Grant previously paid to Grantee which have not yet been expended as of the Termination Effective Date or which were not used for the Purpose; and
  - c. If Grantor terminates this Agreement pursuant to either Section 7(a) or 7(e) of this Agreement, Grantor reserves the right to request Grantee to promptly return to Grantor an amount equal to the amount of the Grant previously paid to Grantee.
10. ***Indemnity; Liability.*** Grantee shall indemnify, defend and hold harmless Grantor, its officers, managers, members, founders, employees and agents and each of their affiliates (collectively, the "*Grantor Parties*"), from and against, any liability, damage, loss or expense (including reasonable attorneys' fees and expenses of litigation) incurred or imposed upon the Grantor Parties in connection with any claims, suits, actions, demands or judgments, arising out of or related to (a) any act or omission of Grantee, its employees or agents in applying for or accepting the Grant; (b) the expending of Grant funds furnished pursuant to this Agreement; or (c) the carrying out of any programs or projects funded by the Grant. Grantee's obligation to indemnify Grantor Parties shall be limited to circumstances of Grantee's negligence or willful misconduct. Grantor shall not be liable to Grantee for any losses, damages, claims or other liabilities arising out of Grantee's activities. It is expressly understood that Grantor, by making the Grant and entering into this Agreement, has no obligation to provide other or additional support to Grantee.
11. ***Intellectual Property Rights.*** California Department of Public Health, Office of AODS retains all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice which result directly or indirectly from this Agreement.
12. ***Grant Publicity.*** Grantee may not release any information regarding the Grant until the public announcement has been issued in August 2020.

Any information contained in publications or presentation of activities funded by the Grant shall be made available to the public following such reasonable requirements or procedures as Grantor, and

Grantee may agree to from time to time. Grantor and CDPH-OA shall have a non-exclusive, irrevocable right to use, reproduce and distribute any publications, studies or data produced in the course of the funded activities. Grantee agrees that any and all publications or public announcements by Grantee arising out of the Funded Activities/Program shall carry the following acknowledgement: "Supported by grant funding from Grantor and has had no input into the development or content of these materials."

13. **Gifts.** Grantor desires that all of Grantee's resources be dedicated to accomplishing its purposes. Therefore, Grantee agrees that it will not furnish Grantor or Grantor Parties with any membership, commemorative items, recognition plaques, or gratuities or benefits of any kind.
14. **Site Inspection.** California Department of Public Health, Office of AIDS through any authorized representatives, has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder including contract supported activities and the premises in which it is being performed. If any inspection or evaluation is made of the premises, the Grantee is required to provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the services performed.
15. **Confidentiality of Information.** The Grantee shall: **a.)** Protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the Grantee, its employees, or agents as a result of services performed under this Agreement, except for statistical information not identifying any such person. **b.)** Not use such identifying information for any purpose other than carrying out the Grantee's obligations under this Agreement.
16. **Insurance Coverage Requirements.** Grantee shall display evidence of certificate of insurance evidencing the following coverage:
  - a. Commercial General Liability - Grantee shall maintain general liability with limits not less than \$1,000,000 per occurrence for bodily injury and property damage combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured Agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to Grantee's limit of liability. The policy shall be endorsed to include, "Harm Reduction Coalition, its officers, agents, employees, and servants as additional insured, but only insofar as the operations under this Agreement are concerned." This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.
  - b. Automobile Liability (when required) - Grantee shall maintain motor vehicle liability insurance with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles. Should the scope of the Agreement involve transportation of hazardous materials, evidence of an MCS-90 endorsement is required. The policy shall be endorsed to include, "Harm Reduction Coalition, its officers, agents, employees, and servants as additional insured, but only insofar as the operations under this Agreement are concerned." This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.



- c. Worker's Compensation and Employer's Liability (when required) - Grantee shall maintain and provide proof of statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required. When work is performed on State owned or controlled property the policy shall contain a waiver of subrogation endorsement in favor of the State. This endorsement must be supplied under form acceptable to the Office of Risk and Insurance Management.
17. Professional Liability (when required) - Grantee shall maintain professional liability covering any damages caused by a negligent error; act or omission with limits not less than \$1,000,000 per occurrence and \$1,000,000 policy aggregate. The policy's retroactive date must be displayed on the certificate of insurance and must be before the date this Agreement was executed or before the beginning of Agreement work.
18. **Governing Law and Venue.** This Agreement shall be governed by the laws of the State of California and shall be performable and enforceable in Oakland, CA. The sole and exclusive jurisdiction for any dispute arising under or related to this Agreement shall be in the state district courts of Alameda County, CA and Grantee irrevocably submits in advance to personal jurisdiction in the state district courts of Alameda County, CA.
19. **Entire Agreement.** This Agreement supersedes any prior oral or written understanding or communications between the parties and constitutes the entire agreement of the parties with respect to the subject matter hereto. This Agreement may not be amended or modified, nor any of its provisions waived, except in a written document signed by an authorized representative of Grantee and Grantor.
20. **Amendment.** This agreement may be amended only in writing signed by both parties.
21. **Waiver.** Any waiver of any kind by either party of a breach of this Agreement shall not operate or be construed as a waiver of such breach or any subsequent breach. Either party's delay or omission in exercising any right, power, or remedy pursuant to a breach or default by the other party shall not impair any right, power, or remedy which that party may have.
22. **Severability.** If any provision of this Agreement becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, this Agreement shall continue in full force and effect without such provision.
23. **Assignment.** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective permitted successors, assigns, heirs and legatees; *provided, however,* Grantee cannot assign, or otherwise transfer, its rights or delegate any of its obligations, without the prior written consent of Grantor, which consent Grantor may withhold, condition or delay in its sole discretion.
24. **No Third Party Rights.** Except as set forth in Section 9 of this Agreement, it is the explicit intention of the parties that no person or entity other than the parties is or shall be entitled to bring any action to enforce any provision of this Agreement and that the covenants and agreements set forth herein shall be solely for the benefit of and enforceable only by the parties or their respective successors and assigns as permitted hereunder.

25. **Remedies.** The rights and remedies provided in this Agreement are cumulative in nature and shall be in addition to any such other rights and remedies available at law or in equity.
26. **Independent Parties.** This Agreement shall not be deemed to create any relationship of agency, partnership, or joint venture between the parties hereto. Grantee acknowledges and agrees that it will conduct all activities funded by the Grant in its own name and that Grantee's employees and agents are not, and will not hold themselves out to be, agents or representatives of Grantor for any purpose.
27. **Survival.** The provisions of Sections 5 (Records), 6 (Reporting & Information), 8 (Payment Obligation; Return of Funds), and 9 (Indemnity; Liability) shall survive any expiration or termination of this Agreement, and each party shall remain obligated under any other provisions that expressly or by their nature survive any expiration or termination of this Agreement.
28. **Multiple Counterparts.** This Agreement may be signed in multiple counterparts, which may be signed by the parties separately, but together shall constitute a single agreement.
29. **Contact Information.** For information regarding the Grant, please contact:

Harm Reduction Coalition  
c/o Logan Benton  
243 Fifth Avenue, #529  
New York, NY 10001  
[benton@harmreduction.org](mailto:benton@harmreduction.org)

Acknowledgment of Grantee's agreement to the representations, warranties, terms, and conditions set forth in this Agreement must be made by a duly authorized officer of Grantee who should execute a copy of this Agreement and return an executed copy to Grantor by August 10, 2020, and if a duly executed copy of this Agreement is not received by Grantor by this date, this Agreement and the Grant may be revoked.

ACCEPTED AND AGREED:

**GRANTEE**

**GRANTOR**

\_\_\_\_\_  
Printed name of Authorized Individual

\_\_\_\_\_  
Printed name of Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

**Harm Reduction Coalition**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Harm Reduction Coalition permits grantees to request funding for all direct costs associated with a project, including salaries and benefits for employees, travel, meetings and conferences, and payments to third-party consultants that are directly attributable to or created specifically for the purpose supported by the grant. Harm Reduction Coalition recognizes that in order to successfully accomplish the purpose of a grant, grantees often need additional financial support to cover a portion of their indirect costs.

Harm Reduction Coalition defines indirect costs as organizational costs incurred for a common or joint purpose benefitting more than one project and not exclusively attributable to or created for the project supported by the particular grant.

Harm Reduction Coalition provides a generous indirect cost rate allowance of 20 percent (20%) of total direct project costs to ensure shared costs are able to be adequately covered.

### Examples of Indirect Costs

Expense Type	Indirect Expense Examples
Personnel	Executive Management (e.g., CEO, COO, CFO) unless they are providing programmatic services directly related to the project; and Central Operational Functions (e.g., Accounting, HR, IT)
Consultants	Contracted work for general operational functions (e.g., legal work, audits)
Travel/Lodging	Any travel not required to achieve the grant's purpose or lodging costs over and above the market rate
Equipment	Equipment that can be used by an institution for other purposes or projects (e.g., computers, telephones, office furniture)
Rent	Office space rental, utilities, and communications associated with Central Operational Functions (i.e., rent expenses incurred whether or not the particular grant is awarded)
Other	All materials and supplies used for more than one purpose or project, printing and postage costs, memberships and subscriptions, hardware and software programs for general operational functions, organizational insurance, etc.

Note: Direct and indirect costs awarded to grantees may only be used for charitable purposes defined by those authorities interpreting the provisions of Section 501(c)(3) of the Internal Revenue Code, and may not be used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on voter registration drives, or violate any applicable local, state, federal or foreign law.



**East Coast Office**  
22 West 27th Street, 5th Fl.  
New York, NY 10001  
(212) 213-6376

**West Coast Office**  
1111 Broadway, 3rd Fl.  
Oakland, CA 94607  
(510) 285-2799

[www.harmreduction.org](http://www.harmreduction.org)

## Appendix A Scope of Work

### California Harm Reduction Initiative to Expand Harm Reduction and Support and Services 2020-2023

Grantee (Organization Name):	County of Humboldt
Project Name:	North Coast AIDs Project (NorCAP) Mobile Outreach
Contract Term:	August 1, 2020 to June 30, 2023

1. Organization Summary (Please provide 2-3 sentences)

The North Coast AIDS Project (NorCAP) “Mobile Street Outreach Program” is part of the Healthy Communities Division of Public Health. The mission of NorCAP’s Outreach Program is to prevent HIV and hepatitis C as well as accidental overdose. The Community Health Outreach Workers (CHOWs) use a harm reduction approach that strives to reduce the risks involved with behaviors associated with addiction and work to help get people access to treatment.

2. Project Summary (Please provide a short paragraph summarizing the project – can be your proposal summary)

Humboldt County Public Health’s, North Coast AIDS Project (NorCAP) provides a mobile street based harm reduction outreach program to underserved and disenfranchised populations. The key goal is to prevent new HIV/HCV infections and overdose death. The program will accomplish this by preserving syringe services activities, HIV/HCV testing, overdose prevention, and linkages to supportive services and treatment; using local data and leveraging existing relationship to reach the most underserved populations. The program expects to more effectively expand services to PWUD among Latinx, Native American, women who are pregnant and/or have children less than six years of age, and Transitional Aged Youth.

3. Proposed Activities (Please list the program activities/milestones)

- Recruit 2 CHOWs
  - Hired by Sept 30, 2020
  - Test Counselor training complete by Dec 31, 2020

- Relocate SSP services to CWC lobby by Sept 15, 2020.
  - Expand SSP services to provide full harm reduction assessments/counseling and linkages to substance use disorder treatment and enabling services.
  - Re-establish testing schedule at Substance Use Disorder Treatment Centers by Dec 31, 2020:
    - Aegis – Methadone clinic
    - Waterfront SUD Residential Treatment Center
    - Humboldt SUD Residential Treatment Center
    - Crossroads SUD Residential Treatment Center
- Provide ongoing support to K'ima:w Behavioral Health's newly established SSP (immediately and ongoing)
  - K'ima:w will submit application for Direct Relief ancillary supplies
  - OA and Humboldt County Public Health will implement clearing house budget for K'ima:w's SSP
- Establish harm reduction trainings to the staff and clients of other DHHS programs that serve individuals who use drugs by Oct 31, 2020
  - Identify point of contact for:
    - Healthy Moms Program
    - Humboldt County Programs for Recovery
    - Humboldt County Transitional Aged Youth Program
  - Schedule trainings for staff of each program
  - Develop training plan for clients of each program
- Establish testing schedule for clients of other DHHS Behavioral Health programs that serve individuals who use drugs
  - Healthy Moms Program
  - Humboldt County Programs for Recovery
  - Humboldt County Transitional Aged Youth Program
- Develop/adopt/translate harm reduction educational materials to Spanish with culturally appropriate messaging.
  - Identify point of contact for:
    - Open Door Promotores program
    - St Joseph Paso a Paso program
    - Planned Parenthood
    - LatinoNet
  - Work with Humboldt County Spanish Translator/Interpreter
    - Translate existing harm reduction educational materials
    - Identify other culturally appropriate harm reduction materials and adapt to Humboldt populations

### CHRI BUDGET TEMPLATE

Please submit this template with your proposal in addition to a budget narrative. Please provide a word version budget narrative to accompany your proposal. As part of the budget narrative, all personnel and third-party consultant work should be described in relation to the project's purpose; travel detail should be provided in relation to the project's purpose (e.g., justification for the purpose of trip, number of trips to be taken, who will be traveling, etc.); the purpose of meetings and conferences should be described (e.g., who and how many people are attending, the purpose of the meeting or conference, etc.); if equipment, rent, or other expenses are considered direct, such expenses should be described in detail as they relate to the project's purpose with a corresponding justification for why such expenses are considered direct.

Date Submitted:	
Organization Name	Humboldt County Public Health-Mobile Outreach
Proposed Title	
Requested Amount	\$ 337,500
Total Project Cost	\$ 337,500
Anticipated Start Date	01-Aug-20
Anticipated End Date	30-Jun-23
Project Duration (months)	35
Primary Grantee Indirect Cost Rate	25
Sub-Award Indirect Rate, as applicable	20%

7% --- Enter % Inflation per Period, if applicable

*\*Calculations may be adjusted for specific request, but should not be hard-coded*

EXPENSE TYPE	Expense Description	Calculation Detail					Period 1 08/01/20 - 06/30/21	Period 2 07/01/21 - 06/30/22	Period 3 07/01/22 - 06/30/23	Total
PERSONNEL NAME	Job Title	Fringe %	Salary	Period 1 FTE%	Period 2 FTE%	Period 3 FTE%				
Rana Avery	Community Health Outreach Worker	62%	37,901	47%	90%	90%	28,858	59,128	63,267	151,252
Julie Guerrero	Community Health Outreach Worker	45%	36,498	50%	60%	79%	26,461	33,976	47,957	108,393
Michael Weiss	Program Services Coordinator	50%	82,616		1%	0%	-	1,326	-	1,326
Karen Baker	Administrative Analyst	53%	69,038	2%	3%	2%	2,113	3,391	2,419	7,922
Kathy Epperly	Senior Fiscal Assistant	66%	46,003	2%	5%	2%	1,527	4,086	1,749	7,361
							-	-	-	-
							-	-	-	-
<--- unhide additional rows if needed										
<b>Personnel Subtotal</b>							<b>\$ 58,958</b>	<b>\$ 101,905</b>	<b>\$ 115,391</b>	<b>\$ 276,254</b>



TRAVEL	Purpose of Trip and Additional Cost Assumptions (e.g., cost of airfare, lodging, meals, etc.)	Cost per Item	# Items				
Mileage reimbursement-mobile outreach syringe exchange	Outreach van mileage cost to deliver services	0.575	8,689	996	2,000	2,000	4,996
<--- unhide additional rows if needed							
<b>Travel Subtotal</b>				<b>\$ 996</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 4,996</b>
OTHER DIRECT EXPENSES	Purpose of Item and Additional Cost Assumption Detail	Cost per Item	Quantity				
<--- unhide additional rows if needed							
<b>Other Direct Expenses Subtotal</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CONSULTANT / SUBCONTRACTOR EXPENSES	Role / Purpose of Engagement and Additional Cost Assumption Detail	Rate	Billable Units				
<--- unhide additional rows if needed							
<i>Consultant/Subcontractor Subtotal</i>				\$ -	\$ -	\$ -	\$ -
<b>Total Direct Expenses</b>				\$ 59,954	\$ 103,905	\$ 117,391	\$ 281,250
<i>Indirect Expenses</i> <sup>1</sup>		20%		11,991	20,781	23,478	56,250
<b>TOTAL REQUEST</b>				\$ 71,945	\$ 124,686	\$ 140,869	\$ 337,500

<sup>1</sup>Review Indirect Policy Tab below (note the max rate does not include Sub-Awards or Consultant/Subcontractor expenses)

Harm Reduction Coalition permits grantees to request funding for all direct costs associated with a project, including salaries and benefits for employees, travel, meetings and conferences, and payments to third-party consultants that are directly attributable to or created specifically for the purpose supported by the grant. Harm Reduction Coalition recognizes that in order to successfully accomplish the purpose of a grant, grantees often need additional financial support to cover a portion of their indirect costs.

Harm Reduction Coalition defines indirect costs as organizational costs incurred for a common or joint purpose benefitting more than one project and not exclusively attributable to or created for the project supported by the particular grant.

Harm Reduction Coalition provides a generous indirect cost rate allowance of 20 percent (20%) of total direct project costs to ensure shared costs are able to be adequately covered.

### Examples of Indirect Costs

Expense Type	Indirect Expense Examples
Personnel	Executive Management (e.g., CEO, COO, CFO) unless they are providing programmatic services directly related to the project; and Central Operational Functions (e.g., Accounting, HR, IT)
Consultants	Contracted work for general operational functions (e.g., legal work, audits)
Travel/Lodging	Any travel not required to achieve the grant's purpose or lodging costs over and above the market rate
Equipment	Equipment that can be used by an institution for other purposes or projects (e.g., computers, telephones, office furniture)
Rent	Office space rental, utilities, and communications associated with Central Operational Functions (i.e., rent expenses incurred whether or not the particular grant is awarded)
Other	All materials and supplies used for more than one purpose or project, printing and postage costs, memberships and subscriptions, hardware and software programs for general operational functions, organizational insurance, etc.

Note: Direct and indirect costs awarded to grantees may only be used for charitable purposes defined by those authorities interpreting the provisions of Section 501(c)(3) of the Internal Revenue Code, and may not be used to carry on propaganda, influence legislation, fund any political campaign, influence the outcome of any election, carry on voter registration drives, or violate any applicable local, state, federal or foreign law.