

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
HUMBOLDT COUNTY OFFICE OF EDUCATION**

This Agreement, entered into this 2 day of October, 2018, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Humboldt County Office of Educator, a California a government entity, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

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

WHEREAS, such work involves the performance of 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 October 1, 2018 and shall remain in full force and effect until September 30, 2019, 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 Three Hundred Thirty-One Thousand One Hundred Fifty One Dollars (\$331,150.00). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein. Under no circumstances shall the maximum compensation cap exceed the amount of Three Hundred Thirty-One Thousand One Hundred Fifty One Dollars (\$331,150.00).
- 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, Ca 95501

CONTRACTOR: Humboldt County Office of Education
Attention: Linda Prescott, MA, RD
901 Myrtle Avenue
Eureka, California 95501

7. REPORTS:

A. General reporting Requirements. CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by 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: Humboldt County Office of Education
Attention: Linda Prescott, MA, RD
901 Myrtle Avenue
Eureka, California 95501

16. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, 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.

HUMBOLDT COUNTY OFFICE OF EDUCATION:

By: Chris Hartley Date: 9/5/18

Name: Chris Hartley, Ed.D.

Title: Superintendent

By: [Signature] Date: 9/5/18

Name: Corey Weber, CBO

Title: Director, Fiscal Services

COUNTY OF HUMBOLDT:

By: [Signature] Date: 10/2/18

Ryan Sundberg
Chair, Humboldt County Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: [Signature] Date: 9/12/18
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
HUMBOLDT COUNTY OFFICE OF EDUCATION

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.
6. 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.
5. 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

HUMBOLDT COUNTY OFFICE OF EDUCATION

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



Organization Name: Humboldt County Office of Education

Contact Name: Linda Prescott, MA, RD

Address: 901 Myrtle Ave., Eureka, CA 95501

Phone: 707-445-7042

Email: lprescott@hcoe.org

Project Title: _____

Expected start date: 10/1/18 **and end date:** 9/30/19

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? **HCOE currently has a contract with DHHS Community Wellness for Nutrition Education and Obesity Prevention (NEOP).**
2. What other funding outside of DHHS support the proposed Activities?

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.	18,900
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, directed them to Social Services Office, etc.).	740
3. Applications assisted (i.e. staff member assisted customer w/ completing application, staff faxed in application, etc.).	
4. DHHS visits assisted. Discuss how your organization is able to help (i.e. staff drove them, a bus pass was provided, etc.).	
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.).	
6. Specialized services to reach populations with low CalFresh participation rates.	

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).	18,840
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided.	46,000
9. Food distributed or meals provided.	3,200

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.	
11. Number of possible viewers/listeners of non-print broadcast media.*	
12. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications.	
13. Web content visits (specifically CalFresh).	

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

Special populations	Total

At risk foster youth, homeless youth, and community school students	60

*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 Budget
Humboldt County Office of Education
10/1/18-9/30/19

Descriptions here

Amounts Here

A. Personnel Costs	Salary	Benefits
Title: Program Coordinator Salary Calculation: .75 FTE @ \$94,962.00/annual salary. Benefits calculated @ 53.14% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Provides overall administration of contract, tracks scope of work activities and ensures contract deliverables are met. Supervises, trains and motivates personnel. Provides leadership and technical assistance to participating school districts on access to healthy school meals, CalFresh enrollment activities, and healthy eating activities. Develops and monitors contract budget. Completes and submits required reports. Attend pertinent meetings and works with community partners on CalFresh objectives.	\$ 71,222.00	\$37,848.00
Title: Nutrition Education Specialist Salary Calculation: .40 FTE @ \$56,420.00/annual salary. Benefits calculated @ 29.84% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution. Duties Description: Registered Dietitian who will provide nutrition content for all healthy eating activities, facilitates the Harvest of the Month activities in classroom, preschools and First 5 Playgroups along with CalFresh outreach.	\$22,569.00	\$6,735.00
Title: Farm to School Coordinator Salary Calculation: .40 FTE @ \$46,443.00/annual salary. Benefits calculated @ 72.68% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Provides expertise in Farm to School efforts and assists with school food service related activities.	\$18,578.00	\$13,503.00
Title: Program Instructional Technician Salary Calculation: 1.0 FTE @ \$35,490.00/annual salary. Benefits calculated @ 85.90% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Provides and/or facilitates CalFresh outreach and healthy eating promotion.	\$35,490.00	\$30,486.00
Title: Senior Division Account Technician Salary Calculation: .20 FTE @ \$50,603.00/annual salary. Benefits calculated @ 69.16% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Monitors budget. Assists with processing purchase orders, receipts, invoicing and payment.	\$10,121.00	\$7,000.00
Total Personnel Costs:		\$253,552.00
B. Operational Costs		
Title: School Food Service Trainings Description: Cost include trainer fees, potential facility rental costs (3 trainings @ \$ 600 each) and travel costs out of area speakers for 1 training (per diem @\$53.00/day x 3 days=\$159.00, Lodging @\$110/night x 2 nights= \$220.00. Transportation @ \$1,000.00 x 1 speakers=\$1,000.00)		\$3,179.00
Title: Phone Description: 3 lines @ \$15.00/month x 12 months		\$540.00
Title: Computer Support Description: In house technology support—2.75 FTE @ \$300.00/FTE		\$825.00
Title: Office Supplies Description: miscellaneous office supplies, manila envelopes and labels for mailing CalFresh applications		\$450.00

Title: Curriculum and Materials Description: Curriculum and materials for conducting healthy eating activities and food service trainings.	\$9,725.00
Title: Indirect Description: Calculated @ 7.5% of direct costs. \$315,872.00 x 7.5%. Indirect costs are agency-wide, general management costs such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data purchasing.	\$23,104.00
Total Operational Costs:	\$37,823.00
C. Consumables/Supplies	
Title: Postage Description: Mailing of CalFresh applications 715 @ \$1.40/ mailing	\$1,001.00
Title: Printing and Duplication Description: Flyers, brochures, family newsletters, recipe cards and other CalFresh outreach materials	\$4,500.00
Title: Food Description: Food for harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and playgroup settings.	\$28,774.00
Title: Paper Goods Description: plates, napkins, utensils, bags etc. for school food service trainings, harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and community school settings.	\$1,500.00
Total Consumable/Supplies:	\$35,775.00
D. Transportation/Travel	
Title: Mileage Description: Program assigned county fleet car for picking up supplies, harvest of the month and family meal market deliveries, and travel to participating school sites to conduct healthy eating activities \$1,000.00/quarter x 4 = \$4,000.00	\$4,000.00
Total Transportation/Travel:	\$4,000.00
Total :	\$331,150.00

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, 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, postage, paper, 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 direct costs without justification and prior approval by DHHS.

Humboldt County Office of Education 2018-19 CalFresh Outreach Partnership Funding Request

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

For the last 23 years, HCOE has demonstrated its capacity to build effective nutrition programs and services through collaborative partnerships with government agencies,

community organizations, and the private sector at the local, regional and statewide level. Areas of focus have included food insecurity, obesity prevention, farm to school, and school wellness policies. Funders for our nutrition related work have included the California Department of Education, California Department of Public Health, California Department of Food and Agriculture, United States Department of Agriculture, St. Joseph Health System, Northcoast Cooperative, and Humboldt County Department of Health and Human Services (DHHS). We currently receive funding from DHHS for our Nutrition Education and Obesity Prevention (NEOP) and our CalFresh Partnership efforts

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

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

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

A primary focus of our CalFresh partnership efforts is to encourage families with children who qualify for free and reduced-price school meals to apply for CalFresh benefits. We have had great success with this outreach method. We work with selected school districts to distribute a CalFresh application along with the school meal eligibility notification letter to families qualifying for free or reduced-price meals. The application includes a family friendly cover letter tailored for each school district. The cover letter contains local resources for application assistance including Family and Community Resource Centers, the DHHS call center, and C4yourself web address.

For the 2017-18 school year, we distributed approximately 2000 CalFresh applications to families with students attending one of the following nine school districts: Eureka City Schools, Fortuna Elementary, McKinleyville Elementary, Rio Dell Elementary, South Bay Union, Pacific Union Elementary, Scotia Union, Peninsula Union, and Blue Lake Elementary. These districts were selected based on a high percentage of students qualifying for free and reduced-price meals and low CalFresh direct certification rates.

Direct certification is an efficient method for schools to determine students' eligibility for free meals without requiring families to fill out a school meal application. Students living in households that receive CalFresh benefits can be directly certified to receive free school meals.

Increasing the number of students receiving CalFresh benefits provides an added benefit to schools by positioning them to participate in the USDA Community Eligibility Provision (CEP) program. CEP is a new federal program that enables schools with high

direct certification percentages to serve breakfast and lunch to all students at no charge regardless of income level.

Our tracking methods have shown consistent increases in the number of students receiving CalFresh benefits. Nine of the twenty-four schools from the school districts mentioned above have been approved to operate the CEP program starting with the 2018-19 school year allowing all student to eat school meals for free. Six of these schools are with the Eureka City Schools district. It is the largest district in the county with whom we have worked with school food service to distribute CalFresh applications.

For the 2018-19 school year, we propose to work with the nine school districts listed in the table below and distribute approximately 715 CalFresh applications to families with children qualifying for free and reduced-price meals. We will also continue to provide outreach and application assistance to low income students attending our community schools and students served through our Foster and Homeless Youth program.

School District (Number of Schools)	Enrollment	# students eligible for F/RP meals	# DC students based on CalFresh	# students potentially eligible for CalFresh
Fortuna Elementary (2)	570	355	253	102
McKinleyville Elementary (3)	1163	698	479	289
Rio Dell Elementary (2)	333	273	184	89
South Bay Union (3)	409	277	194	83
Big Lagoon (1)	17	12	6	6
Peninsula Union (1)	37	33	15	15
Arcata Elementary (2)	513	337	260	77
Blue Lake Elementary (1)	183	119	76	43
Bridgeville Elementary (1)	26	22	14	8
Total of Students Potentially Eligible for CalFresh Benefits				712

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

HCOE proposes to continue to utilize multiple methods that we found successful for disseminating information to families about CalFresh and other local food resources such as food pantries, backpacks for kids, and school meal programs. Such methods include

school menus, Harvest of the Month family newsletters, recipe cards, Facebook page and our website.

Objective 3—Healthy Eating linked to CalFresh Messages: Provide nutrition education together with CalFresh messaging to low-income families and individuals through classes and events offered in the preschool, First 5 playgroups, elementary and after school programs.

Our Harvest of the Month (HOTM) program and associated Family Meal Markets (FMMs) provide effective nutrition education, skill development, and the opportunity for CalFresh messaging for students and their families. HOTM presents a strategic opportunity to bring together the classroom, cafeteria, home and community to promote the common goals of access to fruits and vegetables and knowledge of and familiarity with local agriculture.

The HOTM activities leverages the powerful influence that educators and a peer environment can have on a child by creating a positive experience for students to explore new foods with their friends through fruit/vegetable tastings and associated healthy eating curriculum.

Through our 2018-19 CalFresh Partnership, we will deliver ready to go HOTM curriculum and materials to over 140 K-5th grade classrooms, 26 after school programs, and 18 pre-schools and playgroups. In total, we will make it possible for approximately 4600 children to engage in healthy eating activities each month. CalFresh messaging will be included in school menus, HOTM family newsletters, and as appropriate, local print media articles.

The Family Meal Markets (FMM) open the door for parents to join in the conversation about nutrition at home and model healthy eating. They take place monthly in after school programs and aim to encourage family meals, increase access to healthy foods, and connect families with local agriculture. We plan to work with eight of the 23 after school sites, alternating each month to serve 16 sites and 320 families in total. We provide a HOTM family recipe and related ingredients for students to prepare and offer samples to their families at pick up time. Then, 20 families from each site receive a bag of the ingredients to make the recipe at home. Small cooking tools, food resources and CalFresh outreach materials are also provided.

Family testimonies continue to support the success of this program. Participating families say they appreciate receiving food and resources at a time of the month when funds for food are running low. They welcome the ideas about how to cook fresh, healthy meals their kids love, and that their child(ren) are involved with preparing the recipes at home over 90% of the time. After school coordinators echo the benefit of the FMM program and find them to be a great opportunity to connect families in need to CalFresh.

Objective 4—Healthy Eating linked to CalFresh Messages: Provide networking and training opportunities to improve access to healthy foods, utilization of school meal programs and enrollment in CalFresh.

Our CalFresh partnership activities to date have focused on providing resources, trainings, and one on one support to make sure school food professionals have the capacity and confidence to prepare high quality meals while meeting the challenges of budget, staffing, and regulatory demands.

Our plan is to continue to hosts 3-5 networking meetings and trainings a year to school food service staff from across the county. The networking meetings have been invaluable for bringing school food service staff together to voice challenges and share best practices. The trainings will be designed to meet the needs of school food service staff in a variety of areas, from improving on their culinary skills, introducing them to new recipes, or developing a greater understanding program operations and federal programs and rules.

Additionally, we will continue to connect school food service with local farmers and ranchers and will use our position as the County Office to coordinate procurement and distribution using the existing system we have in place for ordering produce for our HOTM program. We will continue to provide technical assistance to districts related to training new staff, implementing school wellness policies, meeting regulations, preparing for their administrative reviews, menu development, and other areas of operating USDA School Nutrition Programs.

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

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

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

Task Description	Duration	Outcomes
1 Distribute CalFresh applications to families of students qualifying for free or reduced-price school meals at selected school sites. a. Work with 9 selected districts South Bay Union School District, Fortuna Elementary School District, Rio Dell Elementary, Peninsula Union School District, McKinleyville Elementary, Big Lagoon Union School District, Arcata Elementary, Blue Lake Union, Bridgeville School District. Districts were selected based on high percent free and reduced-price meals and lower CalFresh direct certification rate.	Month 1-12	Approximately 715 CalFresh applications with cover letter will be distributed.

	<p>b. As needed, create or modify the DHHS family friendly promotional flyer to tailor it to each school site/district. The flyer will contain locations for application assistance such as DHHS, Family and Community Resource Centers (FRC), Food for People, and HCOE as appropriate.</p> <p>c. Have family flyer translated into Spanish</p> <p>d. Obtain multiple copies of CalFresh applications and DHHS postage paid envelopes for use by families when returning CalFresh applications.</p> <p>e. Track changes in number of students receiving CalFresh benefits using the DHHS AFDC database and HCOE's CALPADS database.</p> <p>f. All information will be handled in a confidential manner.</p>		
2	Conduct CalFresh outreach and application assistance to community school students and their families during enrollment sessions and through our Foster and Homeless Youth Services.	Months 1-12	A minimum of 40 applications will be distributed and application assistance will be provided as needed.
2	Staff to provide CalFresh outreach, screening, application assistance, and follow up as appropriate during the healthy eating activities outlined under Objective 3.	Month 1-12	See objective 3.
3	Track and communicate challenges/barriers experienced by staff and applicants to key DHHS CalFresh staff for troubleshooting and problem solving.	Month 1-12	Challenges and barriers will be communicated to DHHS.
<p>Objective 2—Information Dissemination/Publications/Media: Reduce stigma through increased awareness and education of CalFresh by providing multiple opportunities for low-income families with school-age children, foster and homeless youth to learn about CalFresh benefits, eligibility guidelines, application process, and application assistance available through HCOE and other community agencies.</p>			
Task Description		Duration	Details and Outcomes
1	<p>CalFresh information and messaging will be included in the following print media, newsletters, and flyers:</p> <p>a. Quarterly HOTM Family Newsletter distributed to families at participating school sites</p> <p>b. All recipes used in healthy eating activities will contain a CalFresh outreach message. Recipe cards will be printed in both English and Spanish.</p> <p>c. Harvest of the Month school menu calendar that goes home to all families.</p>	Months 1-12	<p>Potential Reach:</p> <p>HOTM Family Newsletter—13,800</p> <p>Monthly Menu Templates— 3,500</p> <p>Recipe cards—1,600</p> <p>CalFresh Brochures—1,600</p>

2	Staff will identify and/or develop CalFresh outreach materials for distribution with healthy eating classes, Family Meal Markets described under Objective 3. a. As appropriate, materials will be customized for target population(families with preschoolers, families with school-age children, Spanish speaking) b. Newly developed outreach materials will receive approval from DHHS prior to distribution.	Months 1-4	CalFresh outreach materials identified or developed. DHHS approval received as appropriate.
3	Maintain nutrition department facebook page and webpage with resources, program highlights, and CalFresh information for families.	Months 1,4,8,12	Updates and maintenance will occur quarterly.
Objective 3—Healthy Eating linked to CalFresh Messages: Provide nutrition education together with CalFresh outreach to low-income families and individuals through classes and events offered in the preschool, First 5 playgroups, elementary and after school programs.			
Task Description		Duration	Details and Outcomes
1	HCOE Nutrition Program Staff will conduct HOTM healthy eating activities in low-resource preschools, First 5 playgroups, elementary, after school programs and provide CalFresh outreach to parents. a. Develop HOTM schedule and identify simple, healthy recipes for tasting activities and farmers for local sourcing of produce. b. On a monthly basis, • Purchase and/or print needed curriculum, food and materials. • Assemble and deliver HOTM materials to participating sites. c. All HOTM materials distributed to parents will include CalFresh messaging and resources for application assistance.	Months 1-12	CalFresh outreach and healthy eating activities will be conducted at: 10 preschool classrooms 8 playgroups 140 elementary classrooms 26 afterschool programs Total reach: approximately 4600
2.	HCOE Nutrition Program Staff will conduct CalFresh outreach to parents of school-age children through the Family Meals Market held monthly at the HCOE 16 low resource after school programs. a. Develop Family Meals Market schedule and identify simple, healthy recipes that align with the HOTM schedule. b. Conduct Family Meals Market orientation with participating school site staff which will include a CalFresh overview and discussion of site based staff role in CalFresh outreach.	Months 1-12	Family Meal Markets will be conducted at: 16 Afterschool Programs Total reach: approximately 320 families

	<ul style="list-style-type: none"> c. Purchase and/or print needed food and materials. d. Assemble and distribute Family Meals Market materials. e. Information on CalFresh benefits and application process will be provided f. CalFresh application assistance will be available for individuals interested in signing up for CalFresh or learning more about CalFresh. 		
Objective 4—Healthy Eating linked to CalFresh Messages: Provide networking and training opportunities to improve access to healthy foods, utilization of school meal programs and enrollment in CalFresh. _ _ _			
Task Description		Duration	Outcomes
1	<p>Host 3-5 trainings/networking meetings for school food service staff</p> <ul style="list-style-type: none"> a. Trainings will be specific to preparing healthy foods and increasing access to school meal programs. b. Trainings will focus on skill development and highlight best practices in the field of school nutrition. c. At least one of the trainings will involve speakers/trainers from out of the area. d. Networking meeting agenda topics will be relevant to providing children with access to healthier meals and will continue to developed based on input from school foodservice staff. 	Months 3,5,7,9	A total of 3-5 trainings/networking meetings will be held with a total of attendance of approximately 120.
2	Write and distribute a monthly electronic newsletter to school foodservice staff. Content of newsletter will include pertinent program updates, training announcements, Harvest of the Month information, and farmer highlights.	Months 1-12	Distribute newsletter to a minimum of 20 school food service personnel.
3	Provide technical assistance and coordination to food service staff on farm to school efforts to build understanding of seasonality and confidence in purchasing from local farmers and HCOE's Hydroponics Career Technical Education Program.	Months 1-12	Track procurement of local foods.
Objective 5—Reporting: Complete and submit all required reports on or before each deadline and attend appropriate meetings as scheduled.			
Task Description		Duration	Outcomes
1	<p>Complete quarterly and final reports</p> <ul style="list-style-type: none"> a. Track all data and outcomes outlined in scope of work 	Months 4,7,10,13	Submit reports according to contract.

2	Participate as relevant in ongoing activities and meetings to support countywide CalFresh outreach efforts.	Months 1-12	Attendance at meetings/trainings.
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EXHIBIT C
CALFRESH OUTREACH BUDGET
HUMBOLDT COUNTY OFFICE OF EDUCATION

<i>Descriptions here</i>	<i>Amounts Here</i>	
A. Personnel Costs	Salary	Benefits
Title: Program Coordinator Salary Calculation: .75 FTE @ \$94,962.00/annual salary. Benefits calculated @ 53.14% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Provides overall administration of contract, tracks scope of work activities and ensures contract deliverables are met. Supervises, trains and motivates personnel. Provides leadership and technical assistance to participating school districts on access to healthy school meals, CalFresh enrollment activities, and healthy eating activities. Develops and monitors contract budget. Completes and submits required reports. Attend pertinent meetings and works with community partners on CalFresh objectives.	\$ 71,222.00	\$37,848.00
Title: Nutrition Education Specialist Salary Calculation: .40 FTE @ \$56,420.00/annual salary. Benefits calculated @ 29.84% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution. Duties Description: Registered Dietitian who will provide nutrition content for all healthy eating activities, facilitates the Harvest of the Month activities in classroom, preschools and First 5 Playgroups along with CalFresh outreach.	\$22,569.00	\$6,735.00
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Title: Program Instructional Technician Salary Calculation: 1.0 FTE @ \$35,490.00/annual salary. Benefits calculated @ 85.90% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Provides and/or facilitates CalFresh outreach and healthy eating promotion.	\$35,490.00	\$30,486.00
Title: Senior Division Account Technician Salary Calculation: .20 FTE @ \$50,603.00/annual salary. Benefits calculated @ 69.16% of salary. Benefit calculation includes statutory benefits, PERS retirement contribution and 100% employer paid health and welfare. Duties Description: Monitors budget. Assists with processing purchase orders, receipts, invoicing and payment.	\$10,121.00	\$7,000.00
Total Personnel Costs:		\$253,552.00
B. Operational Costs		
Title: School Food Service Trainings Description: Cost include trainer fees, potential facility rental costs (3 trainings @ \$ 600 each) and travel costs out of area speakers for 1 training (per diem @\$53.00/day x 3 days=\$159.00, Lodging @\$110/night x 2 nights= \$220.00. Transportation @ \$1,000.00 x 1 speakers=\$1,000.00)		\$3,179.00
Title: Phone Description: 3 lines @ \$15.00/month x 12 months		\$540.00
Title: Computer Support Description: In house technology support—2.75 FTE @ \$300.00/FTE		\$825.00
Title: Office Supplies Description: miscellaneous office supplies, manila envelopes and labels for mailing CalFresh applications		\$450.00
Title: Curriculum and Materials Description: Curriculum and materials for conducting healthy eating activities and food service trainings.		\$9,725.00
Title: Indirect Description: Calculated @ 7.5% of direct costs, \$315,872.00 x 7.5%. Indirect costs are agency-wide, general management costs such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data purchasing.		\$23,104.00
Total Operational Costs:		\$37,823.00
C. Consumables/Supplies		
Title: Postage Description: Mailing of CalFresh applications 715 @ \$1.40/mailing		\$1,001.00

Title: Printing and Duplication Description: Flyers, brochures, family newsletters, recipe cards and other CalFresh outreach materials	\$4,500.00
Title: Food Description: Food for harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and playgroup settings.	\$28,774.00
Title: Paper Goods Description: plates, napkins, utensils, bags etc. for school food service trainings, harvest of the month tastings, family meal markets, and nutrition education linked to CalFresh outreach in classroom, afterschool, preschool and community school settings.	\$1,500.00
Total Consumable/Supplies:	\$35,775.00
D. Transportation/Travel	
Title: Mileage Description: Program assigned county fleet car for picking up supplies, harvest of the month and family meal market deliveries, and travel to participating school sites to conduct healthy eating activities \$1,000.00/quarter x 4 = \$4,000.00	\$4,000.00
Total Transportation/Travel:	\$4,000.00
E. Other Costs	
Title: Indirect (no more than 10%) Description: Calculated @ 7.5% of direct costs. \$315,872.00 x 7.5%. Indirect costs are agency-wide, general management costs such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data purchasing.	\$23,104.00
Total :	\$331,150.00

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

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

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

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

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

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

EXHIBIT D
CALFRESH OUTREACH INVOICING GUIDELINES
HUMBOLDT COUNTY OFFICE OF EDUCATION

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 HUMBOLDT COUNTY OFFICE OF EDUCATION

EX024E

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. Consumer Supplies (Supplier 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 95501
 Attn: Social Services Finance

(707) 441-5424 • Fax: (707) 441-5590



Program Coordinator _____ Date _____

Fiscal Coordinator _____ Date _____

Budget Unit/Line _____

EXHIBIT F
CALFRESH OUTREACH REPORTING GUIDELINES
HUMBOLDT COUNTY OFFICE OF EDUCATION

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 Reports 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 report	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
HUMBOLDT COUNTY OFFICE OF EDUCATION**



**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
HUMBOLDT COUNTY OFFICE OF EDUCATION**



**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.