

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
FOOD FOR PEOPLE, INC.**

This Agreement, entered into this 25 day of September 2018, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Food for People, Inc., a California not for profit, 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 Nine Hundred Ninety-Three Thousand One Hundred Thirty Four Dollars Sixty Three Cents (\$993,134.63). 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 Nine Hundred Ninety-Three Thousand One Hundred Thirty Four Dollars Sixty Three Cents (\$993,134.63).
- 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, California 95501

6. NOTICES:

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

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

CONTRACTOR: Food for People, Inc.  
Attention: Anne Holcomb, Executive Director  
307 W. 14<sup>th</sup> Street  
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: Food for People, Inc.  
Attention: Anne Holcomb, Executive Director  
307 W. 14<sup>th</sup> Street  
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.

**FOOD FOR PEOPLE, INC.:**

By: Carol Vander Meer Date: 9-7-18

Name: Carol Vander Meer

Title: Board President

By: Dallas D Rhodes Date: 7 Sep 2018

Name: Dallas D Rhodes

Title: Secretary

**COUNTY OF HUMBOLDT:**

By: Rex Bohn Date: 9/25/18  
Vice Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: Kauffman Date: 9/10/18  
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**  
**FOOD FOR PEOPLE, INC.**

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

FOOD FOR PEOPLE, INC.



### CalFresh Outreach Guidelines for Fiscal Year 2018-19

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

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

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

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

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

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



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

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

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

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

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

## CalFresh Outreach Contractor Guidelines

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

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

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

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

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

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

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

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

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

Most contracts will be paid on a reimbursement basis.

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



**Organization Name:** Food for People, Inc.

**Contact Name:** Anne Holcomb

**Address:** 307 W. 14<sup>th</sup> Street, Eureka, CA 95501

**Phone:** (707) 445-3166 ext. 302  
aholcomb@foodforpeople.org

**Email:**

**Project Title:** Reaching the Food Bank Community with CalFresh Outreach, Application & Retention Assistance, & Nutrition Education

**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. Please see Scope of Work below.**
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? **Please see outcomes in Scope of Work and narrative below Scope of Work.**
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. **Please see narrative below Scope of Work.**

**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?

*Food for People does not receive and is not planning to apply for any other DHHS funding.*

2. What other funding outside of DHHS support the proposed Activities?

*Food for People does not receive any other funding to 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.	40,000
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, directed them to Social Services Office, etc.).	9,750
3. Applications assisted (i.e. staff member assisted customer w/ completing application, staff faxed in application, etc.).	150+ (pending SSI cash out)
4. DHHS visits assisted. Discuss how your organization is able to help (i.e. staff drove them, a bus pass was provided, etc.).	8
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.).	250
6. Specialized services to reach populations with low CalFresh participation rates.	5,000

*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).	15,000
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided.	6,000
9. Food distributed or meals provided.	85,000

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

Information Dissemination/Publications/Media	Total
10. Number of possible readers of print media or articles.	10,000
11. Number of possible viewers/listeners of non-print broadcast media.*	0
12. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications.	20,000
13. Web content visits (specifically CalFresh).	10,000

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

Special populations	Total

Seniors age 60+	10,000
Latino	4,000
Native/Tribal	4,000

\*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.

**FY 18-19 Project Description Narrative:**

**Proposed Scope of Work**

\*The SOW addresses question #1 and sections of question #2 of the 2018-2019 Partnership Request Form, Section A. Project Description Narrative. Additional narrative responses can be found below Scope of Work.

Goals and Outcomes for 2018-2019 contract year:

The goal of this contract is to increase CalFresh awareness, enrollment, application and retention success rate.

Objective 1 – Increase participation in CalFresh in Humboldt County by raising awareness of CalFresh, providing information on eligibility guidelines and assisting with CalFresh applications among potentially eligible populations.		
Task Description	Duration/Month	Details and Outcomes
A Outreach staff will develop CalFresh outreach materials and distribute a minimum of 2,500 flyers each month through Food for People's (FFP) distribution and Outreach programs.	1-12	<ul style="list-style-type: none"> <li>Reach a minimum of 3,000 low-income individuals monthly;</li> <li>Customize materials for target populations (families with children, seniors, disabled, adults, Spanish-speakers);</li> <li>Disseminate outreach materials through Choice Pantry, Pantry Network of 16 remote pantries countywide, Senior Brown Bag, Homebound Delivery, Backpacks for Kids, Mobile Produce Pantry, seasonal free produce distribution, and community outreach programs.</li> </ul>

B	Outreach staff will conduct direct CalFresh outreach at pantry, senior distribution, free produce distribution and Mobile Produce Pantry sites, including direct education, screening, application assistance, and assistance with benefit retention.	1-12	Reach households accessing Food for People's various monthly distribution programs with direct outreach by: <ul style="list-style-type: none"> <li>• Traveling to distribution sites to pre-screen a minimum of 6,000 clients for CalFresh;</li> <li>• Assisting with the completion of a minimum of 150 applications and likely many more after SSI cash out;</li> <li>• Assisting with CalFresh applications via <a href="http://www.getcalfresh.org">www.getcalfresh.org</a> and uploading documents into the application from the field;</li> <li>• Educating clients and site volunteers about CalFresh;</li> <li>• Responding to client e-requests for help via FFP website "CalFresh Call Back" form;</li> <li>• Posting messaging at sites;</li> <li>• Application Assistors and Outreach Driver for Mobile Produce Pantry will pre-screen all households at Mobile Produce Pantry sites and provide follow-up application assistance or referral to DHHS Mobile Outreach Vehicle and CalFresh partner application sites;</li> <li>• Pantry Network Coordinator to assist with outreach activities at 17 pantry sites.</li> </ul>
C	Outreach staff and Outreach Driver for Mobile Produce Pantry vehicle will pre-screen all households at Mobile Produce Pantry distribution sites for CalFresh and provide follow-up application assistance or referral to DHHS Mobile Outreach Vehicle (MEV) and/or Street Outreach Services (SOS).	1-12	<ul style="list-style-type: none"> <li>• Travel in accordance with Mobile Outreach Vehicle /SOS schedule and additional sites as determined by community requests;</li> <li>• Reach a minimum of 400 households monthly, representing a minimum of 1000 individuals;</li> <li>• Reach between 8 and 10 sites each month;</li> <li>• Outreach staff will assist clients with completing intake files, which also track CalFresh eligibility status and next steps for follow-up.</li> </ul>
D	Table at community events.	1-12	<ul style="list-style-type: none"> <li>• Table at a minimum of 5 community events (including health fairs, festivals, other outreach opportunities at events) providing CalFresh information, education, pre-screening and application assistance.</li> </ul>
E	Maintain contact with key DHHS CalFresh staff, to identify preferred methods of handling applications, report barriers experienced by applicants assisted by Food for People, and communicate on behalf of clients, whether the application originated at Food for People or with another partner.	1-12	<ul style="list-style-type: none"> <li>• Track all follow up activities through Oasis Insight CalFresh database on a case by case basis.</li> </ul>
F	Continue monitoring use of Oasis Insight (CalFresh outreach tracking database) at remote pantry sites, to collect client intake data, including CalFresh status and next steps for following up with application assistance and/or retention of benefits.	3-12	<ul style="list-style-type: none"> <li>• Provide training and ongoing support in use of Oasis Insight to staff and volunteers at pantry pilot sites;</li> <li>• Identify potentially eligible clients at remote pantry sites that Outreach staff can follow up with directly;</li> <li>• Food for People will continue to operate as lead Administrator of Oasis Insight for our Pantry Network.</li> </ul>

Objective 2 –Provide follow-up outreach assistance to increase success rate of applications submitted to County.		
Task Description	Duration and/or Completion	Details and Outcomes



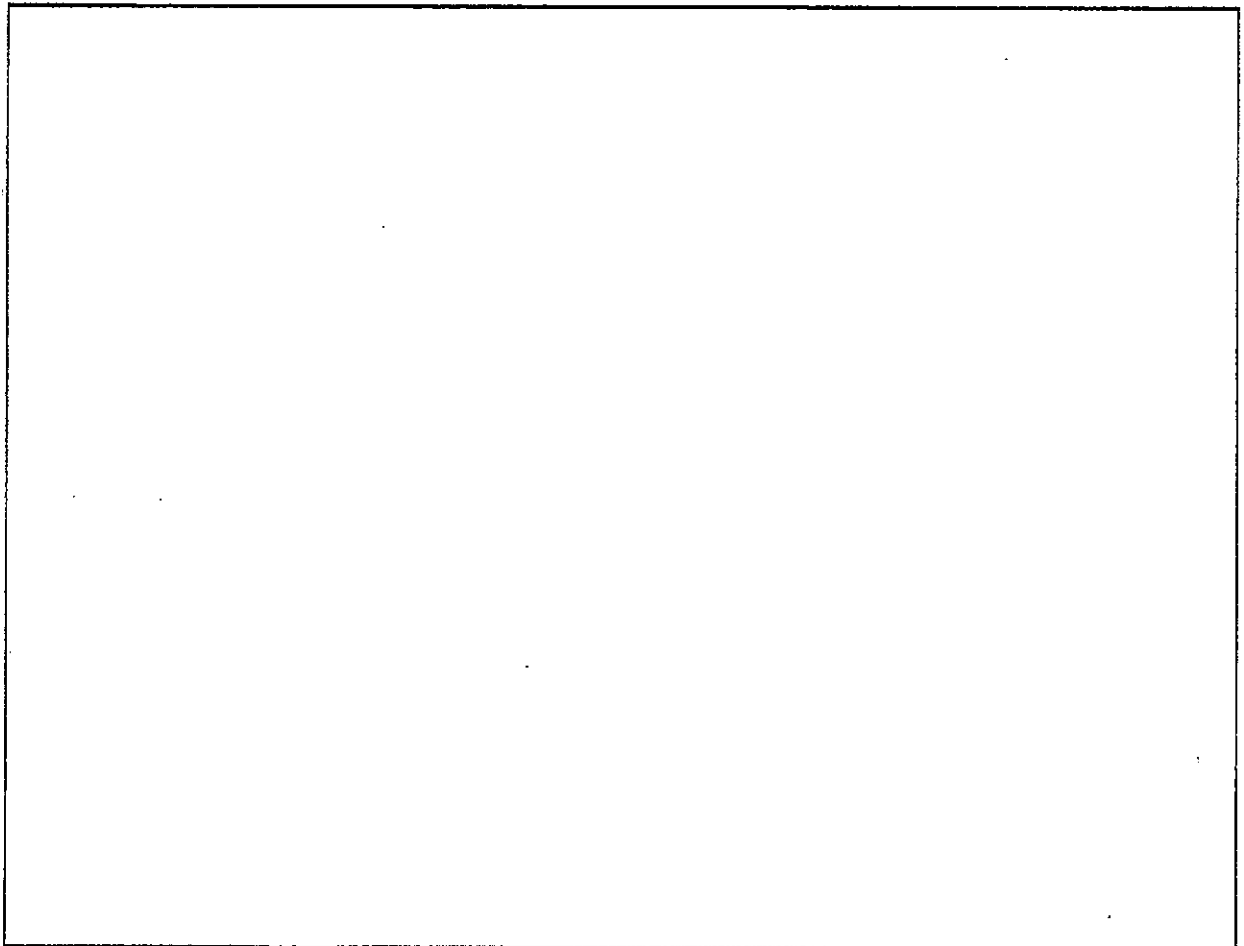
A	Outreach Staff will assist clients in providing supporting application documentation with CalFresh applications submitted to DHHS.	1-12	<ul style="list-style-type: none"> <li>• Prepare all clients to bring copies of supporting documentation to be submitted by Food for People with CalFresh applications, or shortly thereafter, to increase number of complete applications and the approval rate;</li> <li>• Continue to increase number of applications submitted with supporting documentation.</li> </ul>
B	Outreach Staff will obtain Release of Information (ROI) forms from clients assisted with CalFresh applications, to increase success rate of CalFresh applications and assist with retention of benefits.	1-12	<ul style="list-style-type: none"> <li>• Offer assistance completing the ROI form to all willing CalFresh applicants and current CalFresh recipients seeking assistance with benefits retention, to aid in communications between the County and the client, and improve the ultimate success rate of application submissions;</li> <li>• Submit ROI forms to County along with applications.</li> </ul>
C	Outreach Staff will track all clients pre-screened and assisted with applications and will conduct follow-up phone calls with clients, to assist in increasing success rate of applications submitted and reduce churn at time of semi-annual reporting (SAR) and recertification.	1-12	<ul style="list-style-type: none"> <li>• Track all clients and assistance provided by utilizing Oasis Insight CalFresh tracking database;</li> <li>• Utilize database for conducting follow-up with applicants and prospective applicants, to ensure success of application;</li> <li>• Assist a minimum of 400 applicants with benefit retention;</li> <li>• Utilize database for SAR and recertification follow-up assistance, to reduce churn.</li> </ul>
D	Track and report barriers experienced by applicants to designated key county CalFresh staff.	1-12	<ul style="list-style-type: none"> <li>• Track all barriers experienced by clients or Outreach staff and communicate to key county staff.</li> </ul>
E	Provide technical assistance to clients experiencing problems with application process or retention of benefits, regardless of whether application originated at Food for People or at a partner organization.	1-12	<ul style="list-style-type: none"> <li>• Track technical assistance provided to clients whose applications originated at Food for People or at a partner organization.</li> </ul>
F	Assist DHHS in piloting and implementing program process changes and improvements	1-12	<ul style="list-style-type: none"> <li>• Work with key county staff, as required, to support pilot projects and improvements in the tools and processes used for CalFresh enrollment.</li> </ul>
G	All staff and volunteers assisting CalFresh applicants must sign a statement of confidentiality.	1-12	<ul style="list-style-type: none"> <li>• Confidentiality agreement will be approved by County.</li> </ul>

Objective 3 – Educate, train and be a resource to community partners on CalFresh guidelines, information, training and outreach techniques.		
Task Description	Duration/Month	Details and Outcomes
A Coordinate and facilitate Humboldt County CalFresh Task Force.	1-12	<ul style="list-style-type: none"> <li>• Convene a minimum of 6 CalFresh Task Force meetings over the course of the year, and network with a minimum of 15 project partners and other community partners conducting CalFresh outreach or otherwise serving the low-income population;</li> <li>• Plan agendas and provide data and informative presentation topics to improve participant organizations' CalFresh knowledge and outreach capacity and promote networking amongst project partners;</li> <li>• Provide notes and electronic copies of resource materials provided at all meetings.</li> </ul>
B Update and maintain CalFresh Task Force webpage.	1-12	<ul style="list-style-type: none"> <li>• Provide CalFresh information, updates, outreach materials and training materials for project partners.</li> <li>• Include local, state and federal changes;</li> <li>• Provide information about partners' projects, links and downloads of outreach materials that can be utilized by all project partners;</li> <li>• Upload documents and links provided by DHHS for CalFresh partners, as requested;</li> <li>• Track number of visits to page and specific document downloads. Share this data with DHHS, and evaluate partners' interest and level of demand for specific information.</li> </ul>
C Email regular updates and e-newsletters to CalFresh Task Force project and community partners.	1-12	<ul style="list-style-type: none"> <li>• Provide summaries and links to educational CalFresh information for a minimum of 80 individual local professionals, representing a minimum of 25 project and community partners, emphasizing local CalFresh news and changes, in addition to relevant state and federal information.</li> </ul>
D Train project and community partners on CalFresh and application assistance, in partnership with DHHS.	1-12	<ul style="list-style-type: none"> <li>• Continue to build partner organizations' CalFresh Outreach capacity through ongoing consultation and training</li> </ul>
E Assist with planning Humboldt County CalFresh Forum	4-9	<ul style="list-style-type: none"> <li>• Work with CalFresh partners to help coordinate logistics and identify presentation and training topics.</li> </ul>
F Pantry Network Coordinator will assist in educating staff and volunteers at 17 pantry sites on CalFresh outreach, to increase their capacity to conduct outreach on an ongoing basis.	1-12	<ul style="list-style-type: none"> <li>• Assist with training of 17 pantry site coordinators on CalFresh outreach, on an ongoing basis;</li> <li>• Provide ongoing CalFresh education and updates for coordinators, staff and volunteers at pantry sites through monthly Pantry Network Newsletter;</li> <li>• Work with Bilingual CalFresh Application Assistor to learn individual pantries' client intake processes, conduct pantry intake interviews that include CalFresh pre-screening and application assistance, and train pantries to incorporate pre-screening and referral processes into their ongoing processes.</li> </ul>
G Community Education.	ongoing	<ul style="list-style-type: none"> <li>• Collaborate with DHHS and project partners to coordinate community education via newsletters, print materials and community events</li> <li>• Reach a minimum of 7,000 individuals.</li> </ul>

H	Engage in professional development specific to CalFresh by attending relevant state-wide CalFresh conferences and CalFresh Outreach peer-to-peer networking meetings.	ongoing	<ul style="list-style-type: none"> <li>• Attend California Food Policy Advocates' annual CalFresh Forum to learn about best practices in other counties and states, network, and bring information back to Humboldt County and the CalFresh Task Force</li> <li>• Attend California Association of Food Banks' CalFresh Outreach trainings, CalFresh Peer-to-Peer training and networking meetings.</li> </ul>
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<b>Objective 4 – Implement outreach projects and community education activities to increase CalFresh enrollment.</b>		
<b>Task Description</b>	<b>Duration/Month</b>	<b>Details and Outcomes</b>
<p>A Partner with local Farmers' Markets and Market Match program to increase use of CalFresh.</p> <p>Both Market Match and market vouchers have been effective ways to support behavior change as clients are introduced to local markets and see the direct benefits of enrolling in CalFresh. Food for People will manage the market voucher portion of this collaborative effort.</p>	4 to 12	<ul style="list-style-type: none"> <li>• Convene planning meetings with key partners;</li> <li>• Develop and provide vouchers as an educational and introductory tool for prospective CalFresh applicants. Develop a complete information packet for voucher recipients about applying for CalFresh in order to spend CalFresh dollars at local farmers' markets;</li> <li>• Use vouchers to encourage enrollment and educate clients on the use of benefits at markets by distributing vouchers at Food for People's CalFresh enrollment clinics at pantries, to WIC participants, and at senior food distribution and meal sites;</li> <li>• Distribute and track all vouchers;</li> <li>• Develop and implement a CalFresh enrollment clinic schedule for promoting CalFresh alongside the Market Match program county-wide (Outreach staff);</li> <li>• Encourage use of CalFresh for purchasing fresh produce and plant starts to promote "Grow Your Garden with CalFresh";</li> <li>• Work with North Coast Growers' Association (NCGA) to educate potential CalFresh recipients on the ability to use benefits at farmers' markets.</li> </ul>
<p>B Educate the community about CalFresh, eligibility, where CalFresh can be spent, and impact of the program in our community.</p>	6-8	<ul style="list-style-type: none"> <li>• Educate community about CalFresh benefits, eligibility guidelines and how to apply locally;</li> <li>• Educate community about using CalFresh at Humboldt County farmers' markets and growing a garden with CalFresh benefits;</li> <li>• Outreach staff will tour Food for People's network of 17 pantries to conduct CalFresh enrollment clinics.</li> </ul>

C	Grow Your Garden with CalFresh	1-12	<ul style="list-style-type: none"> <li>• Educate the community about using CalFresh to purchase seeds and plants that produce food in one's garden;</li> <li>• Update and print "Grow Your Garden with CalFresh" brochures in English and Spanish, and share with partners;</li> <li>• Design and print cards with gardening tips for specific fruit and vegetable seeds and starts that can be purchased with CalFresh and grown locally.</li> </ul>
D	Maintain Food for People's CalFresh Outreach web page, to assist clients and the community with pre-screening for CalFresh and learning more about the program and various places to apply.	1-12	<ul style="list-style-type: none"> <li>• Continually update Food for People's CalFresh Outreach webpage and make it user-friendly, readable, and helpful to clients and the low-income community</li> </ul>



Task Description	Duration/Month	Details and Outcomes
<p>A CalFresh flyers and print materials will be accompanied by healthy recipes and nutrition information.</p>	<p>1-12</p>	<ul style="list-style-type: none"> <li>• Reach a minimum of 3,000 low-income individuals monthly. Customize materials for target populations (families with children, seniors, disabled, adults);</li> <li>• Disseminate materials through Food for People's Choice Pantry, Pantry Network of 16 remote pantries countywide, Senior Brown Bag, Homebound Delivery, Backpacks for Kids, Mobile Produce Pantry, and seasonal free produce distribution programs;</li> <li>• Include Nutrition Education materials on the reverse side of CalFresh print materials distributed through Food for People's distribution programs.</li> </ul>
<p>B Outreach staff will conduct food demos at pantry, senior distribution; free produce distribution and Mobile Produce Pantry sites, demonstrating healthy foods that can be prepared with CalFresh.</p>	<p>1-12</p>	<ul style="list-style-type: none"> <li>• Conduct a minimum of 50 food demos;</li> <li>• Reach a minimum of 500 individuals monthly;</li> <li>• Provide CalFresh materials and guidelines; pre-screen clients;</li> <li>• Coordinate CalFresh pre-screening and application assistance referrals with DHHS Mobile Outreach Vehicle, as appropriate;</li> <li>• Assist with completing CalFresh applications at demo events, as available.</li> </ul>
<p>C Outreach staff will work a minimum of one intake shift per week in the food bank's Eureka Choice Pantry, to engage in in-depth one-on-one conversations with low-income households about CalFresh and preparing healthy foods.</p>	<p>1-12</p>	<ul style="list-style-type: none"> <li>• Reach a minimum of 75 households monthly</li> <li>• Provide CalFresh materials and guidelines; pre-screen</li> <li>• Assist with completing CalFresh applications</li> </ul>
<p>D Outreach staff will conduct cooking classes with food bank programs' clients, demonstrating healthy foods that can be prepared with CalFresh.</p>	<p>1-12</p>	<ul style="list-style-type: none"> <li>• Conduct a minimum of 8 cooking classes;</li> <li>• Reach a minimum of 15 low-income clients monthly;</li> <li>• Include brief presentation on CalFresh;</li> <li>• Provide CalFresh outreach materials;</li> <li>• Provide pre-screening and application assistance.</li> </ul>
<p>E Include nutrition-related CalFresh messaging in food bank newsletters, including healthy, low-cost recipes that can be prepared utilizing CalFresh benefits.</p>	<p>1-12</p>	<ul style="list-style-type: none"> <li>• Reach 6,000 readers through Food for People newsletter;</li> <li>• Reach 16 remote pantry sites through Pantry Network Newsletter;</li> <li>• Reach a minimum of 25 community partners through Food for People's Nonprofit Network program newsletter. This program allows community-based organizations serving low-income families and children to access our food for their programs.</li> </ul>

Objective 6 – Provide quarterly program reports related to activities and outcomes. Provide final report one month after the end of the contract term.		
Task Description	Duration/Month	Details and Outcomes
A Quarterly Reports	Month 4, 7, 10	<ul style="list-style-type: none"> <li>Track all data and outcomes outlined in this Scope of Work;</li> <li>Submit quarterly reports by one month after end of each quarter, using the quarterly report forms provided by DHHS;</li> <li>Submit a final report one month after contract completion using the report form provided by DHHS.</li> </ul>

**2. 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?**

We regularly interact with thousands of low-income households in Humboldt County who are in need of food assistance. This has made us a natural fit for educating about CalFresh and helping to facilitate the application process for a wide spectrum of households, including those that are employed, those living on low, fixed incomes, and beyond. CalFresh funding helps us integrate CalFresh education, pre-screening, application assistance, and benefit retention with meeting our clients' immediate need for food. We provide application assistance both on-site at the food bank and throughout the county in conjunction with our many food distribution programs and sites, including our onsite Choice Pantry, network of 16 remote pantries, our senior food distribution sites countywide, Mobile Produce Pantry sites in 10 communities, seasonal produce markets in 4 areas of the county, and numerous other community engagement opportunities.

Our Outreach staff members provide direct application assistance, in addition to making referrals, when appropriate, to Social Services offices, the DHHS Mobile Outreach Vehicle, community partners that are closest to a household's residence, C4Yourself.com, and most recently the popular and easy to use [getcalfresh.org](http://getcalfresh.org). [Getcalfresh.org](http://getcalfresh.org) has been a great tool for helping us increase the completeness of applications and chances for approval, with its built-in ability to photograph and submit documents within the online program. This is especially helpful at our remote distribution sites, where we can either help guide households through the process on their own phones or help them complete the process on our internet-enabled tablet. The added feature of enrolling in ongoing text/email communication is very helpful. We are prepared to plan and assist with enrolling our SSI households, when the time comes for that change to go into effect. More than 40% of our Choice Pantry households receive SSI, as do close to 20% of Mobile Produce Pantry households around the county. This is the case for many more households in our Senior & Homebound Programs, Pantry Network, and other programs. We look forward to working with the County to make this a manageable process and commit to guiding our clients through it.

We provide nutrition education alongside CalFresh outreach, so that the tools for eating nutritiously and learning how to cook from scratch go hand-in-hand with the financial tools that help households' access nutritious foods. We introduce people to a variety of healthy, easy, and interesting ways to utilize fruits, vegetables and staple foods and teach about meal planning on a budget and growing a garden with CalFresh. People learn more about CalFresh each time they interact with our many programs. Our goal is always to help build trust in the program and with the County, so that all households know we're a team invested in their health and helping them through the process.

We take churn reduction seriously. We follow up with all households we assist, to check up on the process and assist with hurdles. We do everything we can to avoid the need to reapply, due to lack of information or confusion over semi-annual reporting or recertification. We want households to have a smooth experience with the program so they can move forward to focusing on putting healthy food on the table.

We partner with many organizations throughout the community, to strengthen the collective outreach work occurring across the county. This includes both ongoing collaborations

and specific projects related to farmers' markets, garden outreach, community events, family resource centers, college campuses, Latino outreach, senior organizations, tribal organizations, and more. We help support, educate, and foster collaboration with community partners via trainings, CalFresh Task Force, the CalFresh Task Force webpage, program newsletters, sharing outreach materials, and other outreach projects. We provide pre-assembled nonperishable food bags to the DHHS Mobile Outreach and SOS vehicles on a monthly basis, to help their staff meet community members' immediate food needs while engaging in conversations about CalFresh. We will continue to provide these bags to help the Mobile Outreach and SOS programs in their work serving low-income clients in food deserts and high-need areas of the 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.**

We have more than 18 years of experience engaging in CalFresh outreach through our food bank programs and the general community. This has included application assistance and education, facilitating the Humboldt County CalFresh Task Force, and providing training to local service providers. We have successfully managed this particular CalFresh contract for the past six years, continually expanding creative and efficient ways to assist people, share tools, and improve communication between CalFresh partners. We have worked especially hard to make benefit retention and churn reduction central to our outreach work and to train CalFresh partners on best practices. Our data management capabilities allow us to provide thorough, long-range follow-up with the people we assist, produce detailed statistics, and evaluate our effectiveness.

Food for People serves roughly 10% of the Humboldt County population through its 18 programs, which inherently provide the avenues to reaching the target CalFresh population. We have always integrated CalFresh and nutrition outreach into our food distribution programs and community work. We build upon our successes, stay creative, and assess which of our methods work well or need change. We examine trends, challenges, successes, and data, with access to several of our pantries' and Mobile Produce Pantry's monthly intake database data on households' CalFresh status and choices for their next steps with CalFresh. Our outreach staff members utilize a CalFresh case management database to document detailed statistical data and outcomes of pre-screens, application assistance, and benefit retention assistance, in addition to barriers clients' experience.

We enjoy collaborating with Humboldt County DHHS and the many countywide CalFresh partners. Together we make the work successful and reach as many corners of the county as possible, so our community can afford the foods needed for good health. Food for People has been engaged in this work for a long time and will remain committed into the future.



## Humboldt County CalFresh Outreach Partnership Request Budget Form

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

*Descriptions here*

*Amounts Here*

<b>Descriptions here</b>	<b>Amounts Here</b>
<b>A. Personnel Costs</b>	
Title: Salary Calculation: : <i>SEE WORKSHEET AS ATTACHMENT</i> Duties Description:	\$
Title: Salary Calculation: Duties Description:	\$
<b>Total Personnel Costs:</b>	<b>\$338,150.21</b>
<b>B. Operational Costs</b>	
Title: Storage Costs Description: Offsite warehouse rent, insurance, utilities, pest control	\$41,586.00
Title: Printing and Copying Description: Vouchers, forms	\$8,600.00
Title: CAFB Dues Description:	\$5,000.00
Title: Tech Support for Website Description:	\$2,000.00
Title: Outreach Supplies Description:	\$4,072.95
Title: Project Operating Expenses Description: Phone, garbage, etc. @\$330 per month	\$3,960.00
Title: Oasis Insight Description: For case management – 9 users	\$1,900.00
Title: Volunteer Expense Description: Mandated Training, meals, fees	\$500.00
<b>Total Operational Costs:</b>	<b>\$67,618.95</b>
<b>C. Consumables/Supplies</b>	
Title: Produce Purchases and Related Expense Description:	\$65,212.77
Title: Non-Perishable Food Purchases and Related Expenses Description:	\$400,592.73
Title: Cal-Fresh Outreach Voucher Redemption Description:	\$7,000.00
Title: Crates & Boxes Description:	\$800.00
<b>Total Consumable/Supplies:</b>	<b>\$473,605.50</b>
<b>D. Transportation/Travel</b>	
Title: Refrigerated Isuzu Truck Expense Description: Fuel, annual registration, insurance, maintenance and repair	\$18,475.00
Title: Outreach Mileage & Per Diem Description:	\$5,000.00
<b>Total Transportation/Travel:</b>	<b>\$23,475.00</b>
<b>E. Other Costs</b>	
Title: Indirect Overhead @ 10% Description:	\$90,284.97
Title: Description:	\$
<b>Total Other Costs:</b>	<b>\$90,284.97</b>
<b>Total :</b>	<b>\$993,134.63</b>

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

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

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

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

**Other:** Indirect expenses for the project such as overhead or administrative costs. Includes anything not already covered in the budget categories above. List each expense separately.

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

## **Food for People DHHS 2018-2019 Budget Narrative (\*SEE ATTACHED WORKSHEETS)**

The 2018-2019 Budget and Scope of Work outline the project activities, project deliverables and related costs to continue CalFresh outreach and enrollment activities in partnership with Humboldt County Department of Health and Human Services and other community-based partners. Activities outlined in the SOW build upon the successes achieved to date.

### **Personnel:**

#### **CalFresh Outreach Staff:**

Budget includes payroll costs associated with retaining three, full time CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Staff includes one bilingual CalFresh application assistor and one nutrition education CalFresh application assistor at 100% FTE and a lead outreach and application assistance specialist funded at 90% FTE. Our Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.

#### **Mobile Produce Pantry Driver:**

This includes personnel costs for one full time CalFresh outreach staff person who drives the Mobile Produce Pantry to the scheduled sites in coordination with the DHHS Mobile Outreach Vehicle and SOS. Each individual accessing the Mobile Produce Pantry is prescreened for CalFresh and an intake file is established tracking their CalFresh status. Food for People outreach staff initiate the application process with the households if it appears they might be eligible or refers them to the Mobile Outreach Vehicle or SOS for additional screening and/or to discuss other county services that might assist the individual or family, such as MediCal, CalWORKS, etc. Recipes are also distributed and nutrition education activities (taste tests, food demos, etc.) are frequently conducted at the sites to help individuals understand the benefits of a healthy diet and how CalFresh can help them access more fresh fruits and vegetables.

#### **Mobile Pantry/Outreach Inventory Database Manager:**

This line item reflects the amount of time spent managing inventory flow and data tracking based on the volume of produce purchases made for the Mobile Produce Pantry and the nonperishable food purchases that are included in outreach and engagement activities through Food for People's programs and the Mobile Outreach Vehicle and SOS. Food for People's inventory system tracks all incoming and outgoing food by item, source, date and value.

**Volunteer and Direct Services Manager:**

All individuals seeking food assistance from FFP must participate in an intake interview that collects household and demographic data about the individual and their household, including income sources, housing status, etc. Questions about each client's CalFresh status are asked at each point of contact. This data is recorded in a data management platform offered through Oasis Insight, which is a cloud based service used by food banks and other nonprofits nationwide. Oasis Insight makes it possible for us to create monthly reports that are used to analyze client demographics and monitor service trends, which has proven invaluable in terms of identifying food pantry clients who might be eligible for CalFresh. We would note that the California Department of Social Services has approved and promotes Oasis Insight statewide for enrolling and tracking clients in the federal Commodity Supplemental Food Program (CSFP).

Budget reflects five hours per week of the Volunteer and Direct Services Training Manager's time to run reports and provide training and technical support for volunteers, WEX, and CalWORKS placements to conduct data entry for all client intake files using the Oasis Insight platform. This has proven to be an important component of job skills development for WEX and CalWORKS trainees in particular. The intake reports also make it possible for us to analyze the data in more depth and monitor service trends and related demographic data. Data from the reports is included in our quarterly project reports and will be made available to DHHS and other project partners upon request.

The Volunteer and Direct Services Training Manager also recruits volunteers to assist with assembly of an average of 300 nonperishable food bags that are provided to the Mobile Outreach Vehicle and SOS each month, which makes it possible for DHHS staff to respond to the clients' immediate needs while screening and/or enrolling clients in essential services.

**Local Food Resources Coordinator:**

Budget reflects time spent coordinating produce orders for the Mobile Produce Pantry and arranging deliveries from the various sources. Produce is purchased through the statewide Farm to Family program managed by the California Association of Food Banks and from locally-based farmers and agricultural producers. Farm to Family produce is sourced through Redwood Empire Food Bank in Santa Rosa, providing year round access to a variety of crops grown throughout California, although we try to source as much as possible locally. Emphasis is on variety, quality and cost.

**Pantry Network Outreach Coordinator:**

The Pantry Network Coordinator oversees operations at each of our 17 pantry sites countywide, ensuring that CalFresh informational materials are available and that outreach is occurring during food distributions. The Coordinator provides training, technical support and other resources for the individual pantry coordinators and their volunteers at the 16 remote sites to assist them with their CalFresh outreach and engagement activities. Activities are coordinated with our Outreach staff to provide information and on-site application and retention assistance. We also coordinate with CCRP to conduct client surveys every three years (the latest was completed in early

2018), and the Pantry Network Coordinator is responsible for following up with each pantry site to provide feedback on customer satisfaction, client information and referral needs, and other health and community related topics. The Coordinator also monitors data collection through the Oasis Insight database tracking system, which is currently in use at the Eureka Choice Pantry and Arcata pantry site. We had hoped to expand use of Oasis Insight to several other sites, but concerns about the sites' ability to maintain computer equipment and pay monthly Oasis and internet fees when funding is no longer available has prompted us to scale back expansion.

**Director of Programs:**

The Director of Programs coordinates all weekly website postings for DHHS and designated CalFresh partners on the dedicated CalFresh Task Force (CFTF) web page, including a variety of outreach materials, some of which target specific ethnic and age-related populations; links to CalFresh eligibility and nutrition information; FAQ's; training on a variety of outreach topics; and postings for outreach activities being conducted by project partners. Utilization of the CalFresh Outreach webpages remains high. In the first half of our current contract, our main CalFresh page and CalFresh Task Force-related pages combined received up to 3,500 hits each quarter. Approximately 30-50% of the hits are on CalFresh Task Force pages. Visitors to the CFTF web page downloaded up to 1,700 documents per quarter. A detailed list of the number of webpage hits and the number of downloads, by document, is included in each of our quarterly reports.

The Director of Programs also handles all of the program data tracking related to the SOW, plus quarterly and year end reporting, and provides technical assistance to all program coordinators within FFP who are involved in the contract. She also participates in CalFresh Task Force meetings and assists with planning special projects, trainings for project partners, and the annual CalFresh Forum.

**Executive Director:**

Budget reflects time spent managing contract activities, preparing reports, ensuring budget compliance and participating in meetings and planning activities.

**Operations Manager:**

Reflects the amount of time spent ordering, receiving and preparing for distribution both nonperishable and perishable foods used by the Mobile Engagement Vehicle, SOS, Mobile Produce Pantry and other programs as part of outreach and engagement activities. Emergency food packages are assembled monthly and made available to the MEV and SOS and help meet the immediate needs of those applying for benefits.

**Finance Director:**

Budget reflects time spent managing the financial reports and preparing the monthly billing for contract activities.

**Bookkeeper:**

Budget reflects time spent tracking all contract-related expenses, including payroll, purchases of food and other supplies, insurance coverage, and assisting with information technology, such as computer equipment and remote site access for application assistors.

**Operational Costs:**

**Storage Space for Outreach Food Purchases:**

Rental costs for additional off-site storage space to accommodate the increased volume of purchased nonperishable foods outlined above, which FFP would not otherwise have the space to store. We would note that the off-site warehouse space we've rented for the past several years at \$1200/month was recently sold to a cannabis-related business and we are searching for an alternative space. We've also discovered that the cost to rent/lease warehouse space has risen significantly (almost triple the cost per square foot) in the past year due to the impact of the cannabis industry on both availability and cost. If we can find something cheaper that will definitely be our priority.

**General Project Operating Expenses:**

Includes supplies, telephone, postage, garbage, pest control, etc. as needed to meet contract requirements.

**Printing:**

This line item reflects the cost of printing Farmers' Market vouchers and informational CalFresh support materials/letters, "Grow Your Garden with CalFresh" cards and brochures, etc.

**Copy Expenses:**

This includes annual costs to photocopy prescreening and release of information forms, client documentation, recipes, and other outreach materials.

**Other Outreach operating expenses:**

This line item reflects postage, office supplies, purchases for food demos and miscellaneous program expenses specific to the three CalFresh outreach staff.

**Tech support for CalFresh website hosting and online access:**

Morse Media hosts and provides technical support for the website, including regular software and security updates. This line item also includes the cost of satellite internet access for remote access at pantry sites which is billed through our Verizon services.

**Oasis Insight User Fees:**

This is the annual cost for 8 users to access the Oasis Insight client intake database and SNAP/CalFresh database feature and includes user fees for additional pantry pilot sites. The cost for all technical support is included in the annual fee, except for any changes in report format that might be necessary.

**California Association of Food Banks dues:**

Our membership in the California Association of Food Banks allows us to access low cost produce (average cost is \$.08/pound) through the Farm to Family program and supports connections with CAFB's CalFresh outreach peer network that promotes the sharing of outreach and enrollment strategies among partners statewide.

**Consumables/Supplies:**

**Outreach Food Purchases:**

This line item covers the purchase of nonperishable foods that are used as an outreach and engagement strategy by the Mobile Outreach Vehicle, SOS and Food for People programs. It has been extremely effective to be able to meet the immediate food needs of clients interested in pursuing CalFresh benefits, which may take up to a month to be approved, depending on how quickly the required documentation is submitted. This line item also includes produce purchases for the Mobile Produce Outreach Pantry, which travels to remote sites, many of which are considered food deserts, with the Mobile Outreach Vehicle and SOS on a monthly schedule.

**Crates and Boxes:**

Used for perishable and nonperishable food storage and transportation to distribution sites.

**CalFresh Outreach Vouchers:**

Budget reflects funds used to provide Farmers' Market vouchers for CalFresh outreach to people at senior centers, WIC offices, and CalFresh screening events at food bank distribution sites throughout the county, to encourage households to apply for CalFresh benefits that can be used at weekly Farmers' Markets.

**Transportation/Travel:**

**Mobile Produce Outreach Pantry:**

Line items reflect the cost for continued operation of the Mobile Produce Pantry, traveling in coordination with the DHHS Mobile Outreach Vehicle and Street Outreach Services (SOS) to conduct CalFresh outreach and nutrition education activities at sites countywide. Regularly scheduled sites include Redway, Fortuna, Rio Dell, Orleans, Weitchpec, Willow Creek, Hoopa, Orick, Blue Lake (a new site in 2018 that has grown rapidly), and Trinidad. The Mobile Produce Pantry Coordinator and other Outreach staff pre-screen a minimum of 1,200 households each quarter for CalFresh, help households apply, and make referrals to the Mobile Outreach Vehicle for CalFresh and other county services.

**Outreach mileage and per diem:**

This line item reflects mileage and per diem for use of personal vehicles and fuel costs for outreach staff's use of FFP vehicles specific to outreach activities conducted by the three CalFresh outreach staff. It also includes travel costs to attend in-state CalFresh

trainings, such as the annual CalFresh Forum in Sacramento and peer to peer technical assistance forums coordinated by the California Association of Food Banks.

**Indirect Overhead:**

This includes the general administrative costs associated with contract fulfillment such as liability insurance, building maintenance, use of additional vehicles for food purchases and deliveries, food handling supplies, etc.



7/25/2018

DHHS Payroll Projections  
Fiscal year 2018-19  
12 months

2018-19

<b>Nutrition Education Coordinator</b>			35 hrs/wk
	\$14.25	\$	25,935.00
		\$	1,607.97 FICA 6.2%
		\$	376.06 Medicare 1.45%
		\$	434.00 SUI
		\$	5,438.76 Health Ins.
		\$	912.24 Dental-Vis-Life
		\$	269.35 Workers Comp.
	\$	<u>34,963.38</u> Total Projected 18/19 Salary	
<b>Inventory Database Mgr.</b>			17 hrs/wk
	\$15.75	\$	13,923.00
		\$	863.23 FICA 6.2%
		\$	201.88 Medicare 1.45%
		\$	210.80 SUI
		\$	3,360.67 Health Ins.
		\$	465.82 Dental-Vis-Life
		\$	112.78 Workers Comp.
	\$	<u>19,138.38</u> Total Projected 18/19 Salary	
<b>Mobile Produce Pantry Driver</b>			40 hrs/wk
	\$15.75	\$	32,760.00
		\$	2,031.12 FICA 6.2%
		\$	475.02 Medicare 1.45%
		\$	434.00 SUI
		\$	8,174.88 Health Ins.
		\$	959.04 Dental-Vis-Life
		\$	4,589.68 Workers Comp.
	\$	<u>49,423.74</u> Total Projected 18/19 Salary	
<b>Warehouse Operations Manager</b>			4 hrs/wk
	\$16.80	\$	3,494.40
		\$	216.65 FICA 6.2%
		\$	50.67 Medicare 1.45%
		\$	43.40 SUI
		\$	1,346.51 Health Ins.
		\$	128.12 Dental-Vis-Life
		\$	489.57 Workers Comp.
	\$	<u>6,769.32</u> Total Projected 18/19 Salary	
<b>Logistics Manager</b>			40 hrs/wk
	\$16.28	\$	33,862.40
		\$	2,099.47 FICA 6.2%
		\$	491.00 Medicare 1.45%
		\$	434.00 SUI
		\$	5,021.88 Health Ins.
		\$	910.44 Dental-Vis-Life
		\$	4,744.12 Workers Comp.
	\$	<u>47,583.31</u> Total Projected 18/19 Salary	
<b>Warehouse Distribution Specialist</b>			40 hrs/wk
	\$13.65	\$	28,392.00
		\$	1,760.30 FICA 6.2%
		\$	411.68 Medicare 1.45%
		\$	434.00 SUI
		\$	4,906.80 Health Ins.
		\$	910.44 Dental-Vis-Life
		\$	3,977.72 Workers Comp.
	\$	<u>40,792.94</u> Total Projected 18/19 Salary	
<b>Volunteer &amp; Direct Services Manager</b>			5 hrs/wk
	\$18.50	\$	4,810.00
		\$	298.22 FICA 6.2%
		\$	69.75 Medicare 1.45%
		\$	298.22 SUI
		\$	651.09 Health Ins.
		\$	114.26 Dental-Vis-Life
		\$	673.88 Workers Comp.
	\$	<u>6,915.42</u> Total Projected 18/19 Salary	
<b>Local Food Resources Coordinator</b>			5 hrs/wk
	\$15.44	\$	4,014.40
		\$	248.89 FICA 6.2%
		\$	58.21 Medicare 1.45%
		\$	248.89 SUI
		\$	736.74 Health Ins.
		\$	114.26 Dental-Vis-Life
		\$	562.42 Workers Comp.
	\$	<u>5,983.81</u> Total Projected 18/19 Salary	

7/25/2018

DHHS Payroll Projections  
Fiscal year 2018-19  
12 months

Pantry Network Coordinator

14 hrs/wk  
\$14.70 \$ 10,701.60  
\$ 663.50 FICA 6.2%  
\$ 155.17 Medicare 1.45%  
\$ 173.60 SUI  
\$ 2,083.20 Health Ins.  
\$ 355.20 Dental-Vis-Life  
\$ 1,499.29 Workers Comp.  
\$ 15,631.56 Total Projected 18/19 Salary

Community Educ. & Outreach Coordinator

40 hrs/wk  
\$16.80 \$ 31,449.60  
90% \$ 1,949.88 FICA 6.2%  
\$ 456.02 Medicare 1.45%  
\$ 390.60 SUI  
\$ 5,852.30 Health Ins.  
\$ 842.08 Dental-Vis-Life  
\$ 314.50 Workers Comp.  
\$ 41,254.98 Total Projected 18/19 Salary

CFO Application Assistor

35 hrs/wk  
\$14.25 \$ 25,935.00  
\$ 1,607.97 FICA 6.2%  
\$ 376.06 Medicare 1.45%  
\$ 434.00 SUI  
\$ 5,208.00 Health Ins.  
\$ 888.00 Dental-Vis-Life  
\$ 259.35 Workers Comp.  
\$ 34,708.38 Total Projected 18/19 Salary

Executive Director

4 hrs/wk  
\$39.00 \$ 8,112.00  
\$ 502.94 FICA 6.2%  
\$ 117.62 Medicare 1.45%  
\$ 43.40 SUI  
\$ 1,437.55 Health Ins.  
\$ 131.51 Dental-Vis-Life  
\$ 81.12 Workers Comp.  
\$ 10,426.14 Total Proj Total Projected 18/19 Salary

Finance Director

1 hrs/wk  
\$40.00 \$ 2,080.00  
\$ 128.86 FICA 6.2%  
\$ 30.16 Medicare 1.45%  
\$ 128.96 SUI  
\$ 20.80 Workers Comp.  
\$ 2,388.88 Total Projected 18/19 Salary

Bookkeeper/Business Resource Manager

7 hrs/wk  
\$23.15 \$ 8,426.60  
\$ 522.45 FICA 6.2%  
\$ 122.19 Medicare 1.45%  
\$ 75.95 SUI  
\$ 1,210.90 Health Ins.  
\$ 167.83 Dental-Vis-Life  
\$ 84.27 Workers Comp.  
\$ 10,610.19 Total Projected 18/19 Salary

Director of Programs

9 hrs/wk  
\$21.00 \$ 9,828.00  
\$ 609.34 FICA 6.2%  
\$ 142.51 Medicare 1.45%  
\$ 111.60 SUI  
\$ 1,555.01 Health Ins.  
\$ 235.04 Dental-Vis-Life  
\$ 98.28 Workers Comp.  
\$ 12,579.78 Total Projected 18/19 Salary

\$ 332,380.89

Totals - DHHS Contract

\$ 243,724.00 Total Salaries  
\$ 15,110.89 FICA 6.2%  
\$ 3,534.00 Medicare 1.45%  
\$ 3,895.42 SUI  
\$ 46,984.49 Health Ins.  
\$ 7,134.28 Dental-Vis-Life  
\$ 17,767.13 Workers Comp.  
\$ 338,150.21 Total Projected 18/19 Salary

**EXHIBIT C  
CALFRESH OUTREACH BUDGET  
FOOD FOR PEOPLE, INC.**

*Descriptions here*

*Amounts Here*

<b>A. Personnel Costs (Payroll Details attached for benefit calculations)</b>	
<p><b>Title: CFO CalFresh Assistor</b>  <b>Salary Calculation: \$14.25/hr x 35 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Bilingual CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.</p>	<b>\$34,708.38</b>
<p><b>Title: Nutrition Education CalFresh Application Assistor</b>  <b>Salary Calculation: \$14.25/hr x 35 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.</p>	<b>\$34,963.38</b>
<p><b>Title: Community Educ. &amp; Outreach Coordinator</b>  <b>Salary Calculation: \$16.80 x 40 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.</p>	<b>\$41,254.98</b>
<p><b>Title: Logistics Manager</b>  <b>Salary Calculation: \$16.28 x 40 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.</p>	<b>\$34,963.38</b>
<p><b>Title: Warehouse Distribution Specialist</b>  <b>Salary Calculation: \$13.65/hr x 40 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.</p>	<b>\$40,792.94</b>
<p><b>Title: Nutrition Education CalFresh Application Assistor</b>  <b>Salary Calculation: 100% FTE \$14.25/hr x 35 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate and facilitate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and assist with the planning and execution of the annual CalFresh Forum. Outreach staff provides training and consultation to CalFresh partners at organizations all over the county, on an as needed basis. Currently they pre-screen up to 2,200 households and complete an average of 30 CalFresh applications each quarter, and they continue to assist up to 100 CalFresh recipients, who have signed a Release of Information (ROI) form, with benefit retention.</p>	<b>\$34,963.38</b>

<p><b>Title: Mobile Produce Pantry Driver</b>  <b>Salary Calculation: \$15.75/hr x 40 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> CalFresh outreach staff person who drives the Mobile Produce Pantry to the scheduled sites in coordination with the DHHS Mobile Outreach Vehicle and SOS. Each individual accessing the Mobile Produce Pantry is prescreened for CalFresh and an intake file is established tracking their CalFresh status. Food for People outreach staff initiate the application process with the households if it appears they might be eligible or refers them to the Mobile Outreach Vehicle or SOS for additional screening and/or to discuss other county services that might assist the individual or family, such as Medi-Cal, CalWORKs, etc. Recipes are also distributed and nutrition education activities (taste tests, food demos, etc.) are frequently conducted at the sites to help individuals understand the benefits of a healthy diet and how CalFresh can help them access more fresh fruits and vegetables.</p>	<b>\$49,423.74</b>
<p><b>Title: Mobile Pantry/Outreach Inventory Database Manager</b>  <b>Salary Calculation: \$15.75/hr x 17 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> This line item reflects the amount of time spent managing inventory flow and data tracking based on the volume of produce purchases made for the Mobile Produce Pantry and the nonperishable food purchases that are included in outreach and engagement activities through Food for People's programs and the Mobile Outreach Vehicle and SOS. Food for People's inventory system tracks all incoming and outgoing food by item, source, date and value.</p>	<b>\$19,138.38</b>
<p><b>Title: Volunteer and Direct Services Manager</b>  <b>Salary Calculation: \$18.50/hr x 5 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Volunteer and Direct Services Training Manager's time to run reports and provide training and technical support for volunteers, WEX, and CalWORKs placements to conduct data entry for all client intake files using the Oasis Insight platform. Questions about each client's CalFresh status are asked at each point of contact. This data is recorded in a data management platform offered through Oasis Insight, which is a cloud based service used by food banks and other nonprofits nationwide. Oasis Insight makes it possible for us to create monthly reports that are used to analyze client demographics and monitor service trends, which has proven invaluable in terms of identifying food pantry clients who might be eligible for CalFresh. We would note that the California Department of Social Services has approved and promotes Oasis Insight statewide for enrolling and tracking clients in the federal Commodity Supplemental Food Program (CSFP). The Volunteer and Direct Services Training Manager also recruits volunteers to assist with assembly of an average of 300 nonperishable food bags that are provided to the Mobile Outreach Vehicle and SOS each month, which makes it possible for DHHS staff to respond to the clients' immediate needs while screening and/or enrolling clients in essential services.</p>	<b>\$6,915.42</b>
<p><b>Title: Local Food Resources Coordinator</b>  <b>Salary Calculation: \$15.44/hr x 5 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Time spent coordinating produce orders for the Mobile Produce Pantry and arranging deliveries from the various sources.</p>	<b>\$5,983.81</b>
<p><b>Title: Pantry Network Outreach Coordinator</b>  <b>Salary Calculation: \$14.70/hr x 14 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Oversees operations at each of our 17 pantry sites countywide, ensuring that CalFresh informational materials are available and that outreach is occurring during food distributions. The Coordinator provides training, technical support and other resources for the individual pantry coordinators and their volunteers at the 16 remote sites to assist them with their CalFresh outreach and engagement activities. Activities are coordinated with our Outreach staff to provide information and on-site application and retention assistance. We also coordinate with CCRP to conduct client surveys every three years (the latest was completed in early 2018), and the Pantry Network Coordinator is responsible for following up with each pantry site to provide feedback on customer satisfaction, client information and referral needs, and other health and community related topics. The Coordinator also monitors data collection through the Oasis Insight database tracking system, which is currently in use at the Eureka Choice Pantry and Arcata pantry site.</p>	<b>\$15,631.56</b>
<p><b>Title: Executive Director</b>  <b>Salary Calculation: \$39.00/hr x 4 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Time spent managing contract activities, preparing reports, ensuring budget compliance and participating in meetings and planning activities.</p>	<b>\$8,112.00</b>
<p><b>Title: Operations Manager</b>  <b>Salary Calculation: \$16.80/hr x 4 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Time spent ordering, receiving and preparing for distribution both nonperishable and perishable foods used by the Mobile Engagement Vehicle, SOS, Mobile Produce Pantry and other programs as part of outreach and engagement activities. Emergency food packages are assembled monthly and made available to the MEV and SOS and help meet the immediate needs of those applying for benefits.</p>	<b>\$3,494.40</b>
<p><b>Title: Finance Director</b>  <b>Salary Calculation: \$40.00/hr x 1 hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Time spent managing the financial reports and preparing the monthly billing for contract activities.</p>	<b>\$2,388.88</b>
<p><b>Title: Bookkeeper</b>  <b>Salary Calculation: \$23.15/hr x 7hrs/wk x 52 wks +benefits</b>  <b>Duties Description:</b> Time spent tracking all contract-related expenses, including payroll, purchases of</p>	<b>\$10,610.19</b>

food and other supplies, insurance coverage, and assisting with information technology, such as computer equipment and remote site access for application assistants.	
<b>Title: Director of Programs</b> <b>Salary Calculation: \$21.00/hr x 9 hrs/wk x 52 wks +benefits</b> <b>Duties Description:</b> The Director of Programs coordinates all weekly website postings for DHHS and designated CalFresh partners on the dedicated CalFresh Task Force (CTF) web page. The Director of Programs also handles all of the program data tracking related to the SOW, plus quarterly and year end reporting, and provides technical assistance to all program coordinators within FFP who are involved in the contract. She also participates in CalFresh Task Force meetings and assists with planning special projects, trainings for project partners, and the annual CalFresh Forum.	\$12,579.78
<b>Total Personnel Costs:</b>	<b>\$338,150.21</b>
<b>B. Operational Costs</b>	
<b>Title: Storage Costs</b> <b>Description:</b> Offsite warehouse rent, utilities, pest control	\$41,586.00
<b>Title: Printing and Copying</b> <b>Description:</b> Vouchers, forms	\$8,600.00
<b>Title: CAFB Dues</b> <b>Description:</b> membership dues	\$5,000.00
<b>Title: Tech Support for Website</b> <b>Description:</b> website support	\$2,000.00
<b>Title: Outreach Supplies</b> <b>Description:</b> internal outreach supply costs	\$4,072.95
<b>Title: Project Operating Expenses</b> <b>Description:</b> Phone, garbage, etc. @\$330 per month	\$3,960.00
<b>Title: Oasis Insight</b> <b>Description:</b> For case management – 9 users	\$1,900.00
<b>Title: Volunteer Expense</b> <b>Description:</b> Mandated Training, meals, fees	\$500.00
<b>Total Operational Costs:</b>	<b>\$67,618.95</b>
<b>C. Consumables/Supplies</b>	
<b>Title: Produce</b> <b>Description:</b> Purchaes and related expenses	\$65,212.77
<b>Title: Non-perishable food</b> <b>Description:</b> Purchases and related expenses	\$400,592.73
<b>Title: CalFresh Outreach Voucher</b> <b>Description:</b> voucher redemption	\$7,000.00
<b>Title: Crates &amp; boxes</b> <b>Description:</b> storage supplies	\$800.00
<b>Total Consumable/Supplies:</b>	<b>\$473,605.50</b>
<b>D. Transportation/Travel</b>	
<b>Title: Refrigerated Isuzu Truck Expense</b> <b>Description:</b> Fuel, annual registration, insurance, maintenance and repair	\$18,475.00
<b>Title: Outreach Mileage &amp; Per Diem</b> <b>Description:</b>	\$5,000.00
<b>Total Transportation/Travel:</b>	<b>\$23,475.00</b>
<b>E. Other Costs</b>	
<b>Title: Administrative Cost</b> <b>Description:</b> 10% of direct services	\$90,284.97
<b>Total Other Costs:</b>	<b>\$90,284.97</b>
<b>Total :</b>	<b>\$993,134.63</b>

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

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

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

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

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

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

**EXHIBIT D**  
**CALFRESH OUTREACH INVOICING GUIDELINES**  
**FOOD FOR PEOPLE, INC.**

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
2	October 01, 2018 through December 31, 2018	January 31, 2019
3	January 01, 2019 through March 31, 2019	April 30, 2019
4	April 01, 2019 through June 30, 2019	July 31, 2019
1	July 01, 2019 through September 30, 2019	October 31, 2019
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 FOOD FOR PEOPLE, INC.

Exhibit E

CalFresh Outreach Itemized Invoice Worksheet

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

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

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



Exhibit E

CalFresh Outreach Invoice Summary

**Contractor Name**  
**Coordinator/Contact**  
**Address**  
**Phone**

Invoice Date: 1/0/1900 Contract Term: 1/0/1900  
 Invoice Type: 0 Invoice Period: 0

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**  
**FOOD FOR PEOPLE, INC.**

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  
FOOD FOR PEOPLE, INC.**



**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](mailto:CalFreshOutreach@co.humboldt.ca.us)  
[DHHS-ContractUnit@co.humboldt.ca.us](mailto: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 2018)    | Due October 31, 2018 |
| <input type="checkbox"/> Quarter 2 (Oct. 1- Dec. 31, 2018)   | Due January 31, 2019 |
| <input type="checkbox"/> Quarter 3 (Jan. 1 – March 31, 2019) | Due April 30, 2019   |
| <input type="checkbox"/> Quarter 4 (April 1- June 30, 2019)  | Due July 31, 2019    |

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.	

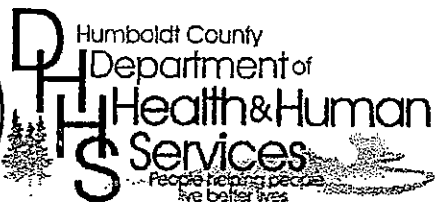
**Media Narrative:** (Please use this space to provide specifics of the messaging delivered through media that your organization has completed over the last quarter.)

**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  
FOOD FOR PEOPLE, INC.**



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