



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-19

For the meeting of: July 11, 2017

Date: June 27, 2017

To: Board of Supervisors

From: Connie Beck, Director *CB*  
Department of Health and Human Services

Subject: Agreement with Betty Kwan Chinn Homeless Foundation to provide services at the Betty Kwan Chinn Day Center for Department of Health and Human Services (DHHS) Social Services clients experiencing homelessness

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve and authorize the Chair to sign three (3) originals of the amendment to the professional services agreement with Betty Kwan Chinn Homeless Foundation for the period of May 1, 2017 to June 30, 2018
2. Direct the Clerk of the Board to return two (2) executed originals of the agreement to the Department of Health and Human Services (DHHS) – Contract Unit.

SOURCE OF FUNDING:

Social Services Fund

Prepared by Laurel Johnson, AAll

CAO Approval *Elizabeth Hayes*

REVIEW:

Auditor *MBM*

County Counsel *BD*

Human Resources *KR*

Other

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other

PREVIOUS ACTION/REFERRAL:

Board Order No. D-17, H-2

Meeting of: July 19, 2016, *MARCH 1, 2010*

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*

Ayes *Fennell, Wilson, Bass, Bohn*

Nays

Abstain

Absent *Sundberg*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *July 11, 2017*

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

## DISCUSSION

On March 1, 2016 the Board approved a Joint Resolution of the City Council of the City of Eureka (the City) and the County of Humboldt to Collaborate on Reducing Homelessness (attachment 2) The resolution states “the County, Department of Health and Human Services [DHHS] and the City shall work collaboratively with the community to create a sustainable strategy and human infrastructure to implement the Housing First approach ” In keeping with the spirit of this resolution, the City, DHHS and community partners collaborate to address homelessness in Humboldt County and the City of Eureka, providing services to prevent and address homelessness with a Housing First approach

In November 2013, the Betty Kwan Chinn Homeless Foundation, in collaboration with Catholic Charities of Santa Rosa, opened the Betty Kwan Chinn Day Center The Betty Kwan Chinn Day Center provides supports and services to those experiencing homelessness, including support in achieving self-sufficiency through employment and securing permanent housing Many families serviced by the Day Center are in receipt of California Work Opportunity and Responsibility to Kids (CalWORKs) program services CalWORKs is the California version of Temporary Assistance to Needy Families, which is cash assistance paired with work supports to help a family move toward self-sufficiency Some families serviced by the Day Center have open cases with Child Welfare Services (CWS) due to allegations of abuse and/or neglect and many others are at increased risk of involvement with CWS due to instability caused by lack of a regular continuous housing

The Day Center provides critical services needed to provide continuity, stability and support for these families The after school program ensures children ages 6 through 12 years old have consistency and can count on a supportive routine while their family gets stabilization supports Services included with the program include field trips, snacks, art activities, educational experiences, dinner, gardening opportunities, and transportation to the temporary residence/facility/location where the family is sheltering

Parents can use the Day Center to participate in services designed to lead to self-sufficiency and permanent housing The Day Center provides mail and phone services necessary for successful housing and employment searches The Day Center provides computer access for housing and employment searches, and staff are available daily to help create job search materials and attain right-to-work documents Receiving support to get valid identification and documentation including identification cards from the Department of Motor Vehicles and birth certificates can be essential steps in the path to permanent housing and self-sufficiency A Hire Attire Clothing Closet ensures that parents and caretakers can pick up job applications and attend interviews with increased success Events such as renter’s rights workshops additionally support increased self-sufficiency and attainment of permanent housing

Hygiene is a critical issue for those experiencing homelessness Betty’s Showers ensures families have needed access to showers and hygiene materials, important not only to housing and employment searches and school success but also to maintaining dignity and a basic quality of life while undergoing difficulty maintaining stable housing Additional services provided by the Day Center include once monthly two hour respite care for foster parents to assist with foster parent support and retention

While employment and housing resources are available through other partners and agencies, a critical component of the day center is the co-location and continuity of support A parent can participate in housing and employment searches at the same location their child is receiving quality after school care A parent may be able to attend a renter’s rights workshop and have a nutritious dinner while their child receives dinner at the same location at the after school program Families can attend the Day Center for a

variety of services over time, always receiving compassionate, informed support from staff, which can facilitate full integration into the community.

The Betty Kwan Chinn Day Center recently ceased affiliation with Catholic Charities and now is fully administered through the Betty Kwan Chinn Foundation. This transfer and accompanying issues with shifting administration led to the delay in bringing this agreement before your Board.

DHHS support of Day Center services will support families experiencing homelessness who either receive DHHS services or are at risk of needing DHHS services without outside supports. The partnership between DHHS and the Betty Kwan Chinn Day Center furthers the Housing First approach and will enable homeless parents at risk of losing their children to transition successfully to become healthy, safe families in the community.

FINANCIAL IMPACT:

Costs associated with the Agreement with Betty Kwan Chinn Homeless Foundation shall not exceed Two hundred Thirty Thousand and Six Hundred Dollars (\$230,600) for the period of May 1, 2017 through June 30, 2018. This agreement will reside in Fund 1160, Budget Unit 511- Social Services and will be funded through federal, state and local dollars. There is sufficient appropriation in Fiscal Year 2016-17 to cover the estimated expense of \$32,944 and the remaining \$197,656 is included in the proposed county budget for Fiscal Year 2017-18. There is no anticipated impact to the County General Fund.

The services provided under this agreement support your Board's Strategic Framework by protecting vulnerable populations and creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve and execute this agreement; however, this is not recommended.

ATTACHMENTS:

Attachment 1: Betty Kwan Chinn Homeless Foundation contract for FY 2016-17

Attachment 2: Joint Resolution of the City Council of the City of Eureka and the County of Humboldt to Collaborate on Reducing Homelessness





# COUNTY OF HUMBOLDT

AGENDA ITEM NO.

**H-2**

For the meeting of: March 1, 2016

Date: February 23, 2016

To: Board of Supervisors

From: Cheryl Dillingham, <sup>CD</sup> Interim County Administrative Officer

Subject: Joint Resolution of the City Council of the City of Eureka and the County of Humboldt

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached joint resolution of the City Council of the City of Eureka and the County of Humboldt to collaborate on reducing homelessness; and
2. Direct staff to provide the City of Eureka with a copy of the fully executed resolution immediately upon adoption; and
3. Direct staff to bring the joint resolutions back to the Board of Supervisors for affirmation after execution by both the City and County.

SOURCE OF FUNDING: NA

DISCUSSION:

A joint meeting of the County Board of Supervisors and Eureka City Council was held on January 26, 2016. The purpose of the meeting was for the City of Eureka, the Department of Health and Human

Prepared by Cheryl Dillingham

CAO Approval

REVIEW:

Auditor \_\_\_\_\_ County Counsel JB Human Resources \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:

- Consent
- Departmental
- Public Hearing
- Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. M-1

Meeting of: 1/26/2016

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor Bass Seconded by Supervisor Bohn

Ayes Sundberg, Fennell, Lovelace, Bohn, Bass

- Nays \_\_\_\_\_
- Abstain \_\_\_\_\_
- Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: March 1, 2016

By Kathy Hayes  
Kathy Hayes, Clerk of the Board

Services, and Focus Strategies to present and summarize the Homeless Strategy and Implementation Plan report. The report recognizes that the issue of homelessness requires a high level of cooperation and collaboration between the City and County. One of the first steps in the Implementation Plan is that the City and County adopt a resolution supporting the housing first approach. The attached joint resolution of the City Council of the City of Eureka and the County of Humboldt provides for the adoption of the Homeless Strategy and Implementation Plan and the Housing First model. The City Council will be considering the same resolution at their March 1, 2016 meeting.

This action supports the Board's Strategic Framework Core Roles by creating opportunities for improved safety and health and also helps build interjurisdictional cooperation.

#### FINANCIAL IMPACT

There is no direct financial impact from adopting the resolution. Actual implementation of the Focus Strategies report will require development of a budget and identification of funding sources.

#### OTHER AGENCY INVOLVEMENT

City of Eureka

#### ALTERNATIVES TO STAFF RECOMMENDATIONS

Board's discretion

#### ATTACHMENTS

Attachment 1 – County of Humboldt Joint Resolution with the City of Eureka to Collaborate on Reducing Homelessness

Attachment 2 – City of Eureka Agenda Summary and Joint Resolution with the County of Humboldt to Collaborate on Reducing Homelessness

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**  
Certified copy of portion of proceedings, Meeting of March 1, 2016

RESOLUTION NO 16-30

**JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EUREKA AND THE COUNTY OF HUMBOLDT TO COLLABORATE ON REDUCING HOMELESSNESS**

**WHEREAS**, the County of Humboldt and City of Eureka are greatly affected by homelessness and the social, emotional, and economic impacts that this places on individuals and families, and

**WHEREAS**, the County of Humboldt and City of Eureka are committed to reducing homelessness and to that end commissioned a study by Focus Strategies to create a Homeless Strategy and Implementation Plan-Phase 1, and


**WHEREAS**, that report identified four key recommendations for reducing homelessness, including Adopt a Housing First Approach County-Wide, Strengthen and Re-Orient the Mobile Intervention Services Team to Focus on Housing Solutions, Create Direct and Low Barrier Pathways to Housing, and, to Use Data Systems to Track Progress, and

**WHEREAS**, the City and County intend to implement the strategies contained within the Focus Strategies report county-wide for the overall benefit for all who live in Humboldt County

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Eureka and the Board of Supervisors of Humboldt County, adopt the Homeless Strategy and Implementation Plan-phase 1 and the model of Housing First as the policy for reducing homelessness throughout Humboldt County and the City of Eureka

**BE IT FURTHER RESOLVED** that the County, Department of Health and Human Services and the City shall work collaboratively with the community to create a sustainable strategy and human infrastructure to implement the Housing First Approach

Dated March 1, 2016

  
\_\_\_\_\_  
MARK LOVELACE, Chair  
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Bass, seconded by Supervisor Bohn, and the following vote

AYES	Supervisors	Sundberg, Fennell, Lovelace, Bohn, Bass
NAYS	Supervisors	--
ABSENT	Supervisors	--
ABSTAIN	Supervisors	--

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA**


Certified copy of portion of proceedings, Meeting of March 1, 2016

RESOLUTION NO. 16-30

STATE OF CALIFORNIA    )  
County of Humboldt     )

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.

  
\_\_\_\_\_  
By ANA HARTWELL  
Deputy Clerk of the Board of Supervisors of the  
County of Humboldt, State of California



**AGENDA SUMMARY  
EUREKA CITY COUNCIL**

**TITLE:** Joint Resolution of the City of Eureka and the County of Humboldt to Collaborate on Reducing Homelessness

**DEPARTMENT:** City Manager

**PREPARED BY:** Greg L. Sparks

**PRESENTED FOR:**  Action  Information only  Discussion/Direction

**RECOMMENDATION**

Adopt a joint Resolution of the City Council and the County of Humboldt that establishes the Housing First model and the Focus Strategies Implementation Plan to reduce homelessness

**FISCAL IMPACT**

No Fiscal Impact  Included in Budget  Additional Appropriation

**COUNCIL GOALS/STRATEGIC VISION**

More livable Eureka community

**DISCUSSION**

The City Council met in joint session with the Humboldt County Board of Supervisors on January 26 to receive the Implementation Plan report from Focus Strategies. The report recognizes that the issue of homelessness is pervasive throughout the county and requires a high level of cooperation and collaboration between Eureka and the County. This resolution provides that both the city and county approve the goal of Housing First and the strategies for reducing homelessness in the report.

**REVIEWED AND APPROVED BY.**

- City Attorney
- City Clerk/Information Services
- Development Services
- Finance
- Fire
- Parks and Recreation
- Personnel
- Police
- Public Works

**ATTACHMENTS:** Resolution



**RESOLUTION NO 2016-**

**A JOINT RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EUREKA AND THE COUNTY OF HUMBOLDT TO COLLABORATE  
ON REDUCING HOMELESSNEES**

WHEREAS, the County of Humboldt and City of Eureka are greatly affected by homelessness and the social, emotional, and economic impacts that this places on individuals and families, and

WHEREAS, the County of Humboldt and City of Eureka are committed to reducing homelessness and to that end commissioned a study by Focus Strategies to create a Homeless Strategy and Implementation Plan-Phase 1, and

WHEREAS, that report identified four key recommendations for reducing homelessness, including Adopt a Housing First Approach County-Wide, Strengthen and Re-Orient Mobile Intervention Services Team to Focus on Housing Solutions, Create Direct and Low Barrier Pathways to Housing, and, to Use Data Systems to Track Progress, and

WHEREAS, the City and County intend to implement the strategies contained within the Focus Strategies report county-wide for the overall benefit for all who live in Humboldt County,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Eureka and the Board of Supervisors of Humboldt County, adopt the Homeless Strategy and Implementation Plan-phase 1 and the model of Housing First as the policy for reducing homelessness throughout Humboldt County and the City of Eureka

BE IT FURTHER RESOLVED that the County, Humboldt Department of Health and Human Services and the City shall work collaboratively with the community to create a sustainable strategy and human infrastructure to implement the Housing First Approach

RESOLUTION NO 2016-  
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PASSED, APPROVED AND ADOPTED by the City Council of the City of Eureka in the County of Humboldt, State of California, on the \_\_\_\_ day of \_\_\_\_\_, 2016 by the following vote

AYES	COUNCILMEMBERS
NOES	COUNCILMEMBERS
ABSENT	COUNCILMEMBERS
ABSTAIN	COUNCILMEMBERS

\_\_\_\_\_  
Frank J Jager, Mayor of the City of Eureka

*Attest*

\_\_\_\_\_  
Pamela J Powell, City Clerk

*Approved as to Administration*

*Approved as to form*

\_\_\_\_\_  
Greg L Sparks, City Manager

\_\_\_\_\_  
Cyndy Day-Wilson, City Attorney

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
BETTY KWAN CHINN HOMELESS FOUNDATION**

This Agreement, entered into this 11 day of July, 2017, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Betty Kwan Chinn Homeless Foundation, 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 CONTRACTOR to support services and supports provided to DHHS – Social Services client; and

WHEREAS, such work involves the performance of professional, expert and technical 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 has represented that it is 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, which is attached hereto and incorporated herein by reference. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Social Services Director or designee thereof, hereinafter referred to as "Director."

2. TERM:

This Agreement shall begin on May 1, 2017 and shall remain in full force and effect until June 30, 2018, 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 Two Hundred Thirty Thousand Six Hundred Dollars (\$230,600.00). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein.
- B Schedule of Rates The specific rates and costs applicable to this Agreement are set forth in Exhibit B – Budget, which is attached hereto and incorporated herein by reference.
- 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

CONTRACTOR shall submit to COUNTY quarterly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. First invoice shall cover May and June 2017, with the remaining 4 invoices covering standard 3 month quarters. Invoices shall be in a format approved by, and shall include backup documentation as specified by, Director and the Humboldt County Auditor-Controller. CONTRACTOR shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Payment for services rendered and costs and expenses incurred will be made within thirty (30) days after the receipt of approved invoices. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

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

6. NOTICES:

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

COUNTY: Humboldt County DHHS  
Attention: Director  
507 F St.  
Eureka, CA 95501

CONTRACTOR: Betty Kwan Chinn Homeless Foundation  
Attention: Betty Chinn  
P.O. Box 736  
Eureka, CA 95502-0736

7. REPORTS:

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.

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 hereunder, and to maintain and preserve said records for at least three (3) years from the date of final payment under this Agreement, 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. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the services provided hereunder.

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 hereunder, 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 final payment under this Agreement. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any 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, but not limited to, the costs of administering this Agreement.

C. Audit Costs. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirements 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 results of services performed by CONTRACTOR pursuant to the terms of this Agreement.

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 federal and state confidentiality laws 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 or regulations.

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 CONTRACTOR's provision of services in order to ensure compliance with the requirements of this section.

- 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 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 Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

12. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

CONTRACTOR certifies by its signature below 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 hereunder will
  - 1 Receive a copy of CONTRACTOR's Drug-Free Policy Statement, and
  - 2 Agree to abide by the terms of 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, and liabilities 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 insurance, if required by this Agreement, does not relieve CONTRACTOR from liability under this provision This provision shall apply to all claims for damages related to the services performed by CONTRACTOR pursuant to the terms and conditions of this Agreement regardless if 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 by CONTRACTOR 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. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR, 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 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, its agents, officers, officials, employees and volunteers.
4. Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate). Said insurance shall be maintained for the statutory period during which CONTRACTOR may be exposed to liability. CONTRACTOR shall require that such coverage be incorporated into its professional services agreements with any other entities.

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, 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, 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 insureds clause
- 2 The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice 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 insured shall not operate to impair the rights of one 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 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, including breach of warranties, shall not affect coverage provided to COUNTY, 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 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  
    Attn Risk Management  
    825 Fifth Street, Room 131

Eureka, California 95501

CONTRACTOR Betty Kwan Chinn Homeless Foundation  
Attention Betty Chinn  
P O Box 736  
Eureka, CA 95502-0736

16 RELATIONSHIP OF PARTIES

It is understood that this is an Agreement by and between two (2) independent contractors 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 covered by 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, 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 CONTRACTOR 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, in the judgment of COUNTY, 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 of termination of this Agreement, 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 hereunder. Any and all subcontracts will be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements provided 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 3D – 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 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

39 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 its entirety any and all prior agreements, promises, representations, understandings and negotiations, 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.

40 AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of this Agreement and the performance of such party's obligations hereunder have been duly authorized.

[Signatures on Following Page]

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

**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.

**BETTY KWAN CHINN HOMELESS FOUNDATION:**

By: Daniel Price Date: 6/21/17  
Name: Daniel J. Price  
Title: President

By: Betty Kwan Chinn Date: 6/21/17  
Name: BETTY KWAN CHINN  
Title: Founder

**COUNTY OF HUMBOLDT:**

By: Virginia Bass Date: 7/11/17  
[Name of Board Chair] Virginia Bass  
Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: Kaayler Date: 6/29/17  
Risk Analyst

**LIST OF EXHIBITS:**

- Exhibit A – Scope of Services
- Exhibit B – Budget

**EXHIBIT A**  
**SCOPE OF SERVICES**

Betty Kwan Chinn Homeless Foundation  
05/01/2017 – 06/30/2018

The Betty Kwan Chinn Day Center (and Betty's Shower) will provide services and supports to DHHS-Social Services clients at the Betty Kwan Chinn Day Center

**1 SERVICES**

The Betty Kwan Chinn Day Center at 133 Seventh Street in Eureka California offers numerous supports and services to those experiencing homelessness in Humboldt County Betty's Shower, a shower facility at 35 W Third Street in Eureka, provides showers to those experiencing homelessness Many of the clients served by the Day Center and Betty's Shower are DHHS-Social Services clients with CalWORKs and Child Welfare Services Stability is critical to a family's ability to address barriers to self-sufficiency and/or allegations of abuse or neglect The Betty Kwan Chinn Day Center assists families with the process of finding permanent housing which also addresses issues with self-sufficiency or allegations of abuse or neglect

**Services include**

Phone and Mail Service – Access to make outgoing calls, receive phone messages, and use of the Day Center as a mailing address Job searches, housing searches, and accessing local resources requires access to a phone and ability to receive mail

Learning Center – Consists of 9 computers available for job and housing research The ability to do a housing or job search from where they can receive multiple other services increases access to those who may not access single source providers

GED/Unit Recovery for a High School Diploma – Every Friday from 12 p m to 3 p m an academic teacher from Eureka City Schools is available to provide educational support Multiple opportunities through multiple venues in Humboldt to achieve a GED or diploma increase the options for clients to pursue a path to self-sufficiency

Employment Services –Pathway to Payday is an employment readiness program that covers job referrals, résumé assistance, interview techniques and job search support Additionally, staff are available daily to help create job search materials and attain right to work documents Multiple opportunities through multiple venues in Humboldt to achieve employment readiness increase the options for clients to pursue a path to self-sufficiency

Hire Attire Clothing Closet – Available to clients who have job interviews or need professional clothing

Job Search Assistance and Resume Preparation – Staff are available daily to help create job search materials and attain right to work documents

After School Program – After School program for children in kindergarten through fifth grade, open Monday thru Friday until 5 30 p m This program is for families experiencing homelessness, unstably housed families and children in foster care It offers homework help, 1-on-1 tutoring, field trips, snacks, art activities, educational experiences, dinner, gardening opportunities, and transportation to the temporary resident/facility/location where the family is sheltering For many

children in families experiencing homelessness, the Betty Kwan Chinn Day center after school program provides critical continuity and stability

Pregnant and Parenting Teens – Provides pregnant and parenting teens access to all Day Center services Provides referrals to Family Nurse Partnership

Foster Respite (once monthly) - Foster parents may reserve two hour, Friday night drop-in childcare for youth 0 to 16 years old This event date varies monthly

Betty's Shower - Showers available for those experiencing homelessness Supports families working towards self-sufficiency or addressing allegations of neglect

## 5 REPORTING REQUIREMENTS

CONTRACTOR agrees to provide COUNTY with any reports that may be required by County, State or Federal agencies for compliance with this Agreement CONTRACTOR will provide attendance numbers for children participating in Day Center activities, with children participating in CalWORKs or involved with Child Welfare Services noted when the information is available

## 6 PLACE OF PERFORMANCE

The Betty Kwan Chinn Day Center 133 Seventh Street in Eureka, California  
Betty's Shower 35 W Third Street in Eureka, California

**EXHIBIT B  
BUDGET**

Betty Kwan Chinn Homeless Foundation  
05/01/2017 – 06/30/2018

*Descriptions here*

*Amounts Here*

<b>A Personnel Costs</b>	
Title (Position) Children & Families Program Coordinator Salary Calculation Annual salary \$35,360 + \$5,000 annual benefits = 40,360/yr, \$3,363 33/month, 14 months	47,086 62
Title (Position) Day Center Case Manager Salary Calculation Annual salary \$31,200 + \$5,000 annual benefits = 36,200/yr, \$3,016 67/month, 14 months	42,233 38
Title (Position) Day Center Program Manager Salary Calculation Monthly salary/benefits = \$5,083, 14 months 7 FTE	49,813 40
<b>Total Personnel Costs</b>	<b>\$139,133 40</b>
<b>B Operational Costs</b>	
Item Utility costs for Betty's Shower Description Utility costs to operate Betty's Shower at \$450/mo	6,300 00
Item Utility costs for Day Center Description heating, cooling, trash, water, sewer, internet, phone, \$800/mo	11,200 00
Item Rent Description Facility Rent, \$1,000	14,000 00
<b>Total Operational Costs</b>	<b>\$31,500 00</b>
<b>C Consumables/Supplies</b>	
Title Program Services & Supplies Description program supplies for children's programs, \$500/mo	7,000 00
Title Program Services & Supplies Description snacks for children's programs, \$400/mo	5,600 00
Title Program Services & Supplies Description dinner for children's programs, \$600/mo	8,400 00
Title Program Services & Supplies Description job seeker supplies clothing, resume paper books/materials	14,172 60
<b>Total Consumable/Supplies</b>	<b>\$35,172 60</b>
<b>D Transportation/Travel</b>	
Title Staff Expenses – Local Travel Description Local Travel Mileage (600 per month @ \$0 535/mile x 14 months)	4,494 00
<b>Total Transportation/Travel</b>	<b>\$4,494 00</b>
<b>E Other Costs</b>	
Title Administrative support Description Data collection, reporting, grant management	20,300 00
<b>Total Other Costs</b>	<b>\$20,300 00</b>
<b>Total</b>	<b>\$230,600 00</b>