

1.0 Introductory Letter

Humboldt County DHHS – Children and Family Services
Attention: Dylan Fierro, Staff Services Analyst
2430 Sixth Street
Eureka, California 95501
Email: dfierro@co.humboldt.ca.us

RE: Request for Proposals No. DHHS2020-06

To whom it may concern,

Thank you for receiving this response to the Child Abuse Prevention, Intervention and Treatment Services RFP on behalf of the McKinleyville Community Collaborative (MCC). The MCC presents a proposal to provide all services outlined in the RFP.

The MCC is a private non-profit that serves over 2,000 individuals in Northern Humboldt each year, with the total number anticipated to be higher this year as a result of COVID-19 and the resulting financial burdens. The MCC envisions a community in which citizens, businesses, and government combine to facilitate solutions to the changing needs of the community to the end that all members live in a fully integrated and welcoming environment.

As a holder of Child Abuse Prevention, Intervention and Treatment Services contracts since 2008, the MCC has developed a culturally-responsive program known as Love Your Neighborhood. Through the Love Your Neighborhood program, a Program Coordinator engages families at risk of social isolation due to linguistic and cultural barriers to support development of the 5 Protective Factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development and social and emotional competence of children. Love Your Neighborhood partners with specific low-income apartment complexes throughout Humboldt County so that services may be delivered in community spaces for residents. Over the course of 3 years of implementation, the MCC has developed trust within traditionally underserved communities.

Thank you,

Hillarie Beyer

Executive Director

McKinleyville Community Collaborative

PO BOX 2668

McKinleyville, Ca. 95519

(707) 840-0905

Beyer.mfrc@gmail.com

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3.0 Signature Affidavit

The completed Signature Affidavit is attached as Attachment A—Signature Affidavit.

4.0 Professional Profile

A. Organization Overview

1: The McKinleyville Community Collaborative (MCC) is a tax-exempt 501c3 operating in McKinleyville, Ca. Founded in August of 2002, the MCC serves individuals, families, and organizations throughout Northern Humboldt. The MCC has a full-time staff of 7 with 2 additional AFACTR AmeriCorps Members. The MCC has an annual operating budget of \$724,000.

2A: The MCC is designed to facilitate the collaboration of community entities and to develop programs that support, enrich, and sustain healthy community life. The organization envisions a community in which citizens, businesses, and government combine to facilitate solutions to the changing needs of the community to the end that all members live in a fully integrated and welcoming environment. Since its inception, the MCC has believed that individuals are experts in their own lives who need opportunities to build success with one another. This belief has allowed the organization to remain nimble and respond to community needs in real time. Our staff builds deep bonds with community members and maintains high levels of commitment to community success.

The organization serves over 2,000 people each year with a variety of programs in the community, including the following projects:

- *Center at McKinleyville:* The MCC serves as the lead partner for The Center at McKinleyville, a service integration project that includes DHHS, Open Door Community Health Centers, Trinidad Rancheria Tribal Social Services, Child Support Services, and Humboldt State University's Social Work Department. As of Summer 2020, these project partners will offer services to residents of Northern Humboldt from a central location in McKinleyville.
- *Safety Through Connection Program:* Funded by the Prevention Institute, the MCC strives to prevent Intimate Partner Violence (IPV) by working with all Center partners to solicit input from community members (focusing on people who have been marginalized), provide access to high quality programming and education on community member defined areas of interest, and developing opportunities for community members to share input with Center partners with a process for Center partners to respond to community input.
- *Love Your Neighborhood Program:* Funded by CAPIT, the Love Your Neighborhood Program provides: center based and in-home educational and family support services that are culturally and linguistically appropriate for their target populations; outreach, informational, and referral services to underserved children and families in outlying areas of Humboldt County; culturally and linguistically appropriate educational materials that are designed to assist children and families in crisis situations.
- *Step Up Program:* One of MCC's newest programs, the Step Up for Youth Jobs program collaborates with Northern Humboldt high schools to identify youth with a need for additional support in pursuit of educational and vocational goals. The program supports youth between the ages of 16 and 24 with one-on-one case management, job search assistance, job-related skills training, community resources, financial assistance for books, tuition, transportation, work, clothing, and more.

- **Case Management Program:** The MCC’s Case Management Program serves walk in clients and clients of other programs needing additional resources. Assistance available includes the Food Pantry, Parent Support Groups, Family Activities, and resources, referrals, and support signing up for services outside of the MCC. The Case Management Program believes that each family’s needs are unique and responding to their needs increases the development of protective factors.

2B: The organization’s legal name has remained the McKinleyville Community Collaborative since 2000, DBA McKinleyville Family Resource Center since 2010.

2C: The MCC has conducted services equivalent to those set out in this RFP as the holder of the CAPIT contract for 12 total years. For the first 9 years of the program (2008-2017), the MCC led a home visiting program, focused on providing in-home case management for families referred by members of the Humboldt Network of Family Resource Centers. Since 2017, the MCC has reoriented to the Love Your Neighborhood Program in order to provide more energy on prevention of (rather than reaction to) child abuse and violence in the home. This program has relied on evaluation and understanding of best practices to ensure effectiveness.

2D: The MCC has provided services equivalent to those set forth in the RFP for one governmental agency. The MCC held a contract with the State of California Office of Child Abuse Prevention to create Vehicles for Change, a document describing Family Resource Centers in California.

3: The MCC has no litigation regarding the provision of services equivalent to those set forth in this RFP that has been brought by or against the Proposer.

4: The MCC has no fraud convictions related to the provision of services pursuant to the terms and conditions of public contracts.

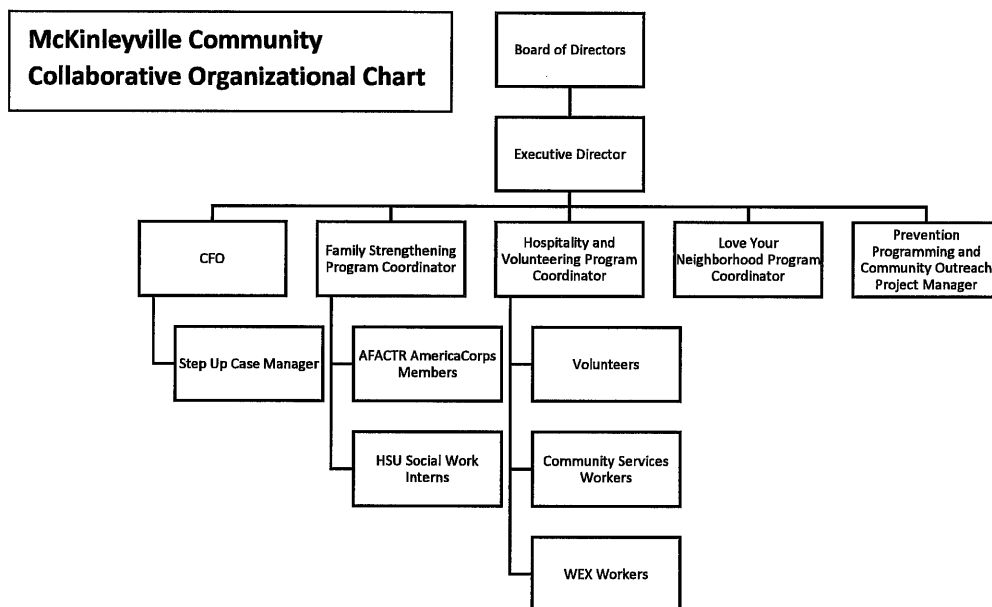
5: The MCC has no current or prior debarments, suspensions or other ineligibility to participate in public contracts.

6: The MCC has no violations of local, state and/or federal regulatory requirements.

7: The MCC does not hold any control or financial interest in any other organization.

B. Overview of Qualifications and Experience

I: Organizational Chart



The Executive Director will supervise the Program Coordinator assigned to this work and the Chief Financial Officer will manage the payroll, contract, and fiscal management.

2: Key personnel for this program, the Program Coordinator, must fulfill several qualifications for the role, including: high comfort level building connections, relationships and engaging with new people, a demonstrated commitment to high professional ethical standards and a diverse workplace, ability to communicate and relate with individuals of various age, culture, race, ethnicity and philosophical view, ability to work with limited supervision, ability to look at situations from multiple points of view, ability to ask open ended questions and take notes, understanding of child development and protective factors, and ability to work with children and youth. Key personnel must also be bilingual in English and Spanish, have evening and weekend availability, be computer literate with word processing and database use, and ability to perform job-related work with a personal vehicle with possession of a valid California driver's license, current auto insurance and acceptable DMV record.

3: The MCC's overall experience regarding the provision of services equivalent to those set forth in this RFP is based in the organization's current implementation of the Love Your Neighborhood (LYN) program. Program Coordinators for this program have built relationships with residents of several apartment complexes in Humboldt County since 2017 through interviews, community gatherings, trainings, and leadership development. Building trust is essential in the LYN program due to specific outreach to communities that are often linguistically and culturally isolated and/or traditionally have a mistrust of government officials. As an example of LYN community engagement, residents of a local apartment complex identified a desire to participate in Zumba courses when interviewed. LYN hired an instructor to provide this resource, which was consistently well-attended over several months. To build on the success, LYN supported resident communication with the property manager to implement additional sessions and identify more opportunities for healthy activities. Residents identified there were no locally available Spanish-language yoga courses, despite an interest. One of the long-term bilingual participants of LYN expressed a desire to both practice and teach yoga. LYN supported this resident to be trained as a yoga instructor, with an extra certification in restorative yoga. This resident now provides yoga classes in her local community free each week. In addition, this program participant is available to provide yoga classes in Spanish in our other programs and sites, as well as online during the period of Shelter in Place. Though interviews and meetings, LYN participants also expressed an interest in learning more about healthy eating and nutrition. LYN identified resources available through Open Door Community Health Centers and supported residents' outreach to Open Door. As a result, residents both designed and participated in family-friendly classes that worked for their community.

4: The MCC has a history of integrating evidence-based practices into its work. Additionally, the MCC is committed to using evaluation tools and external evaluators where possible in its programs, to ensure that chosen practices are appropriate and effective for target populations. Much of the MCC's work centers around the 5 Protective Factors, an evidence-based framework designed to increase family stability, enhance child development and reduce child abuse and neglect with a focus on social connections, knowledge of child development, social and emotional competence in children, concrete support in times of need, and parental resilience. As an example of centering evidence-based and research-informed practices, with the recent Shelter-in-Place Order the MCC organized its emergency response around the Protective Factors to reduce stress and increase resilience of vulnerable families in an unprecedented event. This has

included asking families what they need, providing for material needs, sharing resources to increase knowledge of child development and social-emotional needs in this time, working with school partners to provide opportunities for social connections, and finding opportunities for client led interventions to support parental resilience.

5: The MCC uses QuickBooks for its accounting system and uses both class and job accounting to accurately report to the County of Humboldt on a quarterly and annual bases. The accounting system follows generally accepted accounting policies (GAAP) and financial statements are prepared under the accrual method of accounting. The MCC goes through an annual independent audit annually. All purchases and expenses are approved and cross referenced by the Chief Financial Officer against the program budget. The Chief Financial Officer has successfully managed the CAPIT grant for the past 5 years. For 2 years prior she acted as the OCAP analyst at the Humboldt County Department of Health and Human Services.

6: As a long-term partner of agencies engaged in child-abuse prevention, including Child Support Services, Trinidad Rancheria Tribal Social Services, Child Welfare Services, McKinleyville Parks and Recreation, Student Attendance Review Board, Arcata Police, McKinleyville Union School District, Northern Humboldt United High School District, and additional school districts, the MCC is experienced with provision of services focused on preventing of child abuse and fostering protective factors in Humboldt County families. As the lead in The Center at McKinleyville Project, the MCC has consistently developed collaboration opportunities focused on child abuse prevention, keeping it at the fore of decision-making and programming. The MCC is also a current provider of prevention services, including the Love Your Neighborhood Program and Safety Through Connection. Evaluation has determined that participants have increased their protective factors through participation.

5.0 Program Description

A1: This proposal includes all services set forth in this RFP.

A2A: Because the MCC knows that Humboldt County has the highest Adverse Childhood Experiences in the state, Love Your Neighborhood (LYN) has been developed to be a trauma informed, strengths-based and family-oriented program implemented in high density, low income housing developments in Humboldt County. The programming is delivered in both English and Spanish, and intentionally focuses on the needs and interests of Spanish speaking families. The program activities are driven by family and community involvement and guided by the Center for the Study of Social Policy's Protective Factors Framework to strengthen families and prevent child abuse. Because this project develops strengths and leadership within the community, the impact will last long beyond the presence of the staff person. Families actively use their own agency to develop programs that are meaningful and sustainable in their communities. LYN has been in place since August 2017 and is funded by CAPIT dollars.

A2B: If granted, the MCC will participate in all training-related activities and attend monthly Humboldt County Child Abuse Prevention Coordinating Council meetings.

A3

- 1. Provision of Center based and in-home educational and family support services that are culturally and linguistically appropriate for their target populations.**

Love Your Neighborhood is designed to be led by English and Spanish-speaking residents of Humboldt County apartment complexes. Residents co-develop programming to increase engagement, create a sense of ownership, and develop leadership skills for families and communities. Love Your Neighborhood programming is provided in the community spaces of the apartment complexes and in the homes of residents of the complexes. The Program Coordinator, who is bilingual and bicultural, interviews families about their interests, community strengths and challenges, and activities and supports that they may be interested in participating in. From multiple interviews, the Program Coordinator identifies themes and common interests and then delivers or arranges for the delivery of programming that matches the interests of residents and supports the development of protective factors in families. Some programming that has been provided includes: Zumba classes, cooking classes, girls group, boys group, gardening classes, yoga, CPR and first aid, Mental Health First Aid, girls'/boys'/womxns' groups, girls health classes through Planned Parenthood, book clubs, movie nights, and community dinners. Programming is always identified by residents and each activity builds on the previous activity. The Program Coordinator has found that each successful implementation of resident-led programming has increased Love Your Neighborhood resident participation in the program.

2. Provision of outreach, informational, and referral services to underserved children and families in outlying areas of Humboldt County.

Love Your Neighborhood focuses on underserved children and families, particularly families whose parents speak Spanish. In the first two and a half years of programming, Love Your neighborhood has worked in Apartment complexes in McKinleyville, Arcata, Fortuna, Willow Creek, and Eureka. The program will continue to work in these complexes and identify additional complexes with concentrations of families whose parents speak Spanish. Although there are many outreach methods (printed materials, online outreach, informational provision), the Program Coordinator has found word-of-mouth from existing participants to be most effective method of engagement. The Program Coordinator is fully familiar with referral capabilities of the MCC and its partners. This information is shared with residents upon program entry, as well as on an as needed basis throughout engagement.

3. Provision of culturally and linguistically appropriate educational materials that are designed to assist children and families in crisis situations.

Love Your Neighborhood is designed to provide all materials in both English and Spanish for residents. The bilingual and bicultural Program Coordinator also ensures that materials created and distributed for families and children are culturally appropriate. Additionally, the program supports residents with interest in becoming trained in particular skills, such as Mental Health First Aid, yoga, and CPR and First Aid. These residents are encouraged to share their new skills with program participants from the complexes, because resident-led trainings will be most relevant to program participants.

4. Assistance with obtaining, accessing, and utilizing available services, benefits and community resources, including, without limitation, providing transportation to various service-related and community-based activities, as appropriate.

Love Your Neighborhood's educational and family support services are primarily delivered within the apartment complexes in which program participants live. When programming is planned in other locations, Love Your Neighborhood provides

transportation. When families need individual services that are beyond the scope of this program, the worker links the family to Family Resource Centers (FRCs) for center-based services, either to the local FRC or to the McKinleyville FRC depending on the family's specific need. Families who need FRC services can receive transportation assistance, like bus passes to get to appointments.

A4: The MCC will report the names, ages, and ethnicity of all children served, parenting classes proof of attendance, number and dates of home visits, and transportation provided. The MCC will also provide a list of trainings and dates provided to DHHS—Children and Family Services staff. The MCC will submit Protective Factor Survey numbers and outcomes for all families referred to case management at the McKinleyville Family Resource Center through the CAPIT program, a list of participant names for any additional community trainings, a summary of evaluation forms from additional trainings, and written narratives from any participants willing to submit their reflections on their experiences. This information will be collected in our internal database and reported in a Microsoft Excel document. In the event that identified performance targets are not met, MCC will work with Children and Family Services to identify any necessary changes to programming.

A5: As a part of the MCC, Love Your Neighborhood participants also have access to a wealth of additional supports and services if needed to support families and individuals. The MCC can provide for materials needs (food, essential supplies, clothing), transportation, assistance applying for other services, and social supports (parent groups). Because of the bilingual nature of Love Your Neighborhood, the Program Coordinator can assist families in navigating systems that may otherwise feel daunting for participants. If needed, case management services can be provided for participants.

B1: The MCC understands that it is responsible for the delivery of the tasks outlined in both the RFP and MCC response, including provision of center based and in-home educational and family support services that are culturally and linguistically appropriate for their target populations, provision of outreach, informational, and referral services to underserved children and families in outlying areas of Humboldt County, provision of culturally and linguistically appropriate educational materials that are designed to assist children and families in crisis situations, and assistance with obtaining, accessing, and utilizing available services, benefits and community resources, including, without limitation, providing transportation to various service-related and community-based activities, as appropriate. While the MCC feels confident it can deliver these services based on the previous years of experience with the program, it acknowledges that success is dependent upon several factors outside of the MCC's control. Populations that are linguistically and/or culturally isolated, or have a mistrust of governmental agencies and officials may need additional trust building when national or local events decrease the feeling of safety in the community. To manage this challenge, the MCC and Program Coordinator consistently work toward building trust with residents to expand the population served. Additionally, working with trusted property managers in an important step for project success, the MCC and Program Coordinator maintain strong relationships with property managers and owners, including maintaining awareness of additional complexes whose residents may benefit from Love Your Neighborhood services.

B2: Within the organizational chart, the MCC demonstrates direct oversight of the Love Your Neighborhood Program Coordinator by the Executive Director. The Executive Director meets

weekly with the Program Coordinator to discuss program progress, challenges, plans, and goals as compared to the contracted services in the RFP. The Program Coordinator also meets regularly with the Chief Financial Officer of the MCC to review the current and anticipated budget expenditures. Finally, the MCC utilizes outside evaluators and auditors to ensure anticipated program outcomes and budgets are met.

B3: The MCC anticipates that primary communication between DHHS—Children and Family Services will occur between the Executive Director of the MCC, the Program Coordinator for Love Your Neighborhood, and the designated representative of DHHS—Children and Family Services. Meetings will be established at regular intervals convenient to all parties and will provide an overview of program progress and status. In the event of problems or disputes, the MCC will first engage DHHS—Children and Family Services in a direct conversation about the issue at hand, engaging supervisors as necessary to develop a plan to move forward.

6.0 Cost Proposal

The completed Cost Proposal is attached as Attachment B—Cost Proposal Form.

7.0 Supplemental Documentation

The MCC has attached Proof of Nonprofit Status and Proof of Insurance in Attachment C—Supplemental Documentation.

8.0 References

The completed Reference Data Sheet is attached as Attachment D—Reference Data Sheet.

9.0 Evidence of Insurability and Business Licensure

As noted in 7.0, the MCC has attached Proof of Nonprofit Status and Proof of Insurance in Attachment C—Supplemental Documentation. Please note: if selected as the contract recipient, MCC will ensure insurance levels will match contractual requirements.

10.0 Exceptions, Objections and Requested Changes

The MCC has no exceptions, objections, and requested changes.

11.0 Required Attachments

Attachment A—Signature Affidavit
Attachment B—Cost Proposal
Attachment C—Supplementary Documentation
Attachment D—Reference Data Sheet

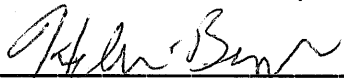
ATTACHMENT A – SIGNATURE AFFIDAVIT

REQUEST FOR PROPOSALS – NO. DHHS2020-06 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	McKinleyville Community Collaborative
STREET ADDRESS:	1450 Hiller Rd
CITY, STATE, ZIP	McKinleyville, CA, 95519
CONTACT PERSON:	Hillarie Beyer
PHONE #:	(707) 840-0905
FAX #:	(707) 840-0906
EMAIL:	Beyer.mfrc@gmail.com

Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2020-06 and declares that the attached Proposal and pricing are in conformity therewith.


Signature

5/27/2020
Date

Hillarie Beyer
Name

5/27/2020
Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any
 Addendum # [] Addendum # [] Addendum # [] Addendum # []

Attachment B – Cost Proposal

Budget

A. Personnel Expense	\$51,120.00
B. Program Expense	\$11,122.00
C. Overhead Expense	\$8,758.00
D. Dues	\$4,000.00
Total Budgeted	\$75,000.00

A. Personnel Expense		
	Program Coordinator	\$39,000.00
	Salary Calculation	\$20 hour x 37.5 Hours a week
	Duties	Responsible for outreach and services to neighborhoods selected for the program
	Payroll Tax and Workmans Comp @10%	\$3,900.00
	Health Insurance	\$5,100.00
	Employee Retirement savings @ 8%	\$3,120.00
	Supervisory	
	Total Personnel Expense	\$51,120.00
B. Program Expenses		
	Family Assistance	\$1,500.00
	Supplies	
	Employee Training and Travel	\$3,200.00
	Community/Small Group Trainings (Including contractors, supplies, venue, and food)	\$5,422.00
	Mileage	\$1,000.00
	Total Transportation Expense	\$11,122.00
C. Overhead Expense		
	Communication	\$1,440.00
	Equipment	\$500.00
	Administrative @ 10%	\$6,818.00
	Total Overhead Expense	\$8,758.00
D. Dues		
	CAPCC	\$4,000.00
	Total Dues Expense	\$4,000.00

Attachment C – Supplemental Documentation

Proof of Nonprofit Status

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 04 2008

MCKINLEYVILLE COMMUNITY
COLLABORATIVE
PO BOX 3668
MCKINLEYVILLE, CA 95519-0000

Employer Identification Number:
68-0445130
DLN:
17053222724038
Contact Person:
DIANE M ECKARD ID# 31394
Contact Telephone Number:
(877) 829-8500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

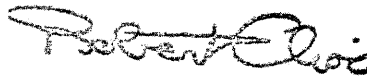
Based on the information you submitted, our letter dated May 2005 in which you were presumed to be a private foundation is hereby superseded. You are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pauli-Shaw Insurance Agency 627 7th St Arcata CA 95521		CONTACT NAME: PHONE (A/C, No, Ext): 707-822-7251 FAX (A/C, No): 707-826-9021 E-MAIL ADDRESS: monica@pauli-shaw.com	
INSURED McKinleyville Community Collaborative (McKinleyville Family Resource Center) P.O. Box 2668 McKinleyville CA 95519		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits Insurance Alliance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 684910094 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDCSUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	2020-13025	4/9/2020	4/9/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		2020-13025	4/9/2020	4/9/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		2020-13025-UMB	4/9/2020	4/9/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Social Service Professional		2020-13025	4/9/2020	4/9/2021	Each Event 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Child Abuse Prevention and Treatment (CAPIT) Grant.

When required by written contract or agreement the following apply:
 Additional Insured
 Primary Wording
 When available, form(s) are attached.

CERTIFICATE HOLDER County of Humboldt Attn: Risk Management 825 Fifth St, Rm 131 Eureka CA 95501	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ATTACHMENT D – REFERENCE DATA SHEET

REFERENCE DATA SHEET					
<p>Provide a minimum of three (3) references with name, address, contact person and telephone number whose scope of business or services is similar to those of Humboldt County (preferably in California). Previous business with the County does not qualify.</p>					
NAME OF AGENCY:	Prevention Institute				
STREET ADDRESS:	221 Oak St				
CITY, STATE, ZIP:	Oakland, CA, 94607				
CONTACT PERSON:	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Lisa Fujie Parks, Associate Program Director</td> <td>EMAIL: lisa@preventioninstitute.org</td> </tr> <tr> <td>PHONE #: (510) 444-8027 ext. 333</td> <td>FAX #: none</td> </tr> </table>	Lisa Fujie Parks, Associate Program Director	EMAIL: lisa@preventioninstitute.org	PHONE #: (510) 444-8027 ext. 333	FAX #: none
Lisa Fujie Parks, Associate Program Director	EMAIL: lisa@preventioninstitute.org				
PHONE #: (510) 444-8027 ext. 333	FAX #: none				
Department Name:	Safety, Wellbeing, and Health Equity Teams				
Approximate County (Agency) Population:	Alameda County: 1,671,329 (US Census 2019 estimate)				
Number of Departments:	5				
General Description of Scope of Work:	The Prevention Institute funds the MCC to work with all Center partners to solicit input from community members, focusing on people who have been marginalized, provide access to high quality programming and education on community member defined areas of interest, and provide opportunities for community members to share input with Center partners with a process for Center partners to respond. 2019 as a planning year, 2020-2021 as implementation years.				
NAME OF AGENCY:	S.H. Cowell Foundation				
STREET ADDRESS:	595 Market St, Suite 950				
CITY, STATE, ZIP:	San Francisco, CA, 94105				
CONTACT PERSON:	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Blia Moua, Program Officer</td> <td>EMAIL: moua@shcowell.org</td> </tr> </table>	Blia Moua, Program Officer	EMAIL: moua@shcowell.org		
Blia Moua, Program Officer	EMAIL: moua@shcowell.org				

PHONE #:	(415) 397-0285	FAX #: (415) 986-6786
Department Name:	Grants Program	
Approximate County (Agency) Population:	San Francisco County: 881,549 (US Census 2019 estimate)	
Number of Departments:	2	
General Description of Scope of Work:	The SH Cowell Foundation has provided funding for the MCC to provide its Case Management Program from 2013 to the present. Assistance available includes the Food Pantry, Parent Support Groups, Family Activities, and resources, referrals, and support signing up for services outside of the MCC. The Case Management Program believes that each family's needs are unique and responding to their needs increases the development of protective factors.	
Applicant Tracking System Implementation Date:		
NAME OF AGENCY:	First 5 Humboldt	
STREET ADDRESS:	325 Second St, Suite 201	
CITY, STATE, ZIP:	Eureka, CA, 95501	
CONTACT PERSON:	Mary Ann Hansen, Executive Director	EMAIL: mhansen@co.humboldt.ca.us
PHONE #:	(707) 445-7389	FAX #: (707) 445-7349
Department Name:	First 5 Humboldt	
Approximate County (Agency) Population:	Humboldt County: 135,558 (US Census 2019 estimate)	
Number of Departments:	1	
General Description of Scope of Work:	First 5 Humboldt has historically provided funding to the MCC to support general operations (including the Case Management Program) in the interest of supporting children and families in Northern Humboldt (2011-2016). First 5 Humboldt has also supported MCC staff trainings on topics such as adverse childhoods experiences (ACES) to ensure that MCC staff can better understand and support children and families they work with (2017).	