



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C11

For the meeting of: October 17, 2017

Date: July 17, 2017

To: Board of Supervisors

From: Connie Beck, Director *for*
Department of Health and Human Services-Social Services

Subject: Agreement with Food for People, Inc. to Assist with CalFresh Outreach and Support Activities.

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the agreement with Food for People, Inc to assist the Department of Health and Human Services (DHHS) increase utilization of CalFresh benefits by eligible households; and
2. Authorize the Chair to execute three (3) originals of the agreement (Attachment 1); and
3. Direct the Clerk of the Board to route two (2) fully executed originals of the agreement to the (DHHS)-Contract Unit for forwarding to DHHS-Social Services Administration.

SOURCE OF FUNDING:

Social Services Fund 1160

Prepared by Leigh Pierre-Oetker

CAO Approval *[Signature]*

REVIEW: Auditor *MM* County Counsel *DA* Human Resources *KCS* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:
 Board Order No. C-10; C-13; C-8; C-7, C-8
 Meeting of: 3/20/12; 11/12/13; 9/16/14; 10/13/15, 9/6/16

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Wilson* Seconded by Supervisor *Sundberg*
 Ayes *Wilson, Sundberg, Bass, Bohn, Fennell*
 Nays _____
 Abstain _____
 Absent _____

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

Dated: 10/17/17
 By: *[Signature]*
 Kathy Hayes, Clerk of the Board

DISCUSSION:

Food for People (FFP) is the designated food bank for Humboldt County and provides a range of hunger relief services, including an on-site Choice Pantry in Eureka, Backpacks for Kids, Summer Lunch, Mobile Produce Pantry, Senior Brown Bag and Homebound Delivery programs, Emergency Food and Disaster Program, Pantry Network hosting, and CalFresh Outreach. FFP currently reaches an average of 3,000 low-income individuals each month.

FFP plays a vital role in CalFresh outreach in Humboldt County. FFP provides food, training and support, as well as CalFresh pre-screening, application assistance and/or printed materials to 17 different pantry sites, and four seasonal produce distribution sites in Humboldt County. FFP also provides nonperishable food and outreach and referral assistance in partnership with DHHS mobile outreach programs. In addition to integrating CalFresh outreach into all FFP programs, FFP trains CalFresh application assisters, produces educational materials, partners with other agencies on related projects, hosts and manages the CalFresh Task Force, and maintains the CalFresh Task Force website, which includes outreach support materials for all partners.

With the execution of this Agreement, FFP will continue to assist DHHS in increasing CalFresh utilization by eligible households thereby promoting a safe, healthy, economically vibrant community. Outreach and enrollment raises awareness of the nutrition benefits of the CalFresh program; promotes healthy food choices; reduces hunger in seniors and children; and helps to dispel program myths and misperceptions.

The California Department of Social Services (CDSS) administers all United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program (SNAP) funds. Focusing on the important role SNAP plays in access to nutrition and the relation of nutrition to overall wellness, CDSS renamed and re-branded food stamps as CalFresh in California. CDSS also made significant program changes to increase CalFresh use by reducing enrollment and retention barriers. Many low-income individuals and families are not aware of and do not apply for CalFresh benefits, and many others are not aware of the program changes that could make it easier for them to receive and continue CalFresh benefits.

USDA and CDSS continue to encourage counties to work with community partners to help reach and inform community members who might be eligible for CalFresh benefits. Partnering with community based organizations is not only consistent with DHHS's general approach and strategic plan; it is key to DHHS's goal of providing integrated, place-based, and holistic services.

DHHS recommends that the Board approves and authorizes the Chair to execute this Agreement and directs the Clerk of the Board to return two executed originals of the Agreement to the DHHS-Social Services Administration.

FINANCIAL IMPACT:

The costs associated with this agreement have been budgeted in the approved fiscal year 2017-18 budget in fund 1160, Budget Unit 511, in the amount of \$709,365.24 and the remainder of \$236,455.08 will be included in the 2018-2019 fiscal year county budget. There will be no impact to the County General Fund.

Approving this agreement supports the Board's Strategic Framework by creating opportunities for improved health and safety, and protecting vulnerable populations.

This Agreement has a start date of October 1, 2017 for continuity of services provided by FFP. This comes late to the board due to unexpected delays during final review process.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to approve the Agreement for the CalFresh Outreach and Support activities with FFP. This is not recommended as the Department of Health and Human Services asserts this funding is important to the goal of increasing CalFresh participation and thereby improving the health and economic stability of children, families and other individuals in Humboldt County.

ATTACHMENTS:

Attachment 1: Agreement with Food for People (3 originals)

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

This Agreement, entered into this 17th day of October, 2017, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Food for People, Inc., a California not for profit, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Social Services ("DHHS – Social Services"), desires to retain the services of CONTRACTOR to provide increased utilization of the CalFresh benefit by eligible households and thereby improve the health and economic stability of families and individuals in Humboldt County; and

WHEREAS, such work involves the performance of professional, expert and technical services of a temporary and occasional character; 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 October 1st, 2017 and shall remain in full force and effect until September 30th, 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 Nine Hundred Forty-Five Thousand, Eight Hundred-Twenty Dollars and Thirty-Two Cents (\$945,820.32). 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 – Schedule of Rates/Invoice Schedule/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. 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. The required Invoice summary and itemized worksheet form is attached hereto as Attachment 1 to Exhibit B. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

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

6. NOTICES:

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

COUNTY: Humboldt County DHHS – Social Services
Attention: CalFresh Outreach
929 Koster St.
Eureka, Ca 95501

CONTRACTOR: Food for People, Inc.
Attention: Anne Holcomb
307 W. 14th St.
Eureka, Ca 95501

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. CONTRACTOR shall submit a final project report, including all expenditures within thirty (30) days of project completion or within thirty (30) days of termination of this Agreement.

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. Best's rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR, 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.

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 insured's clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice provisions set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
 3. The inclusion of more than one 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: Food for People, Inc.
Attention: Anne Holcomb
307 W. 14th St.
Eureka, Ca 95501

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.

38. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in 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.

39. AUTHORITY TO EXECUTE:

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

40. MEANINGFUL USE REGARDING FIXED ASSETS

All Grantors who acquire fixed assets pursuant to the terms of a DHHS agreement are responsible to ensure that the asset is used for a purpose consistent with the grant. DHHS must approve any changes in utilization of the asset. This term survives termination of the agreement.

[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.

CONTRACTOR:

By: Carol Vander Meer Date: 9-1-17

Name: Carol Vander Meer

Title: Board President

By: Deborah Waxman Date: 9/1/17

Name: Deborah Waxman

Title: Director of Programs

COUNTY OF HUMBOLDT:

By: Virginia Bass Date: 10/17/17
Virginia Bass
Chair, Humboldt County Board of Supervisors

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: [Signature] Date: 9/27/17
Risk Analyst

LIST OF EXHIBITS:

- Exhibit A – Scope of Services
- Exhibit B – Schedule of Rates

EXHIBIT A
SCOPE OF SERVICES
FOOD FOR PEOPLE

Goals and Outcomes for 2017-2018 contract year:

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

Objective 1 – Increase participation in CalFresh in Humboldt County by raising awareness of CalFresh, providing information on eligibility guidelines and assisting with CalFresh applications among potentially eligible populations.		
Task Description	Duration/Month	Details and Outcomes
A Outreach staff will develop CalFresh outreach materials and distribute a minimum of 2,500 flyers each month through Food for People's (FFP) distribution and Outreach programs.	1-12	<ul style="list-style-type: none"> • Reach a minimum of 3,000 low-income individuals monthly; • Customize materials for target populations (families with children, seniors, disabled, adults, Spanish-speakers); • Disseminate outreach materials through Choice Pantry, Pantry Network of 16 remote pantries countywide, Senior Brown Bag, Homebound Delivery, Backpacks for Kids, Mobile Produce Pantry, seasonal free produce distribution, and community outreach programs.
B Outreach staff will conduct direct CalFresh outreach at pantry, senior distribution, free produce distribution and Mobile Produce Pantry sites, including direct education, screening, application assistance, and assistance with benefit retention.	1-12	<p>Reach households accessing Food for People's various monthly distribution programs with direct outreach by:</p> <ul style="list-style-type: none"> • Traveling to distribution sites to pre-screen a minimum of 6,000 clients for CalFresh; • Assisting with the completion of a minimum of 150 applications; • Educating clients and site volunteers about CalFresh; • Responding to client e-requests for help via FFP website "CalFresh Call Back" form; • Posting messaging at sites; • Application Assistors and Outreach Driver for Mobile Produce Pantry will pre-screen all households at Mobile Produce Pantry sites and provide follow-up application assistance or referral to DHHS Mobile Outreach Vehicle and CalFresh partner application sites; • Pantry Network Coordinator to assist with outreach activities at 17 pantry sites.
C Outreach staff and Outreach Driver for Mobile Produce Pantry vehicle will pre-screen all households at Mobile Produce Pantry distribution sites for CalFresh and provide follow-up application assistance or referral to DHHS Mobile Outreach Vehicle (MEV) and/or Street Outreach Services (SOS).	1-12	<ul style="list-style-type: none"> • Travel in accordance with Mobile Outreach Vehicle /SOS schedule and additional sites as determined by community requests; • Reach a minimum of 400 households monthly, representing a minimum of 1000 individuals; • Reach between 8 and 10 sites each month; • Outreach staff will assist clients with completing intake files, which also track CalFresh eligibility status and next steps for follow-up.
D Table at community events.	1-12	<ul style="list-style-type: none"> • Table at a minimum of 5 community events (including health fairs, festivals, other outreach opportunities at events) providing CalFresh information, education, pre-screening and application assistance.

E	Maintain contact with key DHHS CalFresh staff, to identify preferred methods of handling applications, report barriers experienced by applicants assisted by Food for People, and communicate on behalf of clients, whether the application originated at Food for People or with another partner.	1-12	<ul style="list-style-type: none"> Track all follow up activities through Oasis Insight CalFresh database on a case by case basis.
F	Continue monitoring use of Oasis Insight (CalFresh outreach tracking database) at remote pantry sites, to collect client intake data, including CalFresh status and next steps for following up with application assistance and/or retention of benefits.	3-12	<ul style="list-style-type: none"> Provide training and ongoing support in use of Oasis Insight to staff and volunteers at pantry pilot sites; Identify potentially eligible clients at remote pantry sites that Outreach staff can follow up with directly; Food for People will continue to operate as lead Administrator of Oasis Insight for our Pantry Network, with ability to run reports on individual pantries.

Objective 2 –Provide follow-up outreach assistance to increase success rate of applications submitted to County.		
Task Description	Duration and/or Completion	Details and Outcomes
A Outreach Staff will assist clients in providing supporting application documentation with CalFresh applications submitted to DHHS.	1-12	<ul style="list-style-type: none"> Prepare all clients to bring copies of supporting documentation to be submitted by Food for People with CalFresh applications, or shortly thereafter, to increase number of complete applications and the approval rate; Continue to increase number of applications submitted with supporting documentation.
B Outreach Staff will obtain Release of Information (ROI) forms from clients assisted with CalFresh applications, to increase success rate of CalFresh applications and assist with retention of benefits.	1-12	<ul style="list-style-type: none"> Offer assistance completing the ROI form to all willing CalFresh applicants and current CalFresh recipients seeking assistance with benefits retention, to aid in communications between the County and the client, and improve the ultimate success rate of application submissions; Submit ROI forms to County along with applications.
C Outreach Staff will track all clients pre-screened and assisted with applications and will conduct follow-up phone calls with clients, to assist in increasing success rate of applications submitted and reduce churn at time of semi-annual reporting (SAR) and recertification.	1-12	<ul style="list-style-type: none"> Track all clients and assistance provided by utilizing Oasis Insight CalFresh tracking database; Utilize database for conducting follow-up with applicants and prospective applicants, to ensure success of application; Assist a minimum of 400 applicants with benefit retention; Utilize database for SAR and recertification follow-up assistance, to reduce churn.
D Track and report barriers experienced by applicants to designated key county CalFresh staff	1-12	<ul style="list-style-type: none"> Track all barriers experienced by clients or Outreach staff and communicate to key county staff.
E Provide technical assistance to clients experiencing problems with application process or retention of benefits, regardless of whether application originated at Food for People or at a partner organization.	1-12	<ul style="list-style-type: none"> Track technical assistance provided to clients whose applications originated at Food for People or at a partner organization.
F Assist DHHS in piloting and implementing program process changes and improvements	1-12	<ul style="list-style-type: none"> Work with key county staff, as required, to support pilot projects and improvements in the tools and processes used for CalFresh enrollment.
G All staff and volunteers assisting CalFresh applicants must sign a statement of confidentiality.	1-12	<ul style="list-style-type: none"> Confidentiality agreement will be approved by County.

Objective 3 – Educate, train and be a resource to community partners on CalFresh guidelines, information, training and outreach techniques.

Task Description	Duration/Month	Details and Outcomes
A Coordinate and facilitate Humboldt County CalFresh Task Force.	1-12	<ul style="list-style-type: none"> • Convene a minimum of 6 CalFresh Task Force meetings over the course of the year, and network with a minimum of 15 project partners and other community partners conducting CalFresh outreach or otherwise serving the low-income population; • Plan agendas and provide data and informative presentation topics to improve participant organizations' CalFresh knowledge and outreach capacity and promote networking amongst project partners; • Provide notes and electronic copies of resource materials provided at all meetings.
B Update and maintain CalFresh Task Force webpage.	1-12	<ul style="list-style-type: none"> • Provide CalFresh information, updates, outreach materials and training materials for project partners. • Include local, state and federal changes; • Provide information about partners' projects, links and downloads of outreach materials that can be utilized by all project partners; • Upload documents and links provided by DHHS for CalFresh partners, as requested; • Track number of visits to page and specific document downloads. Share this data with DHHS, and evaluate partners' interest and level of demand for specific information.
C Update and distribute quarterly e-newsletter to CalFresh Task Force project and community partners.	1-12	<ul style="list-style-type: none"> • Provide summaries and links to educational CalFresh information for a minimum of 80 individual local professionals, representing a minimum of 25 project and community partners, emphasizing local CalFresh news and changes, in addition to relevant state and federal information.
D Train project and community partners on CalFresh and application assistance, in partnership with DHHS.	1-12	<ul style="list-style-type: none"> • Continue to build partner organizations' CalFresh Outreach capacity through ongoing consultation and training • Provide a minimum of 5 CalFresh trainings for 100 individuals
E Plan and execute annual Humboldt County CalFresh Forum	4-9	<ul style="list-style-type: none"> • Assemble planning committee, including DHHS CalFresh Outreach Coordinator and other staff, and conduct regular meetings to help plan agenda, speakers, workshops, and all logistics.
F Pantry Network Coordinator will assist in educating staff and volunteers at 17 pantry sites on CalFresh outreach, to increase their capacity to conduct outreach on an ongoing basis.	1-12	<ul style="list-style-type: none"> • Assist with training of 17 pantry site coordinators on CalFresh outreach, on an ongoing basis; • Provide ongoing CalFresh education and updates for coordinators, staff and volunteers at pantry sites through monthly Pantry Network Newsletter; • Assist with training a minimum of 30 individual pantry staff and volunteers on CalFresh outreach at annual Pantry Summit; • Work with Bilingual CalFresh Application Assistor to learn individual pantries' client intake processes, conduct pantry intake interviews that include CalFresh pre-screening and application assistance, and train pantries to incorporate pre-screening and referral processes into their ongoing processes.

G	Community Education.	ongoing	<ul style="list-style-type: none"> Collaborate with DHHS and project partners to coordinate community education via newsletters, print materials and community events Reach a minimum of 7,000 individuals.
H	Engage in professional development specific to CalFresh by attending relevant state-wide CalFresh conferences and CalFresh Outreach peer-to-peer networking meetings.	ongoing	<ul style="list-style-type: none"> Attend California Food Policy Advocates' annual CalFresh Forum to learn about best practices in other counties and states, network, and bring information back to Humboldt County and the CalFresh Task Force Attend California Association of Food Banks' CalFresh Outreach trainings, CalFresh Peer-to-Peer training and networking meetings.

Objective 4 – Implement outreach projects and community education activities to increase CalFresh enrollment.		
Task Description	Duration/Month	Details and Outcomes
<p>A Partner with local Farmers' Markets and Market Match program to increase use of CalFresh.</p> <p>Both Market Match and market vouchers have been effective ways to support behavior change as clients are introduced to local markets and see the direct benefits of enrolling in CalFresh. Food for People will manage the market voucher portion of this collaborative effort.</p>	4 to 12	<ul style="list-style-type: none"> Convene planning meetings with key partners; Develop and provide vouchers as an educational and introductory tool for prospective CalFresh applicants. Develop a complete information packet for voucher recipients about applying for CalFresh in order to spend CalFresh dollars at local farmers' markets; Use vouchers to encourage enrollment and educate clients on the use of benefits at markets by distributing vouchers at Food for People's CalFresh enrollment clinics at pantries, to WIC participants, and at senior food distribution and meal sites; Distribute and track all vouchers; Develop and implement a CalFresh enrollment clinic schedule for promoting CalFresh alongside the Market Match program county-wide (Outreach staff); Encourage use of CalFresh for purchasing fresh produce and plant starts to promote "Grow Your Garden with CalFresh"; Work with North Coast Growers' Association (NCGA) to educate potential CalFresh recipients on the ability to use benefits at farmers' markets.
B Educate the community about CalFresh, eligibility, where CalFresh can be spent, and impact of the program in our community.	6-8	<ul style="list-style-type: none"> Educate community about CalFresh benefits, eligibility guidelines and how to apply locally; Educate community about using CalFresh at Humboldt County farmers' markets and growing a garden with CalFresh benefits; Outreach staff will tour Food for People's network of 17 pantries to conduct CalFresh enrollment clinics.
C Grow Your Garden with CalFresh	1-12	<ul style="list-style-type: none"> Educate the community about using CalFresh to purchase seeds and plants that produce food in one's garden; Update and print "Grow Your Garden with CalFresh" brochures in English and Spanish, and share with partners; Design and print cards with gardening tips for specific fruit and vegetable seeds and starts that can be purchased with CalFresh and grown locally.
D Maintain Food for People's CalFresh Outreach web page, to assist clients and the community with pre-screening for CalFresh and learning more about the program and various places to apply.	1-12	<ul style="list-style-type: none"> Continually update Food for People's CalFresh Outreach webpage and make it user-friendly, readable, and helpful to clients and the low-income community

Objective 5 - Provide Nutrition Education alongside CalFresh outreach, educating food bank clients about how CalFresh can help with access to healthy meals.

Task Description	Duration/Month	Details and Outcomes
<p>A CalFresh flyers and print materials will be accompanied by healthy recipes and nutrition information.</p>	<p>1-12</p>	<ul style="list-style-type: none"> • Reach a minimum of 3,000 low-income individuals monthly. Customize materials for target populations (families with children, seniors, disabled, adults); • Disseminate materials through Food for People's Choice Pantry, Pantry Network of 16 remote pantries countywide, Senior Brown Bag, Homebound Delivery, Backpacks for Kids, Mobile Produce Pantry, and seasonal free produce distribution programs; • Include Nutrition Education materials on the reverse side of CalFresh print materials distributed through Food for People's distribution programs.
<p>B Outreach staff will conduct food demos at pantry, senior distribution; free produce distribution and Mobile Produce Pantry sites, demonstrating healthy foods that can be prepared with CalFresh.</p>	<p>1-12</p>	<ul style="list-style-type: none"> • Conduct a minimum of 50 food demos; • Reach a minimum of 500 individuals monthly; • Provide CalFresh materials and guidelines; pre-screen clients; • Coordinate CalFresh pre-screening and application assistance referrals with DHHS Mobile Outreach Vehicle, as appropriate; • Assist with completing CalFresh applications at demo events, as available.
<p>C Outreach staff will work a minimum of one intake shift per week in the food bank's Eureka Choice Pantry, to engage in in-depth one-on-one conversations with low-income households about CalFresh and preparing healthy foods.</p>	<p>1-12</p>	<ul style="list-style-type: none"> • Reach a minimum of 75 households monthly • Provide CalFresh materials and guidelines; pre-screen • Assist with completing CalFresh applications
<p>D Outreach staff will conduct cooking classes with food bank programs' clients, demonstrating healthy foods that can be prepared with CalFresh.</p>	<p>1-12</p>	<ul style="list-style-type: none"> • Conduct a minimum of 8 cooking classes; • Reach a minimum of 15 low-income clients monthly; • Include brief presentation on CalFresh; • Provide CalFresh outreach materials; • Provide pre-screening and application assistance.
<p>E Include nutrition-related CalFresh messaging in food bank newsletters, including healthy, low-cost recipes that can be prepared utilizing CalFresh benefits.</p>	<p>1-12</p>	<ul style="list-style-type: none"> • Reach 4,500 readers through Food for People newsletter; • Reach 16 remote pantry sites through Pantry Network Newsletter; • Reach a minimum of 25 community partners through Food for People's Nonprofit Network program newsletter. This program allows community-based organizations serving low-income families and children to access our food for their programs.

Objective 6 – Provide quarterly program reports related to activities and outcomes. Provide final report one month after the end of the contract term.

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



Outreach Contract Final Report Form 2017-18

CalFresh Outreach partnership contracts are an opportunity for community-based organizations and the Humboldt County Department of Health & Human Services (DHHS) to work together to improve the health of our community. We would like to know more about your efforts and of course, we must report to our funders. Please use the attached Final Summary Report Form to tell DHHS about your project and to share your ideas for improvement.

Due date:

The Final Summary Report is due one month after completion of the contract term. If the total agreement amount is \$10,000 or less you are only required to submit a Final Summary Report.

Report	Dates Included	Date Report Due to DHHS
Final Summary Report	Entire contract term	One month after term end

Submission of Report:

The Final Report should be sent to **both** CalFresh Outreach and the DHHS Contract Unit at the following addresses:

- CalFreshOutreach@co.humboldt.ca.us
- DHHS-ContractUnit@co.humboldt.ca.us

Or by mail to: Department of Health & Human Services
Attention: Contract Unit
507 F St.
Eureka, CA 95501

Report:

In your narrative, please remember to talk about both processes and outcomes when possible.

Process evaluation attempts to answer these types of questions:

- Were the programs/services of the right quality and content to support CalFresh Outreach?
- How many individuals participated in the program and how many did you help either receive or maintain CalFresh Benefits?
- Did the program reach the population that it was intended to reach?
- Are those who participated satisfied with the program?

Outcome evaluation focuses on answers to these types of questions:

- What were the program results and did the program produce the intended changes? Unintended changes?
- At what level were changes sought and accomplished – short term, intermediate or long term?
- How did the programs results compare in terms of effectiveness and efficiency and was the outcome achieved worth the resources invested in the program?
- As your contract comes to an end, discuss what your organization could have done differently to better support CalFresh Outreach and if you are planning on continuing this program how has your organization prepared to make these changes?

Need help?

If you are unsure about when your reports are due, please refer to item 2 (Term) in your contract. If you are still unsure or you would like help with anything else, please call Justin Scarfone at 707-268-2787.

**Humboldt County CalFresh Outreach Partnership
Final Summary Report Form**
Due one month after term end



Organization Name: _____

Report Due Date: _____

Contact Name: _____

Phone: _____

Email: _____

Please attach a narrative report (a maximum of 4 pages, exclusive of attachments) addressing the items outlined in the sections below. If you also have a Quarterly Report due please include it with your Final Summary Report. Feel free to attach any other relevant materials or reports.

A. Results/Outcomes

1. Please describe the grant activities and events completed.
2. What difference did this grant make in your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., satisfaction survey results, pre- and post-test results, community indicators, outcomes, etc.). *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*
3. Discuss any Activities you completed to reduce stigma and encourage use of CalFresh benefits. This may include events and activities, such as cooking demonstrations and community garden programs, to educate participants.
4. Describe any unanticipated results, positive and negative, not already described above.

B. Lessons Learned

5. Describe what you learned based on the results/outcomes you reported in Section A above and what, if any, programmatic or organizational changes you will make based on your results/outcomes.
6. Describe the materials, messages, or tools you used, if and how you modified them to fit your audience, and how you would improve them further. Are there other tools you need?

C. Future Plans

7. If you will be continuing this program, what are the plans for sustaining or expanding the program?
8. If you have identified areas where increased collaboration between organizations or sectors would lead to increased positive outcomes for your constituents, briefly describe your ideas.

D. Other Comments

9. Please share with us any other comments or recommendations you would like to make regarding the relationship between DHHS CalFresh Outreach and your organization.
10. Please share anything else relating to your CalFresh Outreach Efforts that you would like us to know about.



Outreach Contract Quarterly Report Form 2017-18

CalFresh Outreach partnership contracts are an opportunity for community-based organizations and the Humboldt County Department of Health & Human Services (DHHS) to work together to improve the health of our community. We would like to know more about your efforts and of course, we must report to our funders. Please use the attached Quarterly Report Form to tell DHHS about your project and to share your ideas for improvement.

Due dates:

Quarterly reports are due one month after the end of each quarter. Quarterly reports will be based on DHHS fiscal year quarters. The table below shows each fiscal year quarter and the report due dates. Contractors must submit a quarterly report for each quarter in which the contract is active. **If the total agreement amount is \$10,000 or less you are only required to submit a Final Summary Report.**

Quarter	Dates Included	Date Report Due to DHHS
1	July 1 through September 30	October 31
2	October 1 through December 31	January 31
3	January 1 through March 31	April 30
4	April 1 through June 30	July 31
Final Summary Report	Based on contract term	One month after term end

Submission of reports:

All reports should be sent to **both** CalFresh Outreach and the DHHS Contract Unit at the following addresses:

CalFreshOutreach@co.humboldt.ca.us
DHHS-ContractUnit@co.humboldt.ca.us

Or by mail to: Department of Health and Human Services
Attention: Contract Unit
507 F St.
Eureka, CA 95501

Report Narrative:

In your report narrative, please remember to talk about both processes and outcomes whenever possible. Please use the narrative section to explain in detail the Outreach Activities your organization completed or participated in also including how you calculated the number's you report in each section of the report (i.e. Enrollment Activities and Support, Healthy Eating linked to CalFresh Messages, Media).

Some questions you may want to ask yourself when completing the narrative sections of the report:

- How did the programs/services support CalFresh Outreach?
- How did you calculate the number of individuals your organization reached with CalFresh Outreach Activities (i.e. # of Application submitted, # of people that saw your CalFresh sign, etc.) Please be as specific as possible as each organization is different and we want to know how you quantified your CalFresh Outreach Efforts.
- Did the programs/services reach the populations it was intended to reach and were the participants satisfied?
- What were the program results and did the program produce the intended changes? Unintended changes?
- Was the value of the outcomes achieved worth the resources invested in the program?

Need help?

If you are unsure about when your reports are due, please refer to item 2 (Term) in your contract. If you are still unsure or you would like help with anything else, please call Justin Scarfone at 707-268-2787.

Humboldt County CalFresh Outreach Partnership

Quarterly Report Form



Organization Name: _____

Please Check Applicable Report Cycle:

- | | |
|--------------------------------------------------------------|----------------------|
| <input type="checkbox"/> Quarter 1 (July 1-Sept. 30 2017) | Due October 31, 2017 |
| <input type="checkbox"/> Quarter 2 (Oct. 1- Dec. 31, 2017) | Due January 31, 2018 |
| <input type="checkbox"/> Quarter 3 (Jan. 1 – March 31, 2018) | Due April 30, 2018 |
| <input type="checkbox"/> Quarter 4 (April 1- June 30, 2018) | Due July 31, 2018 |

Contact Name: _____ Phone: _____ Email: _____

Instructions: We would like to know the number of CalFresh Outreach related messages you delivered and the activities you completed. Please enter the numbers of people you reached or served in the tables below.

A. Enrollment Activities and Support:

Use this section to tell us the number of people that participated in your activities.

Note: Do not include anything in Section A that will be counted in any other sections.

Number of participants:	Total
1. CalFresh educational materials distributed, benefits/requirements presented/ provided. Provide details in the Narrative Section below.	
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, directed them to Social Services Office, etc.). Provide details in the Narrative Section below.	
3. Applications assisted (i.e. staff member assisted customer w/ completing application, staff faxed in application, etc.). Provide details in the Narrative Section below.	
4. DHHS visit assisted. Discuss how your organization was able to help (i.e. staff drove them, a bus pass was provided, etc.) in the Narrative Section below.	
5. Retention assisted (examples of this could include, but are not limited to, assisting customer to complete his/her Semi-Annual Report (SAR7), Annual Re-Certification (RE), interpreting his/her Notice of Action (NOA), assist with collecting necessary verifications, etc.). Provide details in the Narrative Section below.	
6. Specialized services to reach populations with low CalFresh participation rates, please discuss these services in the Narrative Section below.	

Enrollment Activities and Support Narrative: (Please use this space to provide specifics of the Enrollment Activities and Support that your organization has completed over the last quarter.)

B. Healthy Eating linked to CalFresh Messages:

Use this section to tell us the number of people that participated in your activities.

Note: Do not include anything in Section B that will be counted in any other section.

Number of participants or recipients of the following:	Total
7. Educational materials distributed or provided- Please provide details in the Narrative Section below.	
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided- Please provide details in the Narrative Section below	
9. Food distributed or meals provided- - Please provide details in the Narrative Section below.	

Healthy Eating linked to CalFresh Messages Narrative: (Please use this space to provide specifics of how your organization linked Healthy Eating messaging to CalFresh over the last quarter)

C. Media:

Use this section to identify the number of messages you delivered through media, including newsletters websites and posters. **Note: Do not include anything in Section C that was counted in any other section.**

Number of messages delivered through media:	Total
10. Number of possible readers of print media or articles. Please provide details in the Narrative Section below.	
11. Number of possible viewers/listeners of non-print broadcast media. Please provide details in the Narrative Section below.	
12. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications-Please provide details in the Narrative Section below.	
13. Web content visits (specifically CalFresh)-Please provide details in the Narrative Section below.	

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

D. Closing Narrative:

Please provide a story or comment specifically related to your organization/project's CalFresh Outreach activities over the past Quarter. (This could include, but is not limited to, Success Stories or your customers overcoming obstacles to access CalFresh; challenges you or your organization have overcome to better provide CalFresh Outreach; or any comments about your organization's relationship with DHHS CalFresh Outreach and what we could be doing to better support your organization's Outreach Efforts.)

Humboldt County CalFresh Outreach FY 2017-18 Partnership Request Form



Organization Name: Food for People, Inc.

Contact Name: Anne Holcomb

Address: 307 W. 14th Street, Eureka, CA 95501

Phone: (707) 445-3166

Email: aholcomb@foodforpeople.org

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

Expected start date: 10/1/17 **and end date:** 9/30/18

Please answer the following questions. A complete application includes this form, a completed Partnership Budget Form, Outreach Estimates Form, and attached narrative.

A. Project Description Narrative (please attach a maximum of 6 pages)

1. Please describe the activities and events that will be completed with CalFresh Outreach funding. Include the total number of people you will serve or reach and if your program will focus on a particular group or geographic area. **Be sure to include how you will encourage and assist applications and retention. Please see Scope of Work below.**
2. What are your expected outcomes? What difference will CalFresh funding make in your community or neighborhood and for the population you are serving? How will the proposed activities fit into or relate to other programs in your organization and community? **Please see outcomes in Scope of Work and narrative below Scope of Work.**
3. Please describe your organization's capacity to succeed with the proposed project and your plans, if any, for continuing the work after the proposed project is complete. **Please see narrative below Scope of Work below.**

B. Which of the CalFresh program goals will you pursue? *Check all that apply;*

- Assist and facilitate CalFresh applications
- Assist and support CalFresh intake and enrollment processes.
- Assist with CalFresh retention.
- Reduce stigma and misconceptions associated with benefit use and educate potentially eligible community members about the CalFresh program and program changes. This may include events and activities such as cooking demonstrations and community garden programs to educate participants.
- Provide specialized services to reach populations with low CalFresh Participation Rates.
- Provide healthy foods to participants in food and meal programs with nutrition information and guidance on healthy eating, accompanied by CalFresh outreach materials and enrollment support.
- Encourage clients to engage in healthy eating and exercise, and assist all clients wishing to apply for CalFresh with enrollment information.

C. Other Funding Sources

1. What other DHHS Funding does your Organization receive, please include any current contracts as well as any pending applications?
Food for People does not receive and is not planning to apply for any other DHHS funding.
2. What other funding outside of DHHS support the proposed Activities?
Food for People does not receive any other funding to support the proposed activities at this time.

D. Partnership Request Budget Form and Outreach Estimates Form

Humboldt County CalFresh Outreach Outreach Estimates Form

DHHS would like to know the number of people you plan to reach with your proposed CalFresh Outreach partnership project. To the extent possible, please provide estimates of the numbers you hope to reach with the CalFresh messages and activities outlined below. For example, if you plan to host a senior lunch and distribute CalFresh program material to 100 participants, you might enter 100 in the total column for number 7 and 8.

*Use this section to tell us the number of people that will participate in your activities.
Number of participants or recipients of the following.*

Enrollment Activities and Support	Total
1. CalFresh educational materials distributed, benefits/requirements presented/ provided.	36,000
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, directed them to Social Services Office, etc.).	9,750
3. Applications assisted (i.e. staff member assisted customer w/ completing application, staff faxed in application, etc.).	150
4. DHHS visits assisted. Discuss how your organization is able to help (i.e. staff drove them, a bus pass was provided, etc.).	5
5. Retention assisted (examples of this could include, but are not limited to, assisting customers to complete their Semi-Annual Report (SAR7), their Annual Re-Certification (RE), interpreting their Notice of Action (NOA), assist with collecting necessary verifications, etc.).	500
6. Specialized services to reach populations with low CalFresh participation rates.	5,000

Please use this section to tell us the CalFresh & Healthy Eating messages you plan to deliver.

Healthy Eating linked to CalFresh Messages	Total
7. Educational materials distributed or provided (not counted above).	10,000
8. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided.	6,000
9. Food distributed or meals provided.	95,000

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

Information Dissemination/Publications/Media	Total
10. Number of possible readers of print media or articles.	10,000
11. Number of possible viewers/listeners of non-print broadcast media.*	0
12. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications.	15,000
13. Web content visits (specifically CalFresh).	10,000

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

Special populations	Total
Seniors age 60+	10,000
Latino	4,000
Native/Tribal	5,500

*Note: Currently no television, radio or billboard advertising is permitted with CalFresh funds. Please check with DHHS if you would like to propose mass media promotion of CalFresh.

FY 17-18 Project Description Narrative:

Proposed Scope of Work

*The SOW addresses question #1 and sections of question #2 of the 2017-2018 Partnership Request Form, Section A. Project Description Narrative. Additional responses can be found below Scope of Work.

Goals and Outcomes for 2017-2018 contract year:

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

Objective 1 – Increase participation in CalFresh in Humboldt County by raising awareness of CalFresh, providing information on eligibility guidelines and assisting with CalFresh applications among potentially eligible populations.		
Task Description	Duration/Month	Details and Outcomes
A Outreach staff will develop CalFresh outreach materials and distribute a minimum of 2,500 flyers each month through Food for People's (FFP) distribution and Outreach programs.	1-12	<ul style="list-style-type: none"> Reach a minimum of 3,000 low-income individuals monthly; Customize materials for target populations (families with children, seniors, disabled, adults, Spanish-speakers); Disseminate outreach materials through Choice Pantry, Pantry Network of 16 remote pantries countywide, Senior Brown Bag, Homebound Delivery, Backpacks for Kids, Mobile Produce Pantry, seasonal free produce distribution, and community outreach programs.
B Outreach staff will conduct direct CalFresh outreach at pantry, senior distribution, free produce distribution and Mobile Produce Pantry sites, including direct education, screening, application assistance, and assistance with benefit retention.	1-12	<p>Reach households accessing Food for People's various monthly distribution programs with direct outreach by:</p> <ul style="list-style-type: none"> Traveling to distribution sites to pre-screen a minimum of 6,000 clients for CalFresh; Assisting with the completion of a minimum of 150 applications; Educating clients and site volunteers about CalFresh; Responding to client e-requests for help via FFP website "CalFresh Call Back" form; Posting messaging at sites; Application Assistors and Outreach Driver for Mobile Produce Pantry will pre-screen all households at Mobile Produce Pantry sites and provide follow-up application assistance or referral to DHHS Mobile Outreach Vehicle and CalFresh partner application sites; Pantry Network Coordinator to assist with outreach activities at 17 pantry sites.
C Outreach staff and Outreach Driver for Mobile Produce Pantry vehicle will pre-screen all households at Mobile Produce Pantry distribution sites for CalFresh and provide follow-up application assistance or referral to DHHS Mobile Outreach Vehicle (MEV) and/or Street Outreach Services (SOS).	1-12	<ul style="list-style-type: none"> Travel in accordance with Mobile Outreach Vehicle /SOS schedule and additional sites as determined by community requests; Reach a minimum of 400 households monthly, representing a minimum of 1000 individuals; Reach between 8 and 10 sites each month; Outreach staff will assist clients with completing intake files, which also track CalFresh eligibility status and next steps for follow-up.
D Table at community events.	1-12	<ul style="list-style-type: none"> Table at a minimum of 5 community events (including health fairs, festivals, other outreach opportunities at events) providing CalFresh information, education, pre-screening and application assistance.

E	Maintain contact with key DHHS CalFresh staff, to identify preferred methods of handling applications, report barriers experienced by applicants assisted by Food for People, and communicate on behalf of clients, whether the application originated at Food for People or with another partner.	1-12	<ul style="list-style-type: none"> Track all follow up activities through Oasis Insight CalFresh database on a case by case basis.
F	Continue monitoring use of Oasis Insight (CalFresh outreach tracking database) at remote pantry sites, to collect client intake data, including CalFresh status and next steps for following up with application assistance and/or retention of benefits.	3-12	<ul style="list-style-type: none"> Provide training and ongoing support in use of Oasis Insight to staff and volunteers at pantry pilot sites; Identify potentially eligible clients at remote pantry sites that Outreach staff can follow up with directly; Food for People will continue to operate as lead Administrator of Oasis Insight for our Pantry Network, with ability to run reports on individual pantries.

Objective 2 –Provide follow-up outreach assistance to increase success rate of applications submitted to County.		
Task Description	Duration and/or Completion	Details and Outcomes
A	Outreach Staff will assist clients in providing supporting application documentation with CalFresh applications submitted to DHHS.	1-12 <ul style="list-style-type: none"> Prepare all clients to bring copies of supporting documentation to be submitted by Food for People with CalFresh applications, or shortly thereafter, to increase number of complete applications and the approval rate; Continue to increase number of applications submitted with supporting documentation.
B	Outreach Staff will obtain Release of Information (ROI) forms from clients assisted with CalFresh applications, to increase success rate of CalFresh applications and assist with retention of benefits.	1-12 <ul style="list-style-type: none"> Offer assistance completing the ROI form to all willing CalFresh applicants and current CalFresh recipients seeking assistance with benefits retention, to aid in communications between the County and the client, and improve the ultimate success rate of application submissions; Submit ROI forms to County along with applications.
C	Outreach Staff will track all clients pre-screened and assisted with applications and will conduct follow-up phone calls with clients, to assist in increasing success rate of applications submitted and reduce churn at time of semi-annual reporting (SAR) and recertification.	1-12 <ul style="list-style-type: none"> Track all clients and assistance provided by utilizing Oasis Insight CalFresh tracking database; Utilize database for conducting follow-up with applicants and prospective applicants, to ensure success of application; Assist a minimum of 400 applicants with benefit retention; Utilize database for SAR and recertification follow-up assistance, to reduce churn.
D	Track and report barriers experienced by applicants to designated key county CalFresh staff	1-12 <ul style="list-style-type: none"> Track all barriers experienced by clients or Outreach staff and communicate to key county staff.
E	Provide technical assistance to clients experiencing problems with application process or retention of benefits, regardless of whether application originated at Food for People or at a partner organization.	1-12 <ul style="list-style-type: none"> Track technical assistance provided to clients whose applications originated at Food for People or at a partner organization.
F	Assist DHHS in piloting and implementing program process changes and improvements	1-12 <ul style="list-style-type: none"> Work with key county staff, as required, to support pilot projects and improvements in the tools and processes used for CalFresh enrollment.
G	All staff and volunteers assisting CalFresh applicants must sign a statement of confidentiality.	1-12 <ul style="list-style-type: none"> Confidentiality agreement will be approved by County.

Objective 3 – Educate, train and be a resource to community partners on CalFresh guidelines, information, training and outreach techniques.

Task Description	Duration/Month	Details and Outcomes
A Coordinate and facilitate Humboldt County CalFresh Task Force.	1-12	<ul style="list-style-type: none"> • Convene a minimum of 6 CalFresh Task Force meetings over the course of the year, and network with a minimum of 15 project partners and other community partners conducting CalFresh outreach or otherwise serving the low-income population; • Plan agendas and provide data and informative presentation topics to improve participant organizations' CalFresh knowledge and outreach capacity and promote networking amongst project partners; • Provide notes and electronic copies of resource materials provided at all meetings.
B Update and maintain CalFresh Task Force webpage.	1-12	<ul style="list-style-type: none"> • Provide CalFresh information, updates, outreach materials and training materials for project partners. • Include local, state and federal changes; • Provide information about partners' projects, links and downloads of outreach materials that can be utilized by all project partners; • Upload documents and links provided by DHHS for CalFresh partners, as requested; • Track number of visits to page and specific document downloads. Share this data with DHHS, and evaluate partners' interest and level of demand for specific information.
C Update and distribute quarterly e-newsletter to CalFresh Task Force project and community partners.	1-12	<ul style="list-style-type: none"> • Provide summaries and links to educational CalFresh information for a minimum of 80 individual local professionals, representing a minimum of 25 project and community partners, emphasizing local CalFresh news and changes, in addition to relevant state and federal information.
D Train project and community partners on CalFresh and application assistance, in partnership with DHHS.	1-12	<ul style="list-style-type: none"> • Continue to build partner organizations' CalFresh Outreach capacity through ongoing consultation and training • Provide a minimum of 5 CalFresh trainings for 100 individuals
E Plan and execute annual Humboldt County CalFresh Forum	4-9	<ul style="list-style-type: none"> • Assemble planning committee, including DHHS CalFresh Outreach Coordinator and other staff, and conduct regular meetings to help plan agenda, speakers, workshops, and all logistics.
F Pantry Network Coordinator will assist in educating staff and volunteers at 17 pantry sites on CalFresh outreach, to increase their capacity to conduct outreach on an ongoing basis.	1-12	<ul style="list-style-type: none"> • Assist with training of 17 pantry site coordinators on CalFresh outreach, on an ongoing basis; • Provide ongoing CalFresh education and updates for coordinators, staff and volunteers at pantry sites through monthly Pantry Network Newsletter; • Assist with training a minimum of 30 individual pantry staff and volunteers on CalFresh outreach at annual Pantry Summit; • Work with Bilingual CalFresh Application Assistor to learn individual pantries' client intake processes, conduct pantry intake interviews that include CalFresh pre-screening and application assistance, and train pantries to incorporate pre-screening and referral processes into their ongoing processes.

G	Community Education.	ongoing	<ul style="list-style-type: none"> Collaborate with DHHS and project partners to coordinate community education via newsletters, print materials and community events Reach a minimum of 7,000 individuals.
H	Engage in professional development specific to CalFresh by attending relevant state-wide CalFresh conferences and CalFresh Outreach peer-to-peer networking meetings.	ongoing	<ul style="list-style-type: none"> Attend California Food Policy Advocates' annual CalFresh Forum to learn about best practices in other counties and states, network, and bring information back to Humboldt County and the CalFresh Task Force Attend California Association of Food Banks' CalFresh Outreach trainings, CalFresh Peer-to-Peer training and networking meetings.

Objective 4 – Implement outreach projects and community education activities to increase CalFresh enrollment.		
Task Description	Duration/Month	Details and Outcomes
<p>A Partner with local Farmers' Markets and Market Match program to increase use of CalFresh.</p> <p>Both Market Match and market vouchers have been effective ways to support behavior change as clients are introduced to local markets and see the direct benefits of enrolling in CalFresh. Food for People will manage the market voucher portion of this collaborative effort.</p>	4 to 12	<ul style="list-style-type: none"> Convene planning meetings with key partners; Develop and provide vouchers as an educational and introductory tool for prospective CalFresh applicants. Develop a complete information packet for voucher recipients about applying for CalFresh in order to spend CalFresh dollars at local farmers' markets; Use vouchers to encourage enrollment and educate clients on the use of benefits at markets by distributing vouchers at Food for People's CalFresh enrollment clinics at pantries, to WIC participants, and at senior food distribution and meal sites; Distribute and track all vouchers; Develop and implement a CalFresh enrollment clinic schedule for promoting CalFresh alongside the Market Match program county-wide (Outreach staff); Encourage use of CalFresh for purchasing fresh produce and plant starts to promote "Grow Your Garden with CalFresh"; Work with North Coast Growers' Association (NCGA) to educate potential CalFresh recipients on the ability to use benefits at farmers' markets.
B Educate the community about CalFresh, eligibility, where CalFresh can be spent, and impact of the program in our community.	6-8	<ul style="list-style-type: none"> Educate community about CalFresh benefits, eligibility guidelines and how to apply locally; Educate community about using CalFresh at Humboldt County farmers' markets and growing a garden with CalFresh benefits; Outreach staff will tour Food for People's network of 17 pantries to conduct CalFresh enrollment clinics.
C Grow Your Garden with CalFresh	1-12	<ul style="list-style-type: none"> Educate the community about using CalFresh to purchase seeds and plants that produce food in one's garden; Update and print "Grow Your Garden with CalFresh" brochures in English and Spanish, and share with partners; Design and print cards with gardening tips for specific fruit and vegetable seeds and starts that can be purchased with CalFresh and grown locally.
D Maintain Food for People's CalFresh Outreach web page, to assist clients and the community with pre-screening for CalFresh and learning more about the program and various places to apply.	1-12	<ul style="list-style-type: none"> Continually update Food for People's CalFresh Outreach webpage and make it user-friendly, readable, and helpful to clients and the low-income community

Objective 5 - Provide Nutrition Education alongside CalFresh outreach, educating food bank clients about how CalFresh can help with access to healthy meals.

Task Description	Duration/Month	Details and Outcomes
A CalFresh flyers and print materials will be accompanied by healthy recipes and nutrition information.	1-12	<ul style="list-style-type: none"> Reach a minimum of 3,000 low-income individuals monthly. Customize materials for target populations (families with children, seniors, disabled, adults); Disseminate materials through Food for People's Choice Pantry, Pantry Network of 16 remote pantries countywide, Senior Brown Bag, Homebound Delivery, Backpacks for Kids, Mobile Produce Pantry, and seasonal free produce distribution programs; Include Nutrition Education materials on the reverse side of CalFresh print materials distributed through Food for People's distribution programs.
B Outreach staff will conduct food demos at pantry, senior distribution; free produce distribution and Mobile Produce Pantry sites, demonstrating healthy foods that can be prepared with CalFresh.	1-12	<ul style="list-style-type: none"> Conduct a minimum of 50 food demos; Reach a minimum of 500 individuals monthly; Provide CalFresh materials and guidelines; pre-screen clients; Coordinate CalFresh pre-screening and application assistance referrals with DHHS Mobile Outreach Vehicle, as appropriate; Assist with completing CalFresh applications at demo events, as available.
C Outreach staff will work a minimum of one intake shift per week in the food bank's Eureka Choice Pantry, to engage in in-depth one-on-one conversations with low-income households about CalFresh and preparing healthy foods.	1-12	<ul style="list-style-type: none"> Reach a minimum of 75 households monthly Provide CalFresh materials and guidelines; pre-screen Assist with completing CalFresh applications
D Outreach staff will conduct cooking classes with food bank programs' clients, demonstrating healthy foods that can be prepared with CalFresh.	1-12	<ul style="list-style-type: none"> Conduct a minimum of 8 cooking classes; Reach a minimum of 15 low-income clients monthly; Include brief presentation on CalFresh; Provide CalFresh outreach materials; Provide pre-screening and application assistance.
E Include nutrition-related CalFresh messaging in food bank newsletters, including healthy, low-cost recipes that can be prepared utilizing CalFresh benefits.	1-12	<ul style="list-style-type: none"> Reach 4,500 readers through Food for People newsletter; Reach 16 remote pantry sites through Pantry Network Newsletter; Reach a minimum of 25 community partners through Food for People's Nonprofit Network program newsletter. This program allows community-based organizations serving low-income families and children to access our food for their programs.

Objective 6 – Provide quarterly program reports related to activities and outcomes. Provide final report one month after the end of the contract term.

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

2. What difference will CalFresh funding make in your community or neighborhood and for the population you are serving? How will the proposed activities fit into or relate to other programs in your organization and community?

We expect to increase the percentage of our clients who receive CalFresh, through a combination of application assistance and retention activities intended to reduce churn. We also anticipate that our overall outreach work and referrals to the DHHS Mobile Outreach Vehicle, Social Services offices, C4Yourself.com, and other community partners will help the broader county-wide enrollment rate. CalFresh funding helps us integrate CalFresh education, pre-screening, application assistance, and benefit retention with meeting our clients' immediate need for food. It also helps us to weave CalFresh outreach into our Nutrition Education activities, so that our clients are aware of the financial tools that can help them better afford to eat nutritiously, plan meals on a budget, and grow a garden with CalFresh. Clients learn a little more about CalFresh each time they interact with our programs, and we build rapport so that we are seen as a comfortable and knowledgeable place to seek further help with CalFresh. Establishing relationships with and contact information for our clients also allows us to follow up about CalFresh with them at a later time, if they do not want to apply on the spot or have questions about a pending application or Semi-Annual Report.

At the community level, we work with many community partner organizations (including on specific projects related to farmers' markets, garden outreach, community events, family resource centers, college campuses, Latino outreach, senior outreach, tribal organizations, and more) to help strengthen the collective outreach work occurring all over the county. We also serve as a knowledgeable resource to community partners (via trainings, CalFresh Task Force, website, newsletters, sharing outreach materials, and other outreach projects). We have been providing pre-assembled nonperishable food bags to the DHHS Mobile Outreach and SOS vehicles on a monthly basis, since the beginning of our project in 2012, to help their staff meet community members' immediate food needs while engaging them in conversations about CalFresh. We will continue to provide these bags to help the Mobile Outreach and SOS programs in their work serving low-income clients in food deserts and high-need areas of the community.

3. Please describe your organization's capacity to succeed with the proposed project and your plans, if any, for continuing the work after the proposed project is complete.

We have successfully managed this project for the past five years, providing quality CalFresh information, education, pre-screening, application assistance, and benefit retention services at food distribution locations county-wide that reach a large proportion of Humboldt County's low-income community. The quarterly and year-end reports that we have submitted in accordance with contract requirements have demonstrated our ability to fulfill the obligations outlined in our Scope of Work. We have helped to steadily increase the percentage of our clients, and low-income households county-wide, who are enrolled in CalFresh and have worked especially hard on reducing churn and increasing approval rates. We know that our ongoing community and client education contributes to the collective county-wide increase in enrollment. We build upon our successes each year and incorporate fresh ideas for reaching clients as effectively as possible through our programs.

Documenting and evaluating our outreach techniques and outcomes has been one of the keys to our progress. We examine trends, challenges, successes, and data. For example, we monitor intake data on CalFresh status and clients' choices for their next steps with CalFresh in our Eureka Choice Pantry, Arcata pantry, and up to ten Mobile Produce Pantry sites each month. Our outreach staff document detailed statistical data and outcomes of pre-screens, application assistance, and benefit retention assistance, in addition to barriers clients experience, which is helpful information we are able to share with DHHS staff, as needed.

We look forward to continuing to work with Humboldt County DHHS, and our network of community partners, to help our community to better afford the foods they need for good health and nutrition. Our organization has been committed to this work for many years as central to our mission and will remain committed into the future.

Humboldt County CalFresh Outreach Partnership Request Budget Form

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

Descriptions here

Amounts Here

A. Personnel Costs	
Title:	
Salary Calculation: : <i>SEE WORKSHEET AS ATTACHMENT</i>	
Duties Description: <i>See Budget Narrative</i>	
Total Personnel Costs:	\$320,542.65
B. Operational Costs	
Title: Storage Costs	
Description: Offsite warehouse rent, insurance, utilities, pest control	\$16,740.00
Title: Printing and Copying	
Description: Vouchers, forms	\$8,600.00
Title: CAFB Dues	
Description:	\$4,500.00
Title: Tech Support for Website	
Description:	\$2,000.00
Title: Outreach Supplies	
Description:	\$3,879.00
Title: Project Operating Expenses	
Description: Phone, garbage, etc. @ \$300 per month	\$3,600.00
Title: Oasis Insight	
Description: 8 users	\$1,900.00
Title:	
Description:	
Total Operational Costs:	\$41,219.00
C. Consumables/Supplies	
Title: Produce Purchases and Related Expense	
Description:	\$64,000.00
Title: Non-perishable Food Purchases and Related Expenses	
Description:	\$402,700.00
Title: Cal-Fresh Outreach Voucher Redemption	
Description:	\$8,000.00
Title:	
Description:	\$
Total Consumable/Supplies:	\$474,700.00
D. Transportation/Travel	
Title: Refrigerated Isuzu Truck Expense	
Description: Fuel, annual registration, insurance, maintenance and repair	\$17,075.00
Title: Outreach Mileage and Per Diem	
Description:	\$6,300.00
Total Transportation/Travel:	\$23,375.00
E. Other Costs	
Title: Indirect Overhead @ 10%	
Description:	\$85,983.67
Total Other Costs:	\$85,983.67
Total :	\$945,820.32

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

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

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

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

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

Food for People CF FY17-18 33 of 46
Overhead and administrative costs may not exceed 10% of the total modified total costs, per OMB Federal Guidance.

Food for People DHHS 2017-2018 Budget Narrative (*SEE ATTACHED WORKSHEETS)

A. Personnel Costs:

CalFresh Outreach Staff:

Budget includes payroll costs associated with retaining three, full time CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate the CalFresh Task Force meetings; coordinate training for project partners; coordinate Market Match outreach with the North Coast Growers' Association; and plan and execute the annual CalFresh Forum. This includes two CalFresh application assistants at 100% FTE (one bilingual assistant and one nutrition education assistant) and a lead outreach and application assistance specialist funded at 90% FTE. The three Outreach staff will conduct all activities outlined in the SOW.

Driver for Mobile Produce Pantry:

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

Mobile Pantry/Outreach Inventory Database Manager:

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

Volunteer and Direct Services Training Manager:

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

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

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

Local Food Resources Coordinator:

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

Pantry Network Outreach Coordinator:

The Pantry Network Coordinator oversees operations at each of our 17 pantry sites countywide, ensuring that CalFresh informational materials are available and that outreach is occurring during food distributions. She provides training, technical support and other resources for the individual pantry coordinators and their volunteers at the 16 remote sites to assist them with their CalFresh outreach and engagement activities. Activities are coordinated with our Outreach staff to provide information and on site application and retention assistance. She also monitors data collection through the Oasis Insight database tracking system, which is currently in use at the Eureka and Arcata Choice Pantry sites.

Director of Programs:

The Director of Programs coordinates all weekly website postings for DHHS and designated CalFresh partners on the dedicated CalFresh Task Force (CFTF) web page, including a variety of outreach materials, some of which target specific ethnic and age related populations; links to CalFresh eligibility and nutrition information; FAQ's; training opportunities; and postings for outreach activities being conducted by project partners. Utilization of the CalFresh Outreach-related pages continues to climb. In the first half of our current contract, the main CalFresh page and its sub-pages received an average of 3400 to 3500 hits each quarter. Approximately 25-30% of the hits are from CalFresh Task Force (CFTF) members and the rest are from the general public. Visitors to the CFTF web page downloaded an average of 1500 documents per quarter. A detailed list of the number of webpage hits and the number of downloads, by document, is included in each of our quarterly reports.

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

Executive Director:

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

Finance Director:

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

Bookkeeper:

Budget reflects time spent tracking all contract-related expenses, including payroll and food purchases.

B. Operational Costs:**Storage Space for Outreach Food Purchases:**

Rental costs for additional off-site storage space to accommodate the increased volume of purchased nonperishable foods outlined above, which FFP would not otherwise have the space to store. Total includes utilities, insurance and pest control for the site.

Printing and copying:

This line item reflects the cost of printing CalFresh brochures, WIC and enrollment clinic Farmers' Market vouchers, letters, "Grow Your Garden with CalFresh" cards and brochures, etc. This also includes annual costs to photocopy prescreening and release of information forms, client documentation, recipes, and other outreach materials.

California Association of Food Banks dues:

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

Tech support for CalFresh website hosting and online access:

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

Outreach supplies:

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

General Project Operating Expenses:

This includes telephone, postage, garbage, etc.

Oasis Insight User Fees:

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

C. Consumables/Supplies:**Produce purchases and related supplies:**

This line item includes produce purchases for the Mobile Produce Outreach Pantry, which travels to remote sites, many of which are considered food deserts, with the Mobile Outreach Vehicle and SOS on a monthly schedule. It also includes plastic produce bags and other supplies utilized for safe food handling.

Nonperishable food purchases and related expenses:

This line item covers the purchase of nonperishable foods that are used as an outreach and engagement strategy by the Mobile Outreach Vehicle, SOS and Food for People programs. It has been extremely effective to be able to meet the immediate food needs of clients interested in pursuing CalFresh benefits, which may take up to a month to be approved, depending on how quickly the required documentation is submitted. Line item also includes freight costs, as applicable and supplies used in the transportation of the food

CalFresh Outreach voucher redemption:

Budget reflects funds used for redemption of CalFresh Farmers' Market outreach vouchers for outreach to people at senior centers, recipients of WIC USDA Farmers' Market vouchers and CalFresh screening clinic participants, to encourage them to apply for CalFresh benefits that can be used at weekly Farmers' Markets.

D. Transportation/Travel:**Refrigerated Isuzu Truck Expense:**

Line item reflect the annual costs involved in the continued operation of the Mobile Produce Pantry, including insurance, registration, maintenance and repair and fuel costs (which also reflects the \$.20/gallon increase in diesel fuel costs which will take effect 11/1/17). The Mobile Produce Pantry travels in coordination with the DHHS Mobile Outreach Vehicle and Street Outreach Services (SOS) to conduct CalFresh outreach and nutrition education activities at sites countywide. Regularly scheduled sites include Redway, Fortuna, Rio Dell, Orleans, Weitchpec, Willow Creek, Hoopa, Orick, Blue Lake, Trinidad and Carlotta. The Mobile Produce Pantry Coordinator and other Outreach staff pre-screen a minimum of 1,200 households each quarter for CalFresh, help households apply, and make referrals to the Mobile Outreach Vehicle for CalFresh and other county services.

Outreach mileage and per diem:

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

E. Other Costs:**Indirect Overhead:**

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

EXHIBIT B

SCHEDULE OF RATES/ INVOICE SCHEDULE/BUDGET

FOOD FOR PEOPLE

CONTRACTOR agrees that the total maximum compensation cap for services performed and costs incurred under this Agreement is Nine Hundred Forty-Five Thousand, Eight Hundred Twenty Dollars and Thirty-Two Cents (\$945,820.32), and CONTRACTOR agrees to perform any services required by this Agreement for an amount not to exceed such maximum compensation cap.

All costs incurred above the maximum compensation cap will be the responsibility of the CONTRACTOR.

CONTRACTOR shall submit a final project report, including all expenditures within thirty (30) days of project completion or within thirty (30) days of termination of this Agreement.

CONTRACTOR will submit an itemized invoice summary and an itemized invoice worksheet, in the form of the itemized invoice summary and an itemized invoice, attached hereto as Attachment I to Exhibit B and incorporated as part of this Agreement.

The itemized invoice summary and itemized invoice worksheets due to the COUNTY, shall itemize costs for activities that are consistent with the services provided by CONTRACTOR as of the invoice date, described in Exhibit A, attached hereto and incorporated by reference.

Payment for services performed will be approved within thirty (30) days after receipt of the invoice.

Any shift of funds to or from the personnel category must be approved in writing by COUNTY. CONTRACTOR may shift up to 20% of budgeted amounts between all other budget categories without prior written approval by COUNTY.

All work completed and costs for CalFresh access activities in Exhibit A Scope of Work, shall be entered and identified for the corresponding activities in Exhibit A that were performed by CONTRACTOR during the invoice period.

All identification and supporting documents shall be kept by the CONTRACTOR for a period of five (5) years and made available to Department of Health and Human Services (DHHS) staff for the purposes of audit upon request.

Invoice Schedule:

Itemized Invoices are due one month after completion of the contract term. Quarterly Invoices are due one month after the end of each quarter. This year, all quarterly invoices will be based on DHHS fiscal year quarters. Fiscal year is from July 1st through June 30th.

The table below shows each fiscal year quarter and due dates. Contractors must submit quarterly invoices for each quarter in which the contract is active.

Quarter	Dates Included	Date Invoices Due to DHHS
1	July 1 through September 30	October 31
2	October 1 through December 31	January 31
3	January 1 through March 31	April 30
4	April 1 through June 30	July 31
Final invoice	Based on contract term	One month after term end

EXHIBIT B
Budget
Food for People

Descriptions here

Amounts Here

A. Personnel Costs	
Title:	
Salary Calculation: : <i>SEE WORKSHEET AS ATTACHMENT</i>	
Duties Description: <i>See Budget Narrative</i>	
Total Personnel Costs:	\$320,542.65
B. Operational Costs	
Title: Storage Costs	
Description: Offsite warehouse rent, insurance, utilities, pest control	\$16,740.00
Title: Printing and Copying	
Description: Vouchers, forms	\$8,600.00
Title: CAFB Dues (~48%)	
Description:	\$4,500.00
Title: Tech Support for Website	
Description:	\$2,000.00
Title: Outreach Supplies	
Description:	\$3,879.00
Title: Project Operating Expenses	
Description: Phone, garbage, etc. @ \$300 per month	\$3,600.00
Title: Oasis Insight	
Description: 8 users	\$1,900.00
Title:	
Description:	
Total Operational Costs:	\$41,219.00
C. Consumables/Supplies	
Title: Produce Purchases and Related Expense	
Description:	\$64,000.00
Title: Non-perishable Food Purchases and Related Expenses	
Description:	\$402,700.00
Title: Cal-Fresh Outreach Voucher Redemption	
Description:	\$8,000.00
Title:	
Description:	\$
Total Consumable/Supplies:	\$474,700.00
D. Transportation/Travel	
Title: Refrigerated Isuzu Truck Expense	
Description: Fuel, annual registration, insurance, maintenance and repair	\$17,075.00
Title: Outreach Mileage and Per Diem	
Description:	\$6,300.00
Total Transportation/Travel:	\$23,375.00
E. Other Costs	
Title: Indirect Overhead @ 10%	
Description:	\$85,983.67
Total Other Costs:	\$85,983.67
Total :	\$945,820.32

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

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

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

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

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

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

2017-18

CFO Assistor/Nutrition Ed

		35	hrs/wk
\$14.00	\$	25,480.00	
	\$	1,579.76	FICA 6.2%
	\$	369.46	Medicare 1.45%
	\$	434.00	SUI
	\$	5,601.12	Health Ins.
	\$	914.04	Dental-Vis-Life
	\$	254.80	Workers Comp.
	\$	<u>34,633.18</u>	Total Projected 17/18 Salary

DBMgr.

		17	hrs/wk
\$14.33	\$	12,667.72	
	\$	785.40	FICA 6.2%
	\$	183.68	Medicare 1.45%
	\$	210.80	SUI
	\$	3,089.90	Health Ins.
	\$	454.45	Dental-Vis-Life
	\$	102.61	Workers Comp.
	\$	<u>17,494.56</u>	Total Projected 17/18 Salary

Driver

		40	hrs/wk
\$14.70	\$	30,576.00	
	\$	1,895.71	FICA 6.2%
	\$	443.35	Medicare 1.45%
	\$	434.00	SUI
	\$	6,361.56	Health Ins.
	\$	876.24	Dental-Vis-Life
	\$	4,283.70	Workers Comp.
	\$	<u>44,870.56</u>	Total Projected 17/18 Salary

Warehouse Coord

		40	hrs/wk
\$14.18	\$	29,494.40	
	\$	1,828.65	FICA 6.2%
	\$	427.67	Medicare 1.45%
	\$	434.00	SUI
	\$	9,289.68	Health Ins.
	\$	1,009.44	Dental-Vis-Life
	\$	4,132.17	Workers Comp.
	\$	<u>46,616.01</u>	Total Projected 17/18 Salary

Warehouse Assist

		40	hrs/wk
\$13.00	\$	27,040.00	
	\$	1,676.48	FICA 6.2%
	\$	392.08	Medicare 1.45%
	\$	434.00	SUI
	\$	4,553.76	Health Ins.
	\$	910.44	Dental-Vis-Life
	\$	<u>3,788.30</u>	Workers Comp.

\$ 38,795.06 Total Projected 17/18 Salary

Volunteer Coord.

		5	hrs/wk
\$16.80	\$	4,368.00	
	\$	270.82	FICA 6.2%
	\$	63.34	Medicare 1.45%
	\$	270.82	SUI
	\$	596.54	Health Ins.
	\$	113.81	Dental-Vis-Life
	\$	611.96	Workers Comp.
	\$	6,295.26	Total Projected 17/18 Salary

LFR Coord.

		5	hrs/wk
\$14.70	\$	3,822.00	
	\$	236.96	FICA 6.2%
	\$	55.42	Medicare 1.45%
	\$	236.96	SUI
	\$	675.00	Health Ins.
	\$	114.26	Dental-Vis-Life
	\$	535.46	Workers Comp.
	\$	5,676.06	Total Projected 17/18 Salary

Pantry Network Coordinator

		14	hrs/wk
\$14.18	\$	10,323.04	
	\$	640.03	FICA 6.2%
	\$	149.68	Medicare 1.45%
	\$	-	SUI
	\$	-	Health Ins.
	\$	-	Dental-Vis-Life
	\$	1,446.26	Workers Comp.
	\$	12,559.01	Total Projected 17/18 Salary

Cal Fresh Outreach Coordinator

		40	hrs/wk
\$16.00	\$	29,952.00	
90%	\$	1,857.02	FICA 6.2%
	\$	434.30	Medicare 1.45%
	\$	390.60	SUI
	\$	5,430.35	Health Ins.
	\$	842.08	Dental-Vis-Life
	\$	299.52	Workers Comp.
	\$	39,205.87	Total Projected 17/18 Salary

CFO Application Assistor

		35	hrs/wk
\$14.33	\$	26,080.60	
	\$	1,617.00	FICA 6.2%
	\$	378.17	Medicare 1.45%
	\$	434.00	SUI
	\$	5,400.00	Health Ins.
	\$	914.00	Dental-Vis-Life
	\$	260.81	Workers Comp.

		\$ 35,084.57	Total Projected 17/18 Salary
Executive Director		5	hrs/wk
	\$36.75	\$ 9,555.00	
		\$ 592.41	FICA 6.2%
		\$ 138.55	Medicare 1.45%
		\$ 54.25	SUI
		\$ 1,707.65	Health Ins.
		\$ 164.39	Dental-Vis-Life
		\$ 95.55	Workers Comp.
		\$ 12,307.79	Total Projected 17/18 Salary
Finance Director		1	hrs/wk
	\$40.00	\$ 2,080.00	
		\$ 128.96	FICA 6.2%
		\$ 30.16	Medicare 1.45%
		\$ 128.96	SUI
		\$ 20.80	Workers Comp.
		\$ 2,388.88	Total Projected 17/18 Salary
Bookkeeper		7	hrs/wk
	\$22.05	\$ 8,026.20	
		\$ 497.62	FICA 6.2%
		\$ 116.38	Medicare 1.45%
		\$ 75.95	SUI
		\$ 835.15	Health Ins.
		\$ 159.33	Dental-Vis-Life
		\$ 80.26	Workers Comp.
		\$ 9,790.89	Total Projected 17/18 Salary
Director of Programs		9	hrs/wk
	\$20.95	\$ 9,804.60	
		\$ 607.89	FICA 6.2%
		\$ 142.17	Medicare 1.45%
		\$ 111.60	SUI
		\$ 1,459.02	Health Ins.
		\$ 235.04	Dental-Vis-Life
		\$ 98.05	Workers Comp.
		\$ 12,458.36	Total Projected 17/18 Salary
Totals - DHHS Contract		\$318,176.07	
		\$229,269.56	Total Salaries
		\$ 14,214.71	FICA 6.2%
		\$ 3,324.41	Medicare 1.45%
		\$ 3,649.94	SUI
		\$ 44,999.72	Health Ins.
		\$ 6,707.50	Dental-Vis-Life
		\$ 16,010.24	Workers Comp.
		\$318,176.07	Total Projected 17/18 Salary

Guidelines for using the Invoice Summary and Itemized Costs Worksheet templates

In an effort to help the invoicing process be as simplified as possible DHHS Financial Services has provided the attached invoice summary and itemized invoice worksheet. Contractors are required to use the provided Invoice Summary and Itemized Worksheet to ensure that all invoices processed are in compliance with county, state and federal regulations. Please see the below guidelines.

1. Back up documentation such as; staff time documentation, receipts, bills or invoices, are not required to be submitted with the Invoice Summary and Itemized Worksheet. Please be sure to keep them, they may be requested if needed.
2. Any shift of funds to or from the personnel category must be approved in writing by County. Contractor may shift up to 20% of the budgeted amounts between all other categories without written approval by County. Indirect Costs are not allowed to exceed 10% of the total modified costs, per OMB Federal Guidance (unless special arrangements were made).
3. Invoices may be submitted electronically to CalFreshOutreach@co.humboldt.ca.us Be sure to sign the invoice. Electronic submissions still need signatures.
4. Invoice Summary and Itemized Worksheet must be submitted based on the Invoice Schedule below. Note: Agreements of \$15,000 or less are only required to submit a final invoice at the end of the agreement term.

Quarter	Dates Included	Date Invoice Due to DHHS
1	July 1 through September 30	Tuesday, October 31, 2017
2	October 1 through December 31	Tuesday, January 31, 2017
3	January 1 through March 31	Monday, April 30, 2018
4	April 1 through June 30	Tuesday, July 31, 2018
Final	Based on contract terms	One month after term end

CalFresh Outreach Invoice Summary

Contractor Name
Coordinator/Contact
Address
Phone

Invoice Date: 1/0/1900

Contract Term: 0

Invoice Type: Quarterly

Invoice Period: 1/0/1900

Description	Totals
Personnel Costs (Wages and benefits)	\$0.00
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00
Transporation/Travel (Local and out of county should be separate)	\$0.00
Other (Indirect Costs, Contracts, etc)	\$0.00

Total Amount Due: \$0.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature and Date: _____

Print Name and Title: _____

Send invoice to:

COUNTY OF HUMBOLDT
 DHHS, Financial Service Division
 507 F Street, CB Unit
 Eureka Ca 95501
 Attn: Social Services Finance

 (707) 441-5424 • Fax: (707) 441-5590



 Program Coordinator Date

 Fiscal Coordinator Date

 Budget Unit/Line

CalFresh Outreach Itemized Invoice Worksheet

Invoice Date:

Contract Term:

Invoice Type: Quarterly

Invoice Period:

Descriptions: Invoice Amounts Previous Invoice Totals Approved Budget Remaining Balance

A. Personnel Costs

Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Duties Description: _____
 Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Duties Description: _____
 Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Duties Description: _____
 Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Duties Description: _____
 Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Duties Description: _____
 Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Duties Description: _____
 Title: _____
 Salary Calculation:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Total Personnel:	\$0.00	\$0.00	\$0.00	\$0.00
-------------------------	--------	--------	--------	--------

B. Operational Costs (Rent, Utilities, Phones, etc)

Title: _____
 Description:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Title: _____
 Description:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Title: _____
 Description:

\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------

Title: _____

Description:	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Costs:	\$0.00	\$0.00	\$0.00	\$0.00

Invoice Amounts	Previous Invoice Totals	Approved Budget	Remaining Balance
-----------------	-------------------------	-----------------	-------------------

C. Consumables/Supplies (Supplies and Consumables should be separate)

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Total Consumables/Supplies:	\$0.00	\$0.00	\$0.00	\$0.00
------------------------------------	--------	--------	--------	--------

Invoice Amounts	Previous Invoice Totals	Approved Budget	Remaining Balance
-----------------	-------------------------	-----------------	-------------------

D. Transportation/Travel (Local and Out of County should be separate):

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Total Transportation/Travel Costs:	\$0.00	\$0.00	\$0.00	\$0.00
-------------------------------------------	--------	--------	--------	--------

Invoice Amounts	Previous Invoice Totals	Approved Budget	Remaining Balance
-----------------	-------------------------	-----------------	-------------------

E. Other Costs (Indirect Costs, Contracts, etc.)

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Title:				
Description:	\$0.00	\$0.00	\$0.00	\$0.00

Total Other Costs:	\$0.00	\$0.00	\$0.00	\$0.00
---------------------------	--------	--------	--------	--------

Totals:		\$0.00	\$0.00	\$0.00
----------------	--	--------	--------	--------

Invoice Total:	\$0.00
-----------------------	--------