



AGENDA ITEM NO.
C-7

COUNTY OF HUMBOLDT

For the meeting of: October 13, 2015

Date: September 5, 2015

To: Board of Supervisors

From: Phillip R. Crandall, Director *PRC*
Department of Health and Human Services-Social Services

Subject: Approve Agreement with Food for People to assist with CalFresh Outreach and support activities

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Agreement with Food for People to assist the Department of Health and Human Services (DHHS) to 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 Department of Health and Human Services (DHHS)-Contract Unit for forwarding to DHHS - Social Services Administration.

SOURCE OF FUNDING:

Social Services Fund 1160

DISCUSSION:

Food for People 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

Prepared by Leigh Pierre-Oetker

CAO Approval *Amey*

REVIEW:	Auditor <i>MSM</i>	County Counsel <i>H</i>	Personnel	Risk Manager <i>KH</i>	Other
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TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-10; C-13; C-8

Meeting of 3/20/12; 11/12/13; 9/16/14

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Bass*

Ayes: *Sundberg, Lovelace, Fennell, Behn, Bass*

Nays

Abstain

Absent

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

Dated: *October 13, 2015*

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

Produce Pantry, Senior Brown Bag and Homebound Delivery programs, Emergency Food and Disaster Program, Pantry Network hosting, and CalFresh Outreach. Food for People (FfP) currently reaches an average of 12,000 individuals each month, representing about 9% of the county's total population.

Food for People 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 16 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, Food for People 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.

Program changes and the economic downturn have increased the number of Humboldt County residents now eligible for nutrition assistance. These factors, internal changes, and outreach partnerships with community-based organizations have increased CalFresh enrollment within the County, State and nation.

Therefore, DHHS recommends that the Board approve and authorize the Chair to execute this Agreement and direct the Clerk of the Board to return two executed originals of the Agreement to the DHHS-Social Services Administration.

This Agreement has a start date of October 1, 2015 for continuity of services provided by Food for People. This comes late to the board due to delays during final review process.

FINANCIAL IMPACT:

The costs associated with the Food for People Agreement have been budgeted in the approved County Budget for Fiscal Year 2015-16, in Fund 1160, Budget Unit 511 in the amount of \$917,466.03. 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.

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 Food for People. 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)

AGREEMENT FOR SERVICES

This Agreement is made and entered into this 13 day of October, 2015, by and between the County of Humboldt (COUNTY), a political subdivision of the State of California, and Food for People (hereinafter, CONTRACTOR) a not for profit corporation.

RECITALS

WHEREAS, COUNTY through its Department of Health and Human Services (DHHS) desires 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, CONTRACTOR offers these services; and

WHEREAS, COUNTY wishes to obtain services from CONTRACTOR on behalf of itself and/or clients

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF WORK

CONTRACTOR agrees to provide services described in Exhibit A, which is attached hereto and incorporated by reference. Said exhibit describes the services to be performed by CONTRACTOR under this Agreement.

2. TERM

The term of this Agreement shall be from October 1, 2015 and shall continue through September 30, 2016, unless sooner terminated or modified as provided herein.

3. COMPENSATION

CONTRACTOR agrees that the total maximum compensation cap for services performed and costs incurred under this Agreement is Nine Hundred Seventeen Thousand Four Hundred Sixty-Six Dollars and Three Cents (\$917,466.03), as set forth in the Budget attached hereto as Exhibit B, consisting of seven (7) pages, and incorporated by reference, 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.

4. PAYMENT

CONTRACTOR will submit an itemized invoice to the COUNTY monthly or no less than quarterly commencing upon final execution of Agreement by COUNTY. 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.

The itemized invoices 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 references. Payment for services performed will be made within thirty (30) days after receipt of the invoice. A sample itemized invoice form is attached hereto as page 7 of Exhibit B.

5. BOOK OF RECORD AND AUDIT PROVISIONS:

- A. CONTRACTOR agrees to coordinate with COUNTY in the performance of this Agreement, timely preparation and maintenance of accurate and complete financial and performance records for a minimum of five (5) years from the date of final payment under this Agreement or until all pending county, state, and federal audits are completed, whichever is later. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work. In addition CONTRACTOR shall maintain detailed payroll records. CONTRACTOR agrees to maintain such records locally and make them available for inspection by county, state and federal representatives, during normal business hours, upon five (5) working days notice.
- B. CONTRACTOR will permit county, state and/or federal government to audit all books, accounts or records relating to this Agreement for the purpose of compliance with applicable audit requirements relative to this Agreement. CONTRACTOR shall provide the county, state or federal governments with any relevant information required and shall permit access to its premises, during normal business hours, upon five (5) days notice.
- C. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency and for the cost of the audit. If CONTRACTOR is the party responsible for the deficiency, the cost of the audit and the deficiency shall be paid by CONTRACTOR within thirty (30) days of notice.
- D. CONTRACTOR'S rights and obligations under this provision shall continue after termination of the Agreement.

6. REPORTING:

CONTRACTOR agrees to provide COUNTY with any reports that may be required by county, State or Federal agencies for compliance with this Agreement.

7. MONITORING:

CONTRACTOR agrees to extend to DHHS Director or designees, the right to review and monitor records, programs or procedures, at any time, in regards to clients, as well as the overall operation of CONTRACTOR'S programs in order to ensure compliance with the terms and conditions of this Agreement.

8. RESTRICTIONS, LIMITATIONS OR CONDITIONS

This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the federal and/or state governments that may affect the provisions, terms or funding of this Agreement.

9. INSURANCE

A. This contract/agreement shall not be executed by COUNTY and the CONTRACTOR is not entitled to any rights, unless certificates of insurances, or other sufficient proof that the following provisions have been complied with, and such certificate(s) are filed with the Clerk of the Humboldt County Board of Supervisors.

B. Without limiting CONTRACTOR'S indemnification provided herein, CONTRACTOR shall, and shall require any of its subcontractors to, take out and maintain, throughout the period of this Agreement, the following policies of insurance placed with insurers with a current A.M. Bests rating of no less than A:VII, or its equivalent, against injury/death to persons or damage to property which may arise from or in connection with the activities hereunder of CONTRACTOR, its agents, employees 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 One Million Dollars (\$1,000,000) per occurrence for any one incident, including, personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.

2. Automobile/Motor liability Insurance with a limit of liability of not less than One Million Dollars (\$1,000,000) combined single limit coverage. Such insurance shall include coverage of all "owned", "hired", and "non owned" vehicles or coverage for "any auto".

3. Workers Compensation Insurance

Workers' Compensation and Employer's Liability insurance meeting statutory limits of the California Labor Code which policy shall contain or be endorsed to contain a waiver of subrogation against County, its officers, agents, and employees

and provide for thirty (30) days prior written notice in the event of cancellation.

If Contractor has no employees, Contractor may sign and file the following certification in lieu of insurance:

"I am aware of the provisions of the California Labor Code Section 3700 which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with provisions of that code before commencing with and during the performance of the work of this contract."

Signature

Date

4. Insurance Notices:
County of Humboldt
Attn: Risk Management
825 5th Street, Room 112
Eureka, CA 95501

C. **Special Insurance Requirements.** Said policies shall unless otherwise specified herein be endorsed with, the following provisions:

1. The Comprehensive General Liability Policy shall provide that the COUNTY, its 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 the COUNTY, its 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 "XCU Hazards".
 - c. Is primary insurance as regards to County of Humboldt.
 - d. Does not contain a pro-rata, excess only, and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY and in accordance with the Notice provisions set forth under Section 23. It is further understood

that CONTRACTOR shall not terminate such coverage until it provides COUNTY with proof satisfactory to COUNTY that equal or better insurance has been secured and is in place.

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 project, the CONTRACTOR'S insurance is primary coverage to the COUNTY, and any insurance or self-insurance programs maintained by the COUNTY are excess to CONTRACTOR'S insurance and will not be called upon to contribute with it.
5. Any failure to comply with reporting or other provisions of the Parties, including breach of warranties, shall not affect coverage provided to COUNTY, its 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 by COUNTY. The endorsements shall be on forms as approved by the COUNTY'S Risk Manager or COUNTY Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000) 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 of said insurance. COUNTY is also hereby authorized with the discretion to deduct the cost thereof 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 aggregate limits set forth above.

10. HOLD HARMLESS/INDEMNIFICATION CLAUSE

- A. CONTRACTOR shall hold harmless, defend and indemnify the COUNTY and its officers, officials, employees, volunteers and elective and appointive boards from and against any and all liability loss, all claims, losses, damages, including damage expense, costs (including without limitation, costs and fees of litigation) of every nature arising out of or in connection with CONTRACTOR'S

performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the COUNTY. This indemnification shall extend to claims, losses, damages, injury, and liability for injuries occurring after completion of CONTRACTOR'S services, as well as during the progress of rendering such services.

- B. Acceptance of insurance required by this Agreement does not relieve CONTRACTOR from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by CONTRACTOR'S operations regardless if any insurance is applicable or not.

11. RELATIONSHIP OF PARTIES

CONTRACTOR shall perform all work and services as described herein as an independent contractor. No person performing any of the work or services described herein shall be considered an officer, agent, servant, or employee of COUNTY, nor shall any such person be entitled to any benefits, including but not limited to Workers' Compensation Benefits, available or granted to employees of COUNTY. CONTRACTOR shall be solely responsible for the acts or omissions of its officers, agents, employees, and subcontractors. Nothing herein shall be construed as creating a partnership or joint venture between COUNTY and CONTRACTOR.

12. ASSIGNMENT

Neither party shall assign its obligations under this Agreement without the prior written consent of the other. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement.

13. SUBCONTRACTING

CONTRACTOR shall not subcontract any portion of the work required by this Agreement without prior written approval of COUNTY.

14. LICENSING

CONTRACTOR shall maintain the appropriate licenses throughout the life of this Agreement.

15. TITLE

It is understood that any and all documents, information, and reports concerning this project prepared by and/or submitted by CONTRACTOR shall be the property of COUNTY. CONTRACTOR may retain reproducible copies of drawings and copies of other documents. In the event of termination of this Agreement, for any reason whatsoever, CONTRACTOR shall promptly turn over all information, writing and documents to COUNTY

without exception or reservation.

16. NONDISCRIMINATORY EMPLOYMENT

In connection with the execution of this Agreement, CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion or religious creed, color, age (over 40), 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), military service, or any other classifications protected by federal, state, or local laws or ordinances. This policy does not require the employment of unqualified persons.

CONTRACTOR further assures that it will abide by the provisions of Title VI and Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Welfare and Institutions Code Section 10000, CDSS MPP Division 21, and other applicable federal and state laws to ensure that employment practices are non-discriminatory. CONTRACTOR shall comply with United States Executive Order 11246, entitled "Equal Employment Opportunity," United States Executive Order 11375 and supplemented in 45 CFR, Part 60, amends this. Practices in hiring, compensation, benefits and firing are among the employment practices subject to this requirement.

17. NONDISCRIMINATORY DELIVERY OF SOCIAL SERVICES

CONTRACTOR agrees that it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans With Disabilities Act of 1990, as amended; the Age Discrimination Act of 1972, as amended; the Food Stamp Act of 1977, as amended; California Civil Code, Section 51 et seq., as amended; California Government Code, Section 4450 et seq., as amended and other applicable federal and state laws and their implementing regulations, all as outlined in California DSS Manual Division 21. The CONTRACTOR agrees to ensure that the administration of public assistance and social services programs are nondiscriminatory, and that no person shall, because of race, religion or religious creed, color, age (over 40), 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), military service, or any other classifications protected by federal, state, or local laws or ordinances be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal or State financial assistance.

The COUNTY reserves the right to monitor the CONTRACTOR for compliance with the requirements of this paragraph and Division 21.

18. ENTIRETY OF CONTRACT

This Agreement shall constitute the entire Agreement between the parties relating to the subject matter of this Agreement, and shall supersede any previous agreements, promises, representation, understanding and negotiation, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms which are embodied in this Agreement are hereby ratified.

19. AMENDMENT

No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

20. TERMINATION OR REDUCTION FOR LACK OF FUNDING

COUNTY'S obligations under this Agreement are contingent upon the availability of County, State and/or Federal funds. In the event such funding is terminated or reduced, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated or COUNTY'S maximum obligation reduced. COUNTY shall provide CONTRACTOR seven (7) days written notice of its intent to terminate this Agreement or its intent to reduce its maximum obligation under this Agreement.

21. TERMINATION FOR CAUSE

If, in the opinion of COUNTY, CONTRACTOR fails to perform the services required under this Agreement 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 which applies to its performance herein, COUNTY may terminate this Agreement immediately, upon notice. In such event, COUNTY shall pay to CONTRACTOR an equitable portion of the total remuneration as compensation for the portion of the work deemed acceptable by COUNTY, less the amount of any damages sustained by COUNTY as a result of CONTRACTOR'S breach of this Agreement. COUNTY shall be entitled to take possession of all studies, drawings, computations, specifications and reports insofar as they are complete and acceptable to COUNTY.

22. TERMINATION FOR CONVENIENCE

This agreement may be terminated by either party without cause as follows:

- A. At any time and for any reason, upon sixty (60) days written notice to COUNTY, CONTRACTOR may terminate this Agreement and receive payment only for those services provided as of the date when termination is effective.

Notice may be given by delivering a copy of said notice to COUNTY personally, or by mailing a copy of said notice to COUNTY. If mailed, notice shall be deemed received two days after deposit in the United States mail, postage prepaid, and addressed as set forth in Paragraph 23, Notices.

- B. At any time and for any reason, upon thirty (30) days written notice to CONTRACTOR, COUNTY may terminate this Agreement and pay only for those services rendered as of the date when termination is effective.

Notice may be given by delivering a copy of said notice to CONTRACTOR personally, or by mailing a copy of said notice to CONTRACTOR. If mailed, notice shall be deemed received two days after deposit in the United States mail, postage prepaid, and addressed as set forth in Paragraph 23, Notices.

23. NOTICES

Notices shall be given to COUNTY at the following address:

Attn: Director
Humboldt County Department of Health and Human
Services Social Services Branch
929 Koster Street
Eureka, CA 95501

Notices shall be given to CONTRACTOR at the following address:

Anne Holcomb
Food for People
307 W. 14th Street
Eureka, CA 95501

Notice shall be in writing and may be given by delivering a copy of said notice to CONTRACTOR or COUNTY personally, or by mailing a copy of said notice to CONTRACTOR or COUNTY. If mailed, notices shall be deemed received two (2) days after their deposit in the United States mail, postage prepaid and addressed as set forth above.

24. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE

CONTRACTOR certifies by its signature below that CONTRACTOR 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 weapon systems, or nuclear weapon 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 becomes a nuclear weapons contractor.

25. COMPLIANCE WITH APPLICABLE LAWS

CONTRACTOR shall comply with any and all applicable federal, state and local laws affecting the services covered by this Agreement, including, but not limited to, the Americans with Disabilities Act.

26. STANDARD OF PRACTICE

CONTRACTOR warrants that CONTRACTOR 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.

27. JURISDICTION AND VENUE

This Agreement shall be construed in accordance with the laws of the State of California. Any dispute arising hereunder or relating to this Agreement shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to Code of Civil Procedure Sections 394 and 395.

28. BINDING EFFECT

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 assigns.

29. 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.

30. NO WAIVER

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 the CONTRACTOR. Neither shall such payment impair or prejudice any remedy available to COUNTY with respect to the breach or default. COUNTY shall have the right to demand of the CONTRACTOR under this Agreement, which in the judgment of COUNTY were not expended in accordance with the

terms of this Agreement. The CONTRACTOR shall promptly refund any such funds upon demand.

31. INTERPRETATIONS

As both parties jointly prepared this Agreement, the language in all parts of this Agreement shall be construed, in all cases, according to its fair meaning, and not for or against either party hereto.

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 reasonable value of services rendered by County Counsel) to be fixed by the court, and such recovery shall include court costs and attorneys' fees (including reasonable value of services rendered by County Counsel) on appeal, if any. As used herein, the party prevailing 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. CONFIDENTIAL INFORMATION

In the performance of this Agreement, CONTRACTOR may receive confidential information. Said information may be confidential under the laws of California, including but not limited to Welfare and Institutions Code Sections 827, 10850; Division 19 California Department of Social Services Manual of Policies and Procedures, Confidentiality of Information; and/or the laws of the United States. CONTRACTOR shall comply with all laws regarding confidentiality and shall advise and require all subcontractors to comply with the laws of confidentiality.

34. MEDIA RELEASE

All press releases and informational material related to this Agreement shall receive approval from COUNTY prior to being released to the media (television, radio, newspapers, Internet). In addition, CONTRACTOR shall inform COUNTY of requests for interviews by media related to this Agreement prior to such interviews taking place. COUNTY reserves the right to have a representative present at such interviews. All notices required by this provision shall be given to the Director of the County Department of Health and Human Services or his designee.

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35. REFERENCE TO LAWS AND RULES

In the event any law, regulation, or policy 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.

36. 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.

37. MEANINGFUL USE REGARDING FIXED ASSETS (as applicable)

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.

[Signature Page to Follow]

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

ATTEST:

KATHY HAYES

Clerk of the Board of Supervisors of the County of Humboldt, State of California

By: _____

[Handwritten Signature]

APPROVED AS TO INSURANCE:

[Handwritten Signature]

Risk Manager

COUNTY OF HUMBOLDT:

[Handwritten Signature]

Chair, of the Board of Supervisors

CONTRACTOR:

[Handwritten Signature]

Name

[Handwritten Signature]

Title

[Handwritten Signature]

Name

[Handwritten Signature]

Title

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.

**Exhibit A
Scope of Work**

CalFresh Outreach and Application Assistance Objectives and Activities are:

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 1,500 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, and seasonal free produce distribution 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 4,000 clients for CalFresh; Assisting with the completion of a minimum of 150 applications; Educating clients and site volunteers about CalFresh; 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 (MEV) 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 MEV/SOS schedule and sites; Reach a minimum of 350 households monthly, representing a minimum of 1000 individuals; Reach between 6 and 10 sites each month; Intake file will be generated for each client, and staff will track data and CalFresh eligibility status.
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	Pilot use of Oasis Insight (CalFresh outreach tracking database) at several 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; • Determine whether use of Oasis Insight proves helpful in identifying 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.
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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 utilizing Oasis Insight CalFresh tracking database; • Utilize database for conducting follow-up with applicants and prospective applicants, to ensure success of application; • 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
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A	Coordinate and facilitate Humboldt County CalFresh Task Force.	1-12	<ul style="list-style-type: none"> • Convene between 6 and 12 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 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"> • Prepare for, assist with development of, and co-lead CalFresh trainings with DHHS staff; • Customize training materials for local community based organizations (CBOs) as needed; • 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 and CalFresh Outreach 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 as part of enrollment and to educate clients on the use of benefits at markets by distributing vouchers at Food for People's CalFresh enrollment clinics, 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
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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 700 individuals monthly; Provide CalFresh materials and guidelines; pre-screen clients; Coordinate CalFresh pre-screening and application assistance referrals with MEV, as appropriate; Assist with completing CalFresh applications at demo events, as available.
C 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.

D	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.
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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.

Exhibit B Food for People CalFresh Budget 2015-16

Mobile Produce Outreach Pantry	
Refrigerated Isuzu Truck	\$ 2,475.00
Annual Registration and insurance	\$ 9,000.00
Fuel Costs -12 months	\$ 3,000.00
Maintenance and Repair Costs - 12 mos	\$ 14,475.00
Total Truck expenses	
Personnel	
CalFresh Outreach Coordinator @ 36 hrs./wk, includes benefits, taxes, etc.	\$ 35,040.34
CalFresh Application Assistor @35 hrs./wk , includes benefit, taxes, etc.	\$ 31,977.45
CalFresh Application Assistor (bilingual) @40 hrs./wk, includes benefits, taxes, etc.	\$ 35,993.66
Driver for Mobile Produce Pantry vehicle @40 hrs./wk, includes benefits, taxes, etc.	\$ 43,227.95
Mobile Pantry/Outreach Inventory Mgr. @ 17 hrs./wk, includes benefits, taxes, etc.	\$ 15,313.99
Volunteer Coordinator @ 5 hrs./wk, includes benefits, taxes, etc.	\$ 5,140.34
Local Food Resources Coordinator @ 5 hrs./wk, includes benefits, taxes, etc.	\$ 5,585.53
Pantry Network Coordinator - @14 hrs./wk, includes benefits, taxes, etc.	\$ 15,301.02
Food Resources Managers - 2 X 40 hrs./wk, includes benefits, taxes, etc.	\$ 74,451.93
Executive Director @ 5 hrs./wk, includes benefits, taxes, etc.	\$ 11,891.66
Finance Director @ 1 hr./wk, includes benefits, taxes, etc.	\$ 2,477.47
Bookkeeper @ 7 hrs./wk, includes benefits, taxes, etc.	\$ 9,460.22
Program Director @ 7 hrs./wk, includes benefits, taxes, etc.	\$ 8,891.47
Total Personnel	\$ 294,753.03
CalFresh Outreach Vouchers	\$ 8,000.00
Outreach Food Purchases	
Produce purchases and related expenses	\$ 54,000.00
Nonperishable Food Purchases and related expenses	\$ 411,500.00
Total Food Purchases	\$ 465,500.00
Storage Space for Outreach Food Purchases	
Rent (\$1,250 X 12 mos.)	\$ 15,000.00
Insurance (\$360 per year)	\$ 360.00
Utilities	\$ 1,200.00
Total Storage Cost	\$ 16,560.00
Project operating expenses (supplies, phone, garbage, etc. at \$300 per month)	\$ 3,600.00
Copy expenses - info releases, forms	\$ 3,600.00
Printing - Letters, cards, brochures	\$ 5,000.00
Computers for 3 Pantry Outreach/application assistance OASIS sites	\$ 1,500.00
Tech support for CalFresh website hosting and online access	\$ 4,800.00
Outreach mileage and per diem	\$ 5,173.00
Other Outreach operating expenses	\$ 3,699.00
CAFB Dues - (for access to Farm to Family produce)	\$ 4,300.00
OASIS Insight User Fee - (for case management, 9 users)	\$ 3,100.00
Indirect overhead @10%	\$ 83,406.00
Budget Total	\$ 917,466.03

Note: Contractor may shift up to 20% of the budgeted amount between categories without written notice to the County, except for shifts to or from the personnel category. Shifts to or from the personnel category must be approved by DHHS.

Food for People DHHS 2015-2016 Budget Narrative:

The 2015-2016 Budget and Scope of Work outline the project activities, project deliverables and related costs to continue CalFresh outreach and enrollment activities in partnership with Humboldt County Department of Health and Human Services and other community-based partners. Activities outlined in the SOW build upon the successes achieved to date.

Mobile Produce Outreach Pantry:

Line items reflect the cost for continued operation of the Mobile Produce Pantry, traveling in coordination with the MEV and SOS to conduct CalFresh outreach and nutrition education activities at sites countywide. Regularly scheduled sites include Redway, Phillipsville, Fortuna, Rio Dell, Orleans, Weitchpec, Willow Creek, Hoopa, Orick and Carlotta. The Mobile Produce Pantry Coordinator and other Outreach staff pre-screen up to 1,200 households each quarter for CalFresh, help households apply, and make referrals to the MEV.

Personnel:

CalFresh Outreach Staff:

Budget includes payroll costs associated with retaining three, full time CalFresh Outreach staff to conduct outreach, enrollment and retention activities; coordinate the CalFresh Task Force meetings; coordinate training for project partners; and plan and execute the annual CalFresh Forum. This includes one bilingual and one nutrition education CalFresh application assistor at 100% FTE and a lead outreach and application assistance specialist funded at 90% FTE. Our Outreach staff will conduct a minimum of 5 CalFresh trainings a minimum of 100 local professionals at partner organizations. Currently they pre-screen up to 1,500 households, complete an average of 25 CalFresh applications and assist a minimum of 25 CalFresh recipients with benefit retention each quarter.

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 MEV 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 MEV 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 often 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 MEV and SOS. Food for People's inventory system tracks all incoming and outgoing food by item, source and value.

Volunteer and Direct Services Training Coordinator:

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 Coordinator'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 Coordinator also recruits volunteers to assist with assembly of the nonperishable food bags that are provided to the MEV and SOS, which makes it possible for them to respond to 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 local 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, 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 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. This year, she will be working with three sites to implement the Oasis Insight database tracking system, following almost a full year of demonstrations and encouragement. Most sites currently use paper files which make the aggregation of data time consuming and cumbersome. We've learned that it takes time to overcome volunteers' fear of using the computer as part of the client intake process. Some are older volunteers who are not as comfortable using a computer and others are concerned that it interferes with the personal contact and rapport they have established with a client. The process is much more successful when we can take it slowly and address any fears, concerns or training needs as they arise, which will be our approach with these three pilot 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 data reports, outreach materials, links to additional information and resources and postings for outreach activities being conducted by project partners. Utilization of the CFTF webpage continues to climb. In the second quarter of our current contract, the main CFTF page and its sub-pages received a combined total of 860 hits (an average of 287 hits per month, which is 25% higher than last year's high. Some of the most downloaded documents include CalFresh income guidelines, outreach and pre-screening tools and flyers, verification documents checklist, the DHHS CalFresh Outreach materials order form, the MEV/Mobile Produce Pantry calendar, information and tip/fact sheets on working with non-citizens; bilingual outreach flyers; information on the new rules for drug felons, and information on gardening with CalFresh. Our CalFresh Outreach page for the general public received 812 hits that same quarter (271 per month average).

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.

CalFresh Outreach Vouchers:

Budget reflects funds used to provide Farmers' Market 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.

Outreach Food Purchases:

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

deserts, with the MEV and SOS on a monthly schedule.

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.

General Project Operating Expenses:

Includes supplies, telephone, postage, garbage, etc. @ \$300 per month.

Copy Expenses:

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

Printing:

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.

Computer Equipment:

These funds will be used to purchase computers for three pantry sites that will pilot the use of Oasis Insight to collect client intake data that can be used to coordinate and track CalFresh outreach, application assistance and benefits retention for the clients served by those sites.

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 the three pantry sites which will be billed through our Verizon 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.

Other Outreach operating expenses:

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

California Association of Food Banks dues:

Our membership in the California Association of Food Banks allows us to access low cost produce 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. The \$4300 included in the budget reflects the increase in annual dues triggered by the increase in our budget as a result of this contract.

Oasis Insight User Fees:

This is the annual cost for 9 users to access the Oasis Insight client intake database and SNAP/CalFresh database feature (note that the cost of all technical support is included in the annual fee). This includes user fees for the three pantry pilot sites.

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

CalFresh Outreach - Invoice

CBO Name Coordinator/Contact Address Phone

Invoice Date: 4/28/2015 Invoice # AB- _____ 0
 Invoice Type: Monthly Quarterly Invoice Period: July - Sept. 2015

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$0.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		\$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: CalFresh Billing Coordinator
 (707) 441-5428 • Fax: (707) 441-5590



Date

Date