

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
REDWOOD COMMUNITY ACTION AGENCY  
FOR FISCAL YEARS 2019-2020 THROUGH 2020-2021**

This Agreement, entered into this 2 day of June, 2020, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Redwood Community Action Agency, a California not for profit corporation, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Social Services ("DHHS – Social Services"), desires to retain the services of a qualified professional organization to provide community outreach services designed to increase the utilization of the CalFresh program by eligible households in order to improve the health and economic stability of families and individuals in Humboldt County; and

WHEREAS, such work involves the performance of specialized professional services of a temporary and occasional character; and

WHEREAS, COUNTY has no employees available to perform such services and is unable to hire employees for the performance thereof for the temporary period; and

WHEREAS, CONTRACTOR represents that it is adequately trained, skilled, experienced and qualified to perform the community outreach services required by COUNTY.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. OBLIGATIONS OF CONTRACTOR:

- A. Provision of Community Outreach Services. CONTRACTOR agrees to provide the community outreach services described in Exhibit A – Scope of Services and Exhibit B – CalFresh Outreach Proposal, which are attached hereto and incorporated herein by reference as if set forth in full. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Social Services Director, or a designee thereof, hereinafter referred to as "Director."
- B. Faith-Based Activities. CONTRACTOR shall not engage in inherently religious activities, including, without limitation, worship, religious instruction, and proselytization, or otherwise exert any religious influence whatsoever, as part of the services provided pursuant to the terms and conditions of this Agreement. If CONTRACTOR conducts any religious activities as part of its standard operations, such activities must be offered separately, in time and location, from the services provided hereunder, and participation must be voluntary with respect to any individuals who have been referred to CONTRACTOR by COUNTY pursuant to the terms and conditions of this Agreement.
- C. Use of Fixed Assets. Any and all fixed assets acquired by CONTRACTOR pursuant to the terms and conditions of this Agreement shall used only for the purpose of providing the services required hereunder. Any and all changes in the utilization of a fixed asset acquired pursuant to the terms and conditions of this Agreement must be approved by COUNTY in writing.

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2. TERM:

This Agreement shall begin on June 1, 2020 and shall remain in full force and effect until May 31, 2021, unless sooner terminated as provided herein.

3. TERMINATION:

- A. Termination for Cause. COUNTY may, in its sole discretion, immediately terminate this Agreement, if CONTRACTOR fails to adequately perform the services required hereunder, fails to comply with the terms or conditions set forth herein, or violates any local, state or federal law, regulation or standard applicable to its performance hereunder.
- B. Termination without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.
- C. Termination due to 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 this Agreement is terminated, 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 owed to COUNTY due to 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 One Hundred Seventy-Seven Thousand Nine Hundred Fifty-Five Dollars and Three Cents (\$177,955.03). 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 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 C – CalFresh Outreach Budget, which is attached hereto and incorporated herein by reference as if set forth in full. Any shifts in funds to or from the personnel category of the budget must be approved in writing by COUNTY. CONTRACTOR may shift up to twenty percent (20%) of the budgeted amounts between all other categories without COUNTY's prior written authorization. Indirect Costs are not allowed to exceed ten percent (10%) of the total modified costs per the federal Office of Management and Budget's Uniform Administrative Requirements.
- C. Additional Services. Any additional services not otherwise provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without COUNTY's prior written authorization. Any and all unauthorized costs and expenses incurred above the maximum payable 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:

- A. Quarterly and Final Invoices. CONTRACTOR shall submit to COUNTY quarterly and final invoices, itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement during the applicable invoice period as set forth in Exhibit D – CalFresh Outreach Invoicing Guidelines, which is attached hereto and incorporated herein by reference as if set forth in full. Invoices submitted pursuant to the terms and conditions of this Agreement shall be prepared using Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form, which is attached hereto and incorporated herein by reference as if set forth in full.
- B. Quarterly and Final Invoice Summaries. CONTRACTOR shall submit to COUNTY quarterly and final invoice summaries itemizing the total costs incurred in each budget category during the applicable invoice period as set forth in Exhibit D – CalFresh Outreach Invoicing Guidelines. Invoice summaries submitted pursuant to the terms and conditions of this Agreement shall be prepared using Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form.
- C. Submission of Invoices and Invoice Summaries. Any and all quarterly and final invoices and invoice summaries submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

COUNTY: Humboldt County DHHS – Social Services  
Attention: Financial Services  
507 F Street  
Eureka, California 95501

6. NOTICES:

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

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

CONTRACTOR: Redwood Community Action Agency  
Attention: Matt Drummond, NCCGC Coordinator  
904 G Street  
Eureka, California 95501

7. REPORTS:

- A. General Reporting Requirements. CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by any local, state and/or federal agencies for compliance with this Agreement. CONTRACTOR shall submit one (1) hard copy and one (1) electronic copy of any and all reports required hereunder in a format that complies with the Americans with Disabilities Act and any other applicable accessibility laws, regulations and standards. Any and all reports required hereunder shall be submitted in accordance with any and all applicable timeframes using the format required by the State of California as appropriate.

- B. Quarterly and Final Project Reports. CONTRACTOR shall submit quarterly and final project reports as set forth in Exhibit F – CalFresh Outreach Reporting Guidelines, which is attached hereto and incorporated herein by reference as if set forth in full. Any and all quarterly and final project reports submitted pursuant to terms and conditions of this Agreement shall be prepared using Exhibit G – CalFresh Outreach Quarterly Project Report Form and Exhibit H – CalFresh Outreach Final Project Report Form, which are attached hereto and incorporated herein by reference as if set forth in full.
- C. Submission of Quarterly and Final Project Reports. Any and all quarterly and final project reports submitted pursuant to the terms and conditions of this Agreement shall be sent to COUNTY at the following address:

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

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided pursuant to the terms and conditions of this Agreement, and to maintain and preserve said records for at least five (5) years from the date of final payment hereunder, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. Such records shall be original entry books with a general ledger itemizing all debits and credits for the services provided pursuant to the terms and conditions of this Agreement.
- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor for a period of three (3) years after the date of final payment hereunder. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any other duly authorized local, state and/or federal agencies for a period of five (5) years after the date of final payment hereunder. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any other duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs of administering this Agreement.
- C. Audit Costs. In the event of an audit exception or exceptions related to the services provided pursuant to the terms and conditions of this Agreement, the party responsible for not meeting the requirements set forth herein shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, policies,

procedures, and overall business operations, at any time, 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, policies, procedures or overall business operations are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of the CONTRACTOR's performance hereunder.

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, without limitation: 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 Requirements. Each party hereby acknowledges that local, state and federal laws, regulations and standards pertaining to confidentiality, electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws regulations or standards.

11. NON-DISCRIMINATION COMPLIANCE:

- A. Nondiscriminatory Delivery of Social Services. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the administration of public assistance and social services programs. CONTRACTOR hereby assures that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving local, state or federal financial assistance because of: race; religion or religious creed; color; age, over forty (40) years of age; sex, including, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. COUNTY reserves the right to monitor the services provided hereunder in order to ensure compliance with the requirements of this provision.

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- 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, without limitation, gender identity and expression, pregnancy, childbirth and related medical conditions; sexual orientation, including, without limitation, heterosexuality, homosexuality and bisexuality; national origin; ancestry; marital status; medical condition, including, without limitation, cancer and genetic characteristics; mental or physical disability, including, without limitation, HIV status and AIDS; political affiliation; military service; denial of family care leave; or any other classifications protected by any and all applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. Nothing herein shall be construed to require the employment of unqualified persons.
- C. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, *et seq.*; California Government Code Sections 4450, *et seq.*; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations or standards, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Sections 8101, *et seq.* of 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:

By executing this Agreement, CONTRACTOR certifies that it is not a Nuclear Weapons Contractor, in that CONTRACTOR is not knowingly or intentionally engaged in the research, development, production or testing of nuclear warheads, nuclear weapons systems or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. CONTRACTOR agrees to notify COUNTY immediately if it becomes a Nuclear Weapons Contractor as defined above. COUNTY may immediately terminate this Agreement if it determines that the foregoing certification is false or if CONTRACTOR subsequently becomes a Nuclear Weapons Contractor.

13. DRUG-FREE WORKPLACE:

By executing this Agreement, CONTRACTOR certifies that it will provide a drug-free workplace in accordance with the requirements of the Drug-Free Workplace Act of 1990 (California Government Code Sections 8350, *et seq.*) 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 all of the following:

1. The dangers of drug abuse in the workplace;
  2. CONTRACTOR's policy of maintaining a drug-free workplace;
  3. Any available counseling, rehabilitation and employee assistance programs; and
  4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services pursuant to the terms and conditions of this Agreement will:
1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and
  2. Agree to abide by CONTRACTOR's Drug-Free Policy as a condition of employment.
- D. Effect of Noncompliance. Failure to comply with the requirements set forth herein may result in termination of this Agreement and/or ineligibility for award of future contracts.

14. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.
- B. Effect of Insurance. Acceptance of the insurance required by this Agreement, shall not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related CONTRACTOR's performance hereunder, regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

15. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other sufficient proof that the following provisions have been complied with, are filed with the Clerk of the Humboldt County Board of Supervisors.

- A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors hereunder, shall take out and maintain, throughout the entire term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Best's rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR and its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:
1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in

an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, without limitation, 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 and be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.

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

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY or 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 property damage caused by explosion collapse of structures or underground damage, 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 requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.
4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.



5. Any failure to comply with the terms and conditions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
  6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. 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 any other available remedies, take out the necessary insurance; and 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 requirements contained herein.

COUNTY: County of Humboldt  
 Attention: Risk Management  
 825 Fifth Street, Room 131  
 Eureka, California 95501

CONTRACTOR: Redwood Community Action Agency  
 Attention: Matt Drummond, NCCGC Coordinator  
 904 G Street  
 Eureka, California 95501

16. RELATIONSHIP OF PARTIES:

It is understood that this Agreement is by and between two (2) independent entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, without limitation, overtime, retirement, leave, or workers' compensation benefits. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS AND STANDARDS:

- A. General Legal Requirements. CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies, procedures and standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- B. Licensure Requirements. CONTRACTOR agrees to comply with any and all local, state and federal licensure, certification and accreditation standards applicable to the services provided pursuant to the terms and conditions of this Agreement.
- C. Accessibility Requirements. CONTRACTOR agrees to comply with any and all applicable accessibility requirements set forth in the Americans with Disabilities Act, Section 508 of the Rehabilitation Act of 1973, as amended, California Government Code Section 1135 and any

current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, the federal accessibility standards set forth in 36 C.F.R. Section 1194.1, all as may be amended from time to time.

- D. Conflict of Interest Requirements. CONTRACTOR agrees to comply with any and all applicable conflict of interest requirements set forth in the California Political Reform Act and any current and future implementing regulations, policies, procedures and standards promulgated thereunder, including, without limitation, COUNTY's Conflict of Interest Code, all as may be amended from time to time.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations, or conditions that may affect the terms, conditions 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, REGULATIONS AND STANDARDS:

In the event any law, regulation or standard referred to in this herein is amended during the term of this Agreement, the parties agree to comply with the amended provision as of the effective date thereof.

20. PROTOCOLS:

Both parties agree 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 both parties hereto.

21. SEVERABILITY:

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

22. ASSIGNMENT:

Neither party shall delegate its duties nor assign its rights hereunder, either in whole or in part, without the other party's prior written consent. Any assignment by CONTRACTOR in violation of this provision shall be void, and shall be cause for immediate termination of this Agreement. This provision shall not be applicable to service agreements or other arrangements usually or customarily entered into by either party to obtain supplies, technical support or professional services.

23. AGREEMENT SHALL BIND SUCCESSORS:

All provisions of this Agreement shall be fully binding upon, and inure to the benefit of, the parties and to each of their heirs, executors, administrators, successors and permitted assigns.

24. WAIVER OF DEFAULT:

The waiver by either party of any breach 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 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 which; COUNTY determines were not expended in accordance with the terms and conditions 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, information and reports for its records. In the event this Agreement is terminated, CONTRACTOR shall promptly turn over all such documents, information, and reports 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 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:

Any and all informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, without limitation, 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 in accordance with the notice requirements set forth herein.

31. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided pursuant to the terms and conditions of this Agreement. Any and all subcontracts shall be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements set

forth herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including without limitation, any and all services provided by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action including, without limitation, an action for declaratory relief, against the other by reason of the alleged failure of the other to perform any of its obligations hereunder, the party prevailing in said action shall be entitled to recover court costs and reasonable attorneys' fees, including, but not limited to, 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 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 OF PROVISIONS:

The duties and obligations of the parties set forth in Section 1(C) – Use of Fixed Assets, Section 3(D) – Compensation upon Termination, Section 8 – Record Retention and Inspection, Section 10 – Confidential Information and Section 14 – Indemnification shall survive the expiration or termination of this Agreement.

34. CONFLICTING TERMS OR CONDITIONS:

In the event of any conflict in the terms or conditions set forth in any other agreements in place between the parties hereto and the terms and conditions set forth in this Agreement, the terms and conditions set forth herein shall have priority.

35. INTERPRETATION:

This Agreement, as well as its individual provisions, shall be deemed to have been prepared equally by both of the parties hereto, and shall not be construed or interpreted more favorably for one (1) party on the basis that the other party prepared it.

36. INDEPENDENT CONSTRUCTION:

The titles of the sections and subsections set forth herein 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 and without the fault or negligence of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

38. ENTIRE AGREEMENT:

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

or to bind either of the parties hereto. In addition, this Agreement shall supersede in their entirety any and all prior agreements, promises, representations, understandings and negotiations of the parties, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

39. COUNTERPART EXECUTION:

This Agreement, and any amendments hereto, may be executed in one (1) or more counterparts, each of which shall be deemed to be an original and all of which, when taken together, shall be deemed to be one (1) and the same agreement. This Agreement, and any amendments hereto, may be signed by manual or electronic signatures in accordance with any and all applicable local, state and federal laws, regulations and standards, and such signatures shall constitute original signatures for all purposes. A signed copy of this Agreement, and any amendments hereto, transmitted by email or by other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement and any amendments hereto.

40. AUTHORITY TO EXECUTE:

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

[Signatures on Following Page]

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

**TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:**

- (1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND
- (2) SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

**REDWOOD COMMUNITY ACTION AGENCY:**

By: Emily Sinkhorn Date: 5/13/2020

Name: Emily Sinkhorn on behalf of Val Martinez

Title: Division Director

By: DE Don Date: 5/12/20

Name: DON CLARKE

Title: FISCAL DIRECTOR

**COUNTY OF HUMBOLDT:**

By: Estelle Fennell Date: 6/2/2020

Estelle Fennell  
Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: [Signature] Date: 5/14/2020

**LIST OF EXHIBITS:**

Exhibit A – Scope of Services

Exhibit B – CalFresh Outreach Proposal

Exhibit C – CalFresh Outreach Budget

Exhibit D – CalFresh Outreach Invoicing Guidelines

Exhibit E – CalFresh Outreach Invoice Worksheet and Summary Form

Exhibit F – CalFresh Outreach Reporting Guidelines

Exhibit G – CalFresh Outreach Quarterly Project Report Form

Exhibit H – CalFresh Outreach Final Project Report Form

**EXHIBIT A**  
**SCOPE OF SERVICES**  
Redwood Community Action Agency  
For Fiscal Years 2019-2020 through 2020-2021

CONTRACTOR shall provide community outreach services designed to increase participation in the CalFresh program by eligible households in order to improve the health and economic stability of families and individuals in Humboldt County.

1. SERVICES:

A. Community Outreach Services. CONTRACTOR shall Provide the CalFresh community outreach services set forth in Exhibit B – CalFresh Program Outreach Proposal regarding utilization of the CalFresh Program. The CalFresh community outreach services provided pursuant to the terms and conditions of this Agreement shall include, without limitation, all of the following:

1. Assistance with the preparation and submission of CalFresh applications.
2. Assistance with the CalFresh intake and enrollment processes.
3. Assistance with CalFresh retention.
4. Development and implementation of a service provision plan in order to ensure that specialized community outreach services are provided to populations with low CalFresh participation rates.
5. Promotion of healthy eating and exercise practices throughout Humboldt County with informational events and activities designed to reduce the stigma associated with the CalFresh program, link CalFresh to healthy food choices, and encourage utilization thereof.

B. Coordination Services. CONTRACTOR shall designate a contact liaison to communicate, and coordinate the provision of the community outreach services set forth in Exhibit.B – CalFresh Program Outreach Proposal, with the CalFresh program.

2. PLACE OF PERFORMANCE:

CONTRACTOR will provide the community outreach services set forth Exhibit B – CalFresh Program Outreach Proposal at various locations throughout Humboldt County.



**EXHIBIT B**  
**CALFRESH OUTREACH PROPOSAL**  
Redwood Community Action Agency  
For Fiscal Years 2019-2020 through 2020-2021



## **CalFresh Outreach Partnership Proposal Guidelines for Fiscal Year 2020-21**

Federal and State funding for CalFresh Outreach has created an opportunity for community-based organizations and the Humboldt County Department of Health & Human Services (DHHS) to partner in improving the overarching goal of the CalFresh program to improve the health and well-being of families and individuals. DHHS will consider a partnership request at any time during the fiscal year and the activity time frames for requests do not have to fall completely within the fiscal year. Requests can span fiscal years.

### **The objectives of the outreach program and this funding for 2020-2021 are to:**

Our primary focus is to increase our retention outreach in the community. Retention assists those on benefits by keeping them in receipt as long as they are eligible without ever having a gap in these benefits due to failure to provide required documents or interviews. We are looking to partner with agencies who are able to help beyond the application as we turn our attention to maintaining benefits for households beyond the initial intake process.

- Assist eligible CalFresh recipients in maintaining benefits without a break in aid
- Reduce barriers to CalFresh enrollment and retention
- Increase awareness of and enrollment in CalFresh to low participation populations

### **DHHS would like to partner with community-based organizations that can help with the following efforts, with the highest priority being application assistance and direct enrollment support.**

- Support enrollment and retention processes with information, direct application and enrollment and retention assistance
- Reach populations with low CalFresh participation rates (such as working families, SSI/SSP recipients, seniors, students, persons in recovery and persons with limited literacy or ability to speak/read English)
- Educate community members about CalFresh and program changes
- Reduce barriers to enrollment, including stigma, fear, language/literacy, and others. This could be by linking CalFresh to healthy nutritious food and providing CalFresh-related nutrition information and guidance, including how to shop for and cook nutritious food on a budget.

Interested? A complete partnership request includes a completed FY 2019-20 Partnership Request Form, Outreach Estimates Form, Partnership Request Budget Form and narrative as outlined on the request form.

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

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

**\*If your agency has a previous contract for CalFresh Outreach, please be aware that we cannot guarantee that your new contract will start at the termination of your last agreement. In the event we cannot have a contract executed prior to the start date of the agreement, the start date will be moved. This could cause a gap in funding.**

**CalFresh Outreach Contractor Guidelines**

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

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

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

	Process	Timing
Step 1	Organization submits a Partnership Request Form, project description, Outreach Estimates Form, and Partnership Request Budget Form to DHHS.	Any time
Step 2	DHHS reviews all requests. Organizations may be contacted with questions or suggested revisions. A meeting or site visit may be requested.	Two to four weeks
Step 3	Once approved contracts are developed and emailed to partner organizations. The organization prints a copy for signatures or, requests a paper copy via mail.	Two to three weeks
Step 4	The contract is signed by the partner and returned to DHHS with proof of insurance (see insurance guidelines below).	Varies
Step 5	For contracts of \$48,000 or less, DHHS signs the contract and returns one copy of the signed contract to the partner.	One to two weeks
Contract Complete	Total time for contracts of \$48,000 or less.	Three to four months
Other	Total time for contracts more than \$48,000 require strict timeline adherence and must be executed prior to the month of the contract start date. Many of these contracts are approved by the Board of Supervisors (BOS). Partners are requested to attend the BOS meeting when their contract is reviewed.	Four to five months minimum

All CalFresh Outreach partners will be required to submit proof of insurance coverage in order to complete a contract with the County. All insurance requirements are clarified in the contract that will be

mailed to successful applicants. Applicant organizations should be prepared to show proof of and maintain the following insurance, with the County certificated as an additionally insured:

- General Liability: \$2,000,000 per occurrence, if a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit (\$4,000,000)
- Automobile/Motor: \$1,000,000 combined single limit, any auto (If applicable)
- Workers Compensation and Employers Liability: \$1,000,000 per accident. This is required even for all-volunteer organizations.

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

Most contracts will be paid on a reimbursement basis.



# Humboldt County CalFresh Outreach FY 2020-21 Partnership Request Form

Organization Name: Redwood Community Action Agency

Contact Name: Matt Drummond

Address: 904 G St.

Phone: 707-269-2071

Email: matt@nrscaa.org

Project Title: RCAA CalFresh Outreach FY 19-20

Expected start date: May 1<sup>st</sup>, 2020 and end date: April 30<sup>th</sup>, 2021

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

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

**Narrative and Scope of Work attached:**

**Narrative: RCAA CalFresh Narrative 2020-2021**

**Scope of Work: RCAA CalFresh SOW 2020-2021**

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 focus on how staff will assist customers in applying and in retaining the benefits they are already receiving.**
2. Describe staff abilities to complete outreach duties with other work being completed for your agency. Include how many people will be conducting CalFresh Outreach, staff turnover for your agency and ability to keep staff trained on our program and outreach activities.
3. What difference will increased CalFresh enrollment make in your community or neighborhood for the population you are serving? How will the proposed activities fit into or relate to other programs in your organization and community?
4. 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.

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

- Assist and facilitate CalFresh applications
- Assist with CalFresh retention
- Assist and support CalFresh intake and enrollment processes
- Provide specialized services to reach populations with low CalFresh Participation Rates
- Reduce the stigma associated with the CalFresh program. This could include (but is not limited to) promotion of healthy eating and exercise practices throughout Humboldt County with informational events and activities.

**C. Other Funding Sources**

1. What other DHHS funding does your Organization receive, please include any current contracts as well as any pending applications?

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

**D. Partnership Request Budget Form and Outreach Estimates Form**

3. Please complete and attach Outreach Estimates using the form included in this packet.
4. A completed Partnership Request Budget Form must be submitted to complete the application.

## Humboldt County CalFresh Outreach Outreach Estimates Form

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.*

<b>Enrollment Activities and Support</b>	<b>Total</b>
1. CalFresh educational materials distributed, benefits/requirements presented/ provided.	5,000
2. Applications provided/handed out (i.e. physically handed customer an app, directed them to C4Yourself, GetCalFresh, directed them to Social Services Office, etc.).	250
3. Applications assisted (i.e. the number of applications a staff member assisted customers w/ completing, 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, accompanied for interview, etc.).	50
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, prompting customer contact to update county records for address changes etc.).	150
6. Specialized services to reach populations with low CalFresh participation rates. (Specialized populations are groups for which there are significant barriers to program participation, such as those who live in remote areas or have no transportation etc.)	130

*Please use this section to tell us the CalFresh and healthy eating messages you plan to deliver.*

<b>Positive Messaging of CalFresh</b>	<b>Total</b>
7. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided.	9,000
8. Food distributed or meals provided to support CalFresh Outreach activities.	40,000

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

<b>Information Dissemination/Publications/Media</b>	<b>Total</b>
9. Number of possible readers of print media or articles.	120,000
10. Number of possible viewers/listeners of non-print broadcast media.*	0
11. Number of possible readers of newsletter articles, client mailers or fliers, or other agency publications.	6,200
12. Web content visits (specifically CalFresh).	2,000

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

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

<b>Special populations</b>	<b>Total</b>
Working Families	75
Persons with limited Ability to Read/Write English	50
Homeless Adults	120

Persons in Recovery	75
Latino Families	100
Transitional Aged Foster and Homeless Youth	2,000
Elderly, Tribal members on the reservations and Rancherias, Outlying areas in the County	790

## Humboldt County CalFresh Outreach Partnership Request Budget Form

Please use this form to submit a project budget. For major expenses be specific. For personnel, 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. **Budget attached: RCAA CalFresh Budget 2020-2021**

*Descriptions here*

*Amounts Here*

<b>A. Personnel Costs</b>	
Title:	
Salary Calculation: : <i>[formula for salary calculations and any benefits must be clearly identified]</i>	
Duties Description:	\$
Title:	
Salary Calculation:	
Duties Description:	\$
<b>Total Personnel Costs:</b>	<b>\$</b>
<b>B. Operational Costs</b>	
Title:	
Description:	\$
Title:	
Description:	\$
<b>Total Operational Costs:</b>	<b>\$</b>
<b>C. Consumables/Supplies</b>	
Title:	
Description:	\$
Title:	
Description:	\$
Title:	
Description:	\$
Title:	
Description:	\$
<b>Total Consumable/Supplies:</b>	<b>\$</b>
<b>D. Transportation/Travel</b>	
Title:	
Description:	\$
Title:	
Description:	\$
<b>Total Transportation/Travel:</b>	<b>\$</b>
<b>E. Other Costs</b>	
Title:	
Description:	\$
Title:	
Description:	\$
<b>Total Other Costs:</b>	<b>\$</b>
<b>Total :</b>	<b>\$</b>

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

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

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

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

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

# ***Redwood Community Action Agency (RCAA)***

## ***CalFresh Outreach Narrative***

Redwood Community Action Agency (RCAA) is a 501(c) (3) nonprofit organization providing resources and services to empower low-income and underserved residents in Humboldt County to improve their lives, communities, and self-sufficiency. RCAA has four divisions offering distinct programs and services: Natural Resources Services (NRS) division, Community Services (CS) division, Energy Services (ES) division, and Youth Services Bureau (YSB) division. Diverse programs of RCAA have a history of successfully reaching populations known to have low rates of CalFresh use and retention including: working families, seniors, persons with limited literacy or ability to read/speak English, transitional aged foster youth, and homeless individuals and families. RCAA's mission to provide leadership, advocacy, and develop community-based coordinated services and activities. The purpose of these goals is to enable low-income and/or disadvantaged persons to gain the necessary skills, education and motivation to become self-sufficient in a healthy, sustainable environment.

RCAA proposes to continue a variety of activities that have been successful at reaching key populations for CalFresh enrollment and retention. These activities are focused on providing in-person assistance to existing and potential RCAA clients including one-on-one assistance with application and reporting forms and the necessary steps to enroll and maintain CalFresh benefits. More information on each division's proposed activities and details on how CalFresh activities will be tailored to our clients will follow. Face-to-face interactions continue to be most effective for staff to reduce barriers to enrollment and retention. Several positive CalFresh educational messages include recent eligibility changes making more people than ever eligible, a simplified application and reporting processes which makes it easier than ever to get enrolled and stay enrolled, diverse ways to use CalFresh to maximize the economic and health benefits of the program (such as using CalFresh to purchase seeds, or the Market Match program), and the importance of consuming nutritious foods for good health. Approval will be obtained from Humboldt County Department of Health and Human Services (DHHS) CalFresh Outreach program prior to publication of any funded media. RCAA expects to reach over 5,000 existing and potential RCAA clients with in-person CalFresh information and assistance with enrollment and/or retention. RCAA expects to assist at least 250 individuals with applying for CalFresh, and over 150 more individuals with retaining benefits. In addition RCAA expects to reach vulnerable populations with CalFresh information and Healthy Eating messages. Details follow on how each RCAA divisions' proposed activities will encourage and assist clients with applying for, and especially retaining, CalFresh benefits

### ***Natural Resources Services Division (NRS)***

NRS will provide leadership and coordination of the RCAA CalFresh proposal, and application and retention assistance through North Coast Community Garden Collaborative events and through gardening and food preparation activities with RCAA clients, the public and other homeless individuals. NRS Planner, Matt Drummond, will serve as RCAA's CalFresh contact liaison to DHHS and ensure timely submission of DHHS CalFresh Outreach contract requirements including proof of insurance, invoices, and reports. NRS staff will ensure all CalFresh information and training opportunities are disseminated to all RCAA divisions, staff are trained to assist with current forms and processes for maintaining and applying for benefits, and up-to-date CalFresh information is available on RCAA's website and Facebook page.

NRS staff coordinates the North Coast Community Garden Collaborative (NCCGC), a support network of and for community gardeners in Humboldt County. Community gardens allow residents throughout the County to maximize economic and health benefits of CalFresh by growing food with seeds



or plant starts purchased with CalFresh benefits, as community gardens provide accessible growing space for those who do not own land, material resources (such as tools onsite, donated plant starts and fertilizer/compost), and educational resources for growing food. NCCGC will continue to build upon past success, by increasing opportunities for in-person assistance with CalFresh enrollment and retention in underserved and food insecure communities. NRS proposes to utilize well-established relationships with NCCGC gardens and partners to collaboratively reach communities in outlying and geographically isolated areas of the County, Tribal Reservations, non-English speakers and ethnic minorities (Hmong, Latino, and Tribal communities), students, seniors, homeless persons, and working families. NCCGC's diverse partnerships with community gardens and their supporters will allow NCCGC staff to facilitate activities to provide in-person CalFresh application, enrollment, and retention assistance (including with completing and submitting necessary forms and paperwork, and offering Release of Information forms to ease follow-up) at venues such as garden events, community events and meals, and skill share events. Gardening is a popular in-road to conversations about CalFresh and healthy lifestyle choices that include a diet rich in nutritious fresh foods, physical activity, and stress reduction. NCCGC's many free gardening resources (planting charts, seeds/starts, growing tips, etc.) are a popular "draw" at events, as are CalFresh materials like tote bags and pens. Assistance with CalFresh applications and reporting forms, and free gardening resources, will be advertised on a sign at the events and prior to the events so people can bring necessary paperwork. Staff will also address barriers perceived by individuals to enrollment, retention, and utilization through conversation utilizing positive messaging.

NCCGC staff expect to offer in-person assistance with enrollment/retention to over 1,000 people through these activities (at least 20 events), and assist at least 50 people with applying for or retaining CalFresh benefits. These events include: free produce markets, farmers markets, workshops, community events and more. CalFresh program changes to eligibility requirements and application and retention processes will also be communicated with gardeners and supporters throughout Humboldt County utilizing tabling events, message boards at gardens, NCCGC website and Facebook page, NCCGC quarterly newsletter (Compost Chronicle), and NCCGC mailing lists, reaching over 1,000 people.

Activities will consist of specific gardening and food preparation topics with emphasis on how to utilize CalFresh to grow, purchase, store, and prepare nutritious and culturally appropriate foods. Gardening is an activity many people report in conversation to be healing as well as empowering. By buying seeds and starts with CalFresh to grow fresh foods, clients facing extreme financial hardships can maximize both economic and health benefits of the program. One RCAA garden site, Abuelita's Demonstration Garden, will feature five events at which assistance with applying for or retaining CalFresh benefits will be offered and advertised, along with healthy food, to large nearby homeless populations, reaching an estimated 80 adults NOT currently served by RCAA programs. Abuelita's garden provides community members including homeless and non-homeless opportunities to learn more about growing their own food using affordable, healthy and sustainable methods.

### ***Community Services Division: The TOOTH (Teaching Oral Optimism Throughout Humboldt) Program***

Works to improve oral health awareness, knowledge, and personal responsibility of children and adults by developing positive, life-long oral health behaviors in order to address the County's dental health crisis. TOOTH reaches children and adults, with and without homes, as well as our Spanish speaking community members. TOOTH actively collaborates with community health partners through the county's Public Health Department's Dental Advisory Group, Oral Health Initiative Leadership Team, Family and Community Resource Centers, etc.

TOOTH will utilize continued CalFresh funding to distribute supplies (oral health and wellness supplies imprinted with essential CalFresh sanctioned info) including valuable outreach messages for children and their parents aligned with CalFresh messaging and based on understanding healthy eating habits, the value of nutritious foods, drinking water, etc. TOOTH Oral Health Educators will disseminate oral health and nutrition materials in both English and Spanish to more than 6,000 children and adults in an effort to increase CalFresh visibility and access. TOOTH expects to participate in 25 community

events in order to distribute CalFresh materials and up-to-date program information. In addition, TOOTH Educators coordinate 10 oral health and wellness presentations where they will promote the CalFresh program to a broader population of our most vulnerable, children and adults in homeless and transitional shelters with Arcata House Partnership, Betty Qwon Chinn, the Rescue Mission and those currently residing in RCAA's two transitional shelters.

### ***Adult and Family Services, Community Services Division (AFS)***

AFS provides diverse and comprehensive services to individual adults and families with children who are vulnerable, experiencing homelessness and the long-term impacts of intergenerational poverty and complex traumas.

RCAA's Onyx Family Project, a program of the Adult and Family Services – Community Services Division. It is unique in our community in that our staff provides case management and family support services to 10 families residing in our low income permanent supportive housing units in Eureka. The Onyx Program is a new multi-family housing project partnership between Strombeck Properties, Arcata House Partnership, St. Joseph's Health System, Partnership HealthPlan California and Redwood Community Action Agency.

RCAA is contracted through St. Joseph's Health System to provide in-person assistance with Onyx residents – parents, children and grandparents, who enter the program as a result of being homeless. Residents at Onyx are receiving Permanent Supportive Housing vouchers, Rapid Rehousing vouchers, or are able to pay rent according to the low income guidelines. A majority of children and parents/caregivers that live in those units have an extensive history of complex traumas including homelessness. The Onyx Program operates through a trauma informed lens as well as a holistic, person-centered, strength-based perspective and we value prevention and resiliency as key factors in the work with our clients.

The Onyx Program has three basic Cal Fresh components. First, we will continue to assure that all multi-person households entering this program are screened for eligibility into CalFresh/SNAP and retain those benefits as long as they are eligible. This includes education and assistance in obtaining benefits and completing semiannual reports, work and income records, and other documentation as required. Second is to increase nutritional and active living awareness, educate and engage participants in local community events such as the Farmers Market, and classes and workshops which will further their knowledge. The third component is to engage families and adults in the development and upkeep of adaptive gardens in their own apartments or the onsite garden.

On-site life skills classes will utilize nutrition education materials and curriculum provided by the Western Growers Foundation along with the "garden to table" concept. Staff will provide a series of "hands on" cooking classes designed to engage children and adults in all phases of meal planning, preparation, safe food handling, healthy eating on a budget and how to best utilize their benefits with purchasing fresh, healthy and nutritious foods. Menus will be generated according to family budget, food bank use, CalFresh benefits and special health/dietary concerns. Additional nutrition information will include "MyPlate", assessing diet and nutritional information, practice in turning family favorite recipes into healthier options utilizing CalFresh, as well as snack planning.

AFS staff working with Onyx adults and children will provide case management in family support services include: the CalFresh application process, retention assistance and support in stabilizing their benefits in their new permanent housing.

### ***Energy Services Division (ES)***

Is committed to assisting low to moderate income households to reduce their energy burden, improve the health and safety conditions of occupied housing, and foster client self-sufficiency. The division provides energy efficiency retrofits, health and safety repairs, utility and energy assistance, client education and advocacy, and other services to people in need.

ES prescreens potential clients over the phone to ensure they meet the income requirements for services, which also ensures they likely meet the income requirements for CalFresh. ES clients are unlikely to be served by RCAA's other divisions, because ES clients must have a permanent address to receive services. RCAA's ES division works with Redwood Coast Energy Authority, a local organization offering weatherization services most often to businesses and higher income home-owners due to the matching requirements of their services, to refer clients to one another. ES also refers people to PG&E's CARE program for a 20% reduction in their energy bills.

ES staff provides energy and client education to over 2,100 households each year through weekly intake sessions. These are lengthy in-person interview sessions that review client eligibility by collecting income verification for all adults in the home. During these intake sessions, clients are also provided budget counseling, energy saving tips, and information on other low-income programs available to clients. Clients are provided information about CalFresh and are able to complete the application with ES staff during these intake sessions. These programs are advertised so that clients can bring necessary paperwork to their intake session. Three Outreach and Intake Specialists conduct these sessions and include information that highlights the CalFresh program. Staff seeks to enroll eligible households, offer assistance with retaining CalFresh benefits, and disseminate information about CalFresh program changes. An additional Outreach and Intake Specialist will provide these services over the phone to homebound-disabled and elderly clients. Our office support staff will also work closely with clients to assist them in applying for or retaining their CalFresh benefits.

ES staff will add an optional survey to all ES Applications to assess barriers to retention, knowledge of the CalFresh processes, and distribute ¼ sheet fliers with staff contact information offering personal assistance for clients who want to consider CalFresh later or are uncomfortable accepting assistance in a public setting. CalFresh outreach materials and assistance with application and retention (and ¼ sheet fliers) will also be provided to about 2,100 households throughout the County via tabling events and meetings. We anticipate assisting with the enrollment and/or retention of up to 75 households. Enrollment and retention efforts will include activities to reach the households in hard-to-reach areas of the county, and the general population of eligible households.

### ***Youth Service Bureau (YSB)***

Uses CalFresh funds to conduct outreach, case management, and hands-on activities through its housing program and the RAVEN street outreach and drop-in center. YSB's CalFresh funding has allowed us to perform significant outreach related to health and wellness, to include the above-mentioned cooking demonstrations, as well as outdoor and recreational activities connecting the youth we serve, including homeless and transitional age foster youth, to our community. YSB has continued youth-led cooking demonstrations and meals, where youth are responsible for preparing the group meals and can receive gift cards as a reward for their merit. This has led to a greater interest in cooking, smart shopping, health, and nutrition. Through this program, youth are encouraged to take ownership of their food and meal choices, becoming better prepared for living an independent healthy lifestyle. YSB continues to base our educational demonstrations on Rethink Your Drink and Choose My Plate. While YSB will continue to promote CalFresh as a resource for its youth, future support from DHHS would encourage enrollment and retention in the CalFresh program among homeless and transitional age foster youth by engaging them in activities like gardening, nutrition education, and the popular youth-led cooking demonstrations and meals. YSB is interested in continued collaboration with Food for People and the Jefferson Community Project, in order to facilitate case management efforts that connect clients with needed resources such as additional food assistance and referrals. YSB would continue receiving CalFresh materials and resources, and CalFresh related news and policies. The RAVEN Program's street outreach and drop in center staff will outreach to street and runaway youth, providing them vital

information about accessing the drop in center for food backpacks, supplies and other community resources and benefit programs.

## Exhibit A

# *Redwood Community Action Agency's Scope of Work*

### NATURAL RESOURCES SERVICES DIVISION (NRS)

<b>Objective 1 – Develop agency-wide agreements with RCAA's 4 divisions and reporting process for the CalFresh services contract.</b>		
<b>Task Description</b>	<b>Months</b>	<b>Details and Outcomes</b>
<b>1</b> The Natural Resources Services Community Garden Planner Matt Drummond will serve as RCAA's CalFresh Coordinator (CC) and will ensure execution of the contract between Redwood Community Action Agency (RCAA) and the Humboldt County Department of Health and Human Services.	1	CC will be responsible for having the new MOA and contract signed and processed through RCAA according to the policies and procedures set forth in the agency's manual.
<b>2</b> CC will create a Memorandum of Agreement (MOA) with each division participating in the CalFresh contract.	1	All divisions receiving CalFresh funding will agree to implement the Scope of Work provided, including the required quarterly and final summary reports.
<b>3</b> CC will advise divisions of all CalFresh training opportunities for staff participation and ensure that CalFresh staff attends at least one CalFresh training in order to gain a better understanding of the CalFresh mission, priorities, messages and application process.	Ongoing	CC will be responsible for distributing all training notices/flyers to all division staff participating in CalFresh projects. CC will ensure that all new and existing staff participate in at least one CalFresh training which will be documented and included in the quarterly report.
<b>4</b> CC will coordinate and maintain up to date information about CalFresh on the RCAA agency website and Facebook page.	Ongoing	CC will coordinate with the RCAA Marketing Manager to ensure accurate and up to date CalFresh information, logos and links on the RCAA website and Facebook page.
<b>5</b> CC will compile information and data in order to complete and submit each of the required quarterly and final summary reports.	4,7,10,12	Each division will document progress in meeting their overall 12 month project objectives. Quarterly, each division will submit required information and data to the CC who will organize specific division reports, prepare an overall agency report and submit them including the final summary report to DHHS 30 days after the end of each quarter.

**Objective 2 – Host CalFresh outreach and retention/enrollment tabling sessions and events in outlying and underserved communities, which include information about CalFresh enrollment and retention as well as in-person assistance with application/retention forms and processes.**

	Task Description	Months	Details and Outcomes
1	Schedule and attend 20 CalFresh outreach and retention/enrollment tabling sessions and events in outlying/underserved areas of the County by working with community gardeners and partners of North Coast Community Garden Collaborative. Invite several gardening experts to conduct demonstrations/share skills at several community events.	Ongoing	Staff will facilitate tabling activities at both community gardens and at community events (produce distributions, health fairs, farmers markets, and other community events) in areas/communities with the least access to CalFresh and other food resources and offer an estimated 1,000 people face-to-face assistance with CalFresh enrollment and retention including reviewing program benefits, changes, and requirements. Assistance will be offered along with free garden resources (seeds, starts). Staffs expect at least 50 people will receive one-on-one assistance with applying for or retaining CalFresh benefits.
2	Host five community open house events at the RCAA's Abuelita's Demonstration Garden, Nursery, or other community garden site.	Ongoing	Staff will provide educational CalFresh assistance through garden events to the public nearby homeless individuals and neighbors. An estimated 80 people will receive information about CalFresh including program benefits, requirements, news, and retention tips. An estimated 15 people will receive one-on-one assistance with applying for or retaining CalFresh.

**Objective 3 – Integrate CalFresh messaging, application and retention assistance into all Garden Collaborative support activities, communications and resources.**

	Task Description	Months	Details and Outcomes
1	Provide information about CalFresh enrollment and retention in the quarterly newsletter.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 1,000 people.
2	Provide information about CalFresh enrollment and retention on the NCCGC website and social media sites (Facebook, Instagram).	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 1,000 people.
3	Provide information about CalFresh enrollment and retention, as well as in-person assistance with applications/ retention at meetings with gardeners.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 350 gardeners, of which approximately 25 are expected to receive one-on-one assistance with applying for or retaining benefits.
4	Provide information about CalFresh enrollment and retention for posting on message boards/kiosks at gardens.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips including ¼ fliers offering personal assistance from staff with contact information, reaching an estimated 200 people through 8 garden message boards.

COMMUNITY SERVICES DIVISION (CS)  
TOOTH

<b>Objective 1 – Provide 3,000 CalFresh imprinted dental supply kits at more than 25 community-based outreach events to encourage SNAP enrollment/retention and de-stigmatization.</b>		
<b>Task Description</b>	<b>Duration/ Months</b>	<b>Details and Outcomes</b>
1 Schedule tabling and educational events throughout Humboldt County in order to distribute CalFresh imprinted oral health supplies and materials that encourage healthy eating, CalFresh enrollment and retention, and qualification information for individuals and families.	10/12	TOOTH Educators will distribute informational materials with oral health kits that include: toothbrush/cover, toothpaste, floss, timer and pouch. Oral health supplies are imprinted with CalFresh information and Included In kits with CalFresh relevant materials In both English and Spanish. Multilingual TOOTH Educators will participate In 25 community events throughout Humboldt County, including the following: Health Fairs - 1,000 Food For People's Free Farmers Market Days - 1,000 Farmer's Markets -1,500 School Festivals and Special Events – 1,500 Community Fairs/Festivals - 2,000
2 Order and package CalFresh imprinted dental supplies into kits that contain CalFresh imprinted outreach materials	2/12	TOOTH Program staff will package oral health kits. 3,000 family members and individuals will receive CalFresh imprinted dental supplies and outreach materials that promote enrollment/retention and provide qualification information. Approximately 1,500 kits to Spanish-speaking community members.
3 Schedule oral health education lessons, literature and kits to children, youth and their parents housed in transitional/homeless shelters emphasizing the benefits of CalFresh, eating healthy, drinking water and maintaining good oral and hygiene.	12/12	TOOTH Educators will provide 10 oral health and wellness presentations to 70 children/youth and 50 parents with materials and oral health kits while living in transitional/homeless shelters.

COMMUNITY SERVICES DIVISION (CS)  
ADULT AND FAMILY SERVICES DIVISION (AFS)

<b>Objective 1 – To engage 10 families in the creation and the maintenance of gardens both in their own apartments and onsite at the Onyx Family Apartments low income housing. Families will learn how CalFresh benefits help to access starts and seeds for their families use and sustaining healthy nutritional choices in food.</b>		
<b>Task Description</b>	<b>Duration/ Months</b>	<b>Details and Outcomes</b>
1 Assist families by customizing and creating gardens that are sustainable based on their environment, space and level of skill (windowsill herb gardens, raised garden beds, hanging pots, on-site community garden, etc.)	12/12 Ongoing	AFS staff will meet with 10 or more families currently living in permanent housing to discuss the benefits creating and maintaining a garden in their own home. Staff will assess the space (apartment, house, room, etc.) and work to create an adaptive garden plan suitable to participant needs and

			identified skill level. Staff will educate and encourage the use of CalFresh benefits by helping clients purchasing starts and seeds. Staff will facilitate activities with 10 families for a total of 45 adults and children.
2	Coordinate weekly garden activities for Onyx families participating in ongoing garden days.	9/12 Ongoing	AFS staff will invite families to join in the creation, design and maintenance of the onsite garden. Staff will organize weekly activities that engage and educated interested families making healthy nutritious choices about the foods they cook and eat. Staff will assist 10 families for a total of 45 adults and children.

**Objective 2 - To introduce 45 residents to basic healthy eating and higher levels of nutritional knowledge and engagement thereby increasing active living for the adult and children.**

Task Description		Duration/ Months	Details and Outcomes
1	Coordinate nutritious cooking workshops for planning, discussing the benefits of healthy eating and choices for healthy living. Educate participants in how to reduce processed and packaged food consumption and increase awareness of healthy alternative options.	12/12 Ongoing	AFS staff will teach cooking classes that focus on meal planning and prep, cooking with fresh produce and purchasing bulk food supplies for the creation of healthy meals and snacks. These classes will teach the "My Plate" nutrition model and will increase the participant's exposure to whole foods and healthy nutritional philosophies leading to examination of their individual consumption of processed and packaged foods. Staff will serve 10 families for a total of 45 adults and children in these classes.

**Objective 3 – To provide residents with CalFresh outreach, application and retention assistance, included during initial client intakes, family assessments and planning, and on-going case management services to 10 households.**

Task Description		Duration/ Months	Details and Outcomes
1	Provide information about CalFresh enrollment and retention, as well as in-person assistance with applications and the retention of benefits while eligible.	12/12 Ongoing	AFS staff will provide information and assistance to 10 or more families regarding CalFresh benefits and their value while living in permanent housing including: program benefits, eligibility requirements, process to apply, updates on program changes, and retaining benefits that support their families. Ten Onyx families are expected to receive one-to-one assistance with applying for benefits, adding a household member to their family case and/or retaining their benefits.



**ENERGY SERVICES DIVISION (ES)**

<b>Objective 1 – Assist with CalFresh program retention, enrollment, and preventing stigma via Energy Services outreach and intake services</b>		
<b>Task Description</b>	<b>Duration/ Months</b>	<b>Details and Outcomes</b>
1 Update and distribute a flier offering personal assistance with CalFresh applications/reporting and providing staff contact information.	Ongoing	Staff will update a ¼ sheet flier offering CalFresh assistance with staff contact information for clients who do not have time to apply during their Energy Services intake appointment or do not want to apply at outreach events.
2 Update and distribute an optional survey about CalFresh with client intake.	Ongoing	Staff will administer an optional survey at ES client intake appointments to understand how best to serve clients (i.e. knowledge needed on specific topics like reporting or retailers, or perceived barriers) in applying for or retaining CalFresh benefits.
3 Present and discuss CalFresh program benefits and requirements to and with clients at client intake.	Ongoing	Staff will provide CalFresh benefits information and requirements to 2,100 households who have contact with Energy Services at the Energy Demonstration office and events in Central and Southern Humboldt County.
4 Disseminate CalFresh educational materials and program benefits and offer assistance to potential clients through outreach.	Ongoing	Outreach and Intake Specialists will distribute 1,000 units of CalFresh educational materials focused on retention and enrollment throughout Humboldt County at tabling events, meetings, etc. and expect to assist 20 people with applying for or retaining CalFresh benefits.
5 Provide face-to-face education, pre-screening, and application and reporting assistance to clients at intake.	Ongoing	Outreach and Intake Specialists and Office Support Staff expect to assist 75 households with face-to-face education, pre-screening and direct application or retention assistance with C4Yourself to enroll in CalFresh and maintain program benefits.

**YOUTH SERVICE BUREAU DIVISION (YSB)**

<b>Objective 1 – To ensure that all youth entering programs are assessed for eligibility and youth in residence and participating in RAVEN Street Outreach and drop in programs enter or maintain CalFresh benefits as eligible.</b>		
<b>Task Description</b>	<b>Duration/ Months</b>	<b>Details and Outcomes</b>
1 Ensure youth are assessed for CalFresh eligibility, provided information and assisted with CalFresh applications as needed.	12/12 Ongoing	At time of intake appointments, YSB and RAVEN Case Management staff will work with referring service providers or youth individually to ensure that CalFresh information and eligibility requirements for benefits have been reviewed, provide assistance with applications as needed.

2	Previously ineligible youth participating in aftercare service will be provided information and assistance with CalFresh applications.	12/12 Ongoing	Case Management staff meet with individuals exiting Our House Shelter, Launch Pad residential program and RAVEN Street Outreach and Drop-in program and provide information and assistance in completing paperwork to obtain and help maintain eligibility/benefits.
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**Objective 2 – To engage 50 youth in development, planting, upkeep and expansion of three garden sites.**

Task Description		Duration/ Months	Details and Outcomes
1	Conduct gardening groups which focus on designing and maintaining a productive garden, planning and preparing nutritious snacks and meals utilizing CalFresh resources and maintaining a garden space when in permanent housing	12/12 Ongoing	YSB and RAVEN staff will teach youth how to grow their own fruit, vegetable and herb gardens at their current site and how to get involved in Community Gardens once they have moved into their own housing. Staff will use CalFresh funds to purchase supplies needed for development and maintenance of gardens. Staff will work with 25 YSB youth and 15 RAVEN youth, for a total of 50 unduplicated youth during the contract period.
2	Expand/renovate existing gardens at each site (raised beds, soil amendments and additional plants/seeds, berry bushes)	9/12 Ongoing	RCAA program staff and YSB/RAVEN youth will maintain existing gardens as well as rehabilitating existing garden space.

**Objective 3 – To provide 225 unduplicated youth with an introduction or reinforcement of basic healthy eating and higher levels of nutritional knowledge leading to healthier life choices.**

Task Description		Duration/ Months	Details and Outcomes
1	Coordinate nutritious meal and snack planning, discussing the benefits of healthy eating and choices for healthy living. Plan and assemble "Weekend Backpacks" for RAVEN Project.	12/12 Ongoing	YSB program staff will coordinate meal planning and preparation classes with foods from the garden that adhere to the 'Healthy My Plate' nutrition model made from whole foods with 50 unduplicated participating youth. RAVEN staff will plan and assemble foods for the "Weekend Backpack" and street outreach activities utilizing non-perishable, nutritious foods for 520 RHSY participating youth, 175 unduplicated.
2	Develop additional classes that fit into the Nutrition and Active Living model.	12/12 Ongoing	RCAA program staff will assess the needs of youth and develop appropriate classes to address nutrition and active living, and activities to engage youth in shopping for and preparing healthy meals and snacks while on a budget and using CalFresh benefits.

**PROPOSAL BUDGET WILL BE ATTACHED HERE AFTER INITIAL APPROVALS DUE TO BEING SUBMITTED AS AN EXCEL SPREADSHEET**

**EXHIBIT C**  
**CALFRESH OUTREACH BUDGET**  
Redwood Community Action Agency  
For Fiscal Years 2019-2020 through 2020-2021

*Descriptions here*

*Amounts Here*

<b>Descriptions here</b>	<b>Amounts Here</b>
<b>A. Personnel Costs</b>	
Title: Natural Resources Services (NRS) Planner Salary Calculation: \$18.40/hr x 40 hrs/wk x 52 weeks @ .825 FTE Duties Description: RCAA CalFresh assistance and coordination	<b>\$31,574.40</b>
Title: NRS Projects Coordinator Salary Calculation: \$28/hr x 40 hrs/wk x 52 weeks @ .05 FTE Duties Description: CalFresh support and coordination assistance	<b>\$2,912.00</b>
Title: Community Services – TOOTH Salary Calculation: 2 positions at \$19.89/hr x 40 hrs/wk x 52 wks @ .063 FTE Duties Description: Program Educator	<b>\$5,212.77</b>
Title: Community Services – AFS Onyx Family Support Specialist Salary Calculation: 1 position at \$15/hr x 40 hrs/wk x 52 wks @ .115 FTE Duties Description: Onyx Family Support Specialist providing direct CalFresh outreach.	<b>\$3,588.00</b>
Title: Community Services – AFS Onyx Case Manager Salary Calculation: 1 position at \$19.50/hr x 40 hrs/wk x 52 wks @ .029 FTE Duties Description: Onyx Case Manager providing direct CalFresh outreach.	<b>\$1,176.24</b>
Title: Energy Services Outreach & Intake Specialists Salary Calculation: 3 positions at \$18/hr x 40 hrs/wk x 52 wks @ .1125 FTE Duties Description: Direct client CalFresh referral and assistance.	<b>\$12,636.00</b>
Title: Energy Services Program Manager Salary Calculation: \$25/hr x 40 hrs/wk x 52 wks @ .125 FTE Duties Description: Direct client CalFresh referral and assistance.	<b>\$6,500.00</b>
Title: Energy Services Office Support Staff Salary Calculation: \$22/hr x 40 hrs/wk x 52 wks @ .1125 FTE Duties Description: Office support staff for Energy Services	<b>\$5,148.00</b>
Title: Youth Services Bureau (YSB) Residential Staff Salary Calculation: 3 positions at \$14 x 40 hrs/wk x 52 wks @ .087 FTE Duties Description: 3 on site staff for youth in YSB division. Direct client CalFresh referral and assistance.	<b>\$7,600.32</b>
Title: YSB Residential Staff, Raven Case Manager Salary Calculation: 1 position at \$15.62/hr x 40 hrs/wk x 52 wks @ .23 FTE Duties Description: Raven Project case manager for YSB division. Direct client CalFresh referral and assistance.	<b>\$9,568.00</b>
Title: YSB Case Manager Salary Calculation: 2 positions at \$15.62/hr x 40 hrs/wk x 52 wks @ .06 FTE Duties Description: YSB case managers for youth. Direct client CalFresh referral and assistance.	<b>\$3,898.75</b>
Title: Fringe Benefits (all divisions totals) Calculation: FICA 7.65% of salary, SUI 4% of salary, Workers Comp 12% of salary, Medical-Dental 15.5% of salary, 401K Plan 3% of salary, Vacation Accrual 7% of salary	<b>\$39,291.59</b>
<b>Total Personnel Costs:</b>	<b>\$129,106.07</b>
<b>B. Operational Costs</b>	
Title: NRS Description: Office Space \$1.15/sq ft x 225 sq ft x 12 mos x .875 FTE, I.T.(computer, phone, internet) \$139/mo x 12 mos x 0.875 FTE, Office Supplies \$10/mo x 12 mos, Printing & Publications 500 prints at \$0.20/print, Postage, Language Interpretation and Translation \$25/hr x 6 hrs	<b>\$4,621.38</b>
Title: Community Services – TOOTH Description: Printing and publications – printed CalFresh materials for oral health kits: .06 x 3000, Office & storage space \$150/mo x 12 mos.	<b>\$1,980.00</b>
Title: Community Services Adult Family Services Description: garden/lesson supplies \$100/mo x 12 mos.	<b>\$1,200.00</b>
Title: Energy Services Description: Office Space \$1.15 sq ft x 1250 sq ft x 12 mos, I.T.(computer, phone, internet) \$135/mo x 12 mos, office supplies \$320/mo x 12 mos, printing & publication (posters, flyers, brochures) \$115/mo x 12 mos	<b>\$3,613.50</b>
Title: Youth Services Bureau Description: Office Supplies \$35/mo x 12 mos, copier maintenance \$30/mo x 12 mos	<b>\$780.00</b>
<b>Total Operational Costs:</b>	<b>\$11,774.88</b>
<b>C. Consumables/Supplies</b>	
Title: NRS Description: Education event supplies \$25/event x 20 events, Educational Event Stipend for 8 workshop session leaders \$25 each, food for activities/events \$15/event x 20 events, supplies for Abuelita's garden & community gardens (soil, plants, seeds, amendments, tools etc) \$1,000.00.	<b>\$2,000.00</b>

<b>Title: Community Services - TOOTH</b> <b>Description: Adult Dental Kits: CalFresh imprinted bag, toothbrush, floss &amp; toothpaste \$1.65 ea. x 3,000 kits.</b>	<b>\$4,950.00</b>
<b>Title: Community Services – Adult Family Services</b> <b>Description: n/a</b>	<b>\$0.00</b>
<b>Title: Energy Services</b> <b>Description: Meeting Supplies (paper, toner, ink, postage) \$44/mo x 12 mos, food for meetings &amp; workshops – \$40/mo x 12 mos</b>	<b>\$1,008.00</b>
<b>Title: Youth Services Bureau</b> <b>Description: Food supplies for Raven drop-in and backpacks \$650/mo x 12 mos. Garden supplies, equipment &amp; materials for residential and drop in sites \$35/mo x 12 mos.</b>	<b>\$9,060.00</b>
<b>Total Consumable/Supplies:</b>	<b>\$18,389.60</b>
<b>D. Transportation/Travel</b>	
<b>Title: NRS</b> <b>Description: Travel to area gardens for outreach – ave. 45 miles x \$0.58 x 20 trips</b>	<b>\$522.00</b>
<b>Title: Community Services - TOOTH</b> <b>Description: Staff mileage 60 miles/month x \$.58/mile x 12 months</b>	<b>\$417.60</b>
<b>Title: Community Services – Adult Family Services</b> <b>Description: Mileage for classes, field trips 190 miles/mo x .58/mi x 12 mos</b>	<b>\$1,322.40</b>
<b>Title: Energy Services</b> <b>Description: Eastern Humboldt 1 trip 122 miles x .58/mile; Eureka area driving 25 miles/mo x .58/mile x 12 mos.</b>	<b>\$244.76</b>
<b>Title: Youth Service Bureau</b> <b>Description: 85 miles/month x \$.58/mile x 12 months</b>	<b>\$591.60</b>
<b>Total Transportation/Travel:</b>	<b>\$2,506.76</b>
<b>E. Other Costs</b>	
<b>Title: Administrative Cost</b> <b>Description: 10% of direct services</b>	<b>\$16,177.73</b>
<b>Total Other Costs:</b>	<b>\$16,177.73</b>
<b>Total :</b>	<b>\$177,955.03</b>

**Personnel:** include all employee costs, but not independent contractors. List each employee type separately.

Examples of calculations are: 15% of \$2,000/mo. X 6 months; 20 hrs X \$15/hr X 52 weeks + benefits.

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

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

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

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

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

**Descriptions here**

**Amounts Here**

**EXHIBIT D**  
**CALFRESH OUTREACH INVOICING GUIDELINES**  
 Redwood Community Action Agency  
 For Fiscal Years 2019-2020 through 2020-2021

CONTRACTOR shall prepare and submit all quarterly and final invoices and invoice summaries in accordance with the following invoicing guidelines in order to ensure compliance with any and all applicable local, state and federal laws, regulations and standards.

1. INVOICING SCHEDULE:

Quarterly invoices and invoice summaries are due within thirty (30) days after the expiration of each quarter in which this Agreement is active. Final invoices and invoice summaries are due within thirty (30) days following the expiration or termination date of this Agreement. The following table includes the expiration dates of each applicable quarter as well as the due dates for all quarterly and final invoices and invoice summaries submitted pursuant to the terms and conditions of this Agreement.

Quarter*	Dates Included	Date Invoices Due to DHHS
1	July 01 through September 30	October 31
2	October 01 through December 31	January 31
3	January 01 through March 31	April 30
4	April 01 through June 30	July 31
Final invoice	Entire Agreement term	Thirty (30) days after expiration or termination

\*Note: Contractors who are providing services pursuant to the terms and conditions of an agreement with a maximum amount payable of Fifteen Thousand Dollars (\$15,000.00) or less shall only be required to submit a final invoice and invoice summary.

2. BACKUP DOCUMENTATION:

Backup documentation, including, without limitation, payroll records, receipts, bills and invoices, are not required to be submitted with quarterly or final invoices or invoice summaries unless requested by COUNTY.

**EXHIBIT E**  
**CALFRESH OUTREACH INVOICE WORKSHEET AND SUMMARY FORM**  
 Redwood Community Action Agency  
 For Fiscal Years 2019-2020 through 2020-2021

Exhibit E

CalFresh Outreach Itemized Invoice Worksheet

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

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

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

Exhibit E

CalFresh Outreach Invoice Summary

Contractor Name  
Coordinator/Contact  
Address  
Phone

Invoice Date: <u>1/0/1900</u>	Contract Term: <u>1/0/1900</u>
Invoice Type: <u>0</u>	Invoice Period: <u>0</u>

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

Total Amount Due: \$0.00

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

Signature and Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Send invoice to:

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

(707) 441-5424 • Fax: (707) 441-5590



Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Budget Unit/Line \_\_\_\_\_

**EXHIBIT F**  
**CALFRESH OUTREACH REPORTING GUIDELINES**  
 Redwood Community Action Agency  
 For Fiscal Years 2019-2020 through 2020-2021

CONTRACTOR shall prepare and submit all quarterly and final project reports in accordance with the following reporting guidelines in order to ensure compliance with any and all applicable local, state and federal laws, regulations and standards.

1. REPORTING SCHEDULE:

Quarterly project reports are due within thirty (30) days after the expiration of each quarter in which this Agreement is active. Final project reports are due within thirty (30) days following the expiration or termination date of this Agreement. The following table includes the expiration dates of each applicable quarter as well as the due dates for all quarterly and final project reports submitted pursuant to the terms and conditions of this Agreement.

Quarter*	Dates Included	Date Invoices Due to DHHS
1	July 01 through September 30	October 31
2	October 01 through December 31	January 31
3	January 01 through March 31	April 30
4	April 01 through June 30	July 31
Final invoice	Entire Agreement term	Thirty (30) days after expiration or termination

\*Note: Contractors who are providing services pursuant to the terms and conditions of an agreement with a maximum amount payable of Ten Thousand Dollars (\$10,000.00) or less shall only be required to submit a final project report.

2. QUARTERLY REPORT NARRATIVE:

Quarterly report narratives should include, at a minimum, all of the following:

- A detailed description of the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
- A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement support the CalFresh program.
- A detailed description of how the figures listed in each section of the report were calculated.
- A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement reached the intended populations.
- A detailed description of how the recipients of the community outreach services that were provided pursuant to the terms and conditions of this Agreement were benefitted.
- A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement produced the intended results.
- A detailed description of any unintended outcomes that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
- A detailed description of the value of the outcomes that resulted from of the community



outreach services that were provided pursuant to the terms and conditions of this Agreement.

2. FINAL REPORT NARRATIVE:

Final report narratives should include, at a minimum, all of the following:

- Process Evaluation:
  - A detailed description of whether the community outreach services provided pursuant to the terms and conditions of this Agreement were of the right quality and content to support the CalFresh program.
  - A detailed description of how many people received the community outreach services provided pursuant to the terms and conditions of this Agreement.
  - A detailed description of how many people received CalFresh benefits as a result of the community outreach services provided pursuant to the terms and conditions of this Agreement.
  - A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement reached the intended populations.
  - A detailed description of how the recipients of the community outreach services that were provided pursuant to the terms and conditions of this Agreement were benefitted.
- Outcome Evaluation:
  - A detailed description of how the community outreach services that were provided pursuant to the terms and conditions of this Agreement produced the intended results.
  - A detailed description of any unintended outcomes that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
  - A detailed description of any and all short term, intermediate and long term benefits that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
  - A detailed description of the effectiveness and efficiency of the community outreach services that were provided pursuant to the terms and conditions of this Agreement.
  - A detailed description of how the outcomes that resulted from the community outreach services that were provided pursuant to the terms and conditions of this Agreement were worth the resources invested in the program.
  - A detailed description of what your organization could have done differently to support the CalFresh program and how your organization is prepared to make such changes, if applicable.

**EXHIBIT G**  
**CALFRESH OUTREACH QUARTERLY PROJECT REPORT FORM**  
 Redwood Community Action Agency  
 For Fiscal Years 2019-2020 through 2020-2021



**Outreach Contract Quarterly Report Form  
 2019-20**

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. As part of the contract agreement, reports must be completed and submitted to track progress and activities.

**Due dates: Quarterly reports are based on DHHS fiscal year quarters, regardless of when an agency’s contract begins or ends.** The table below shows each fiscal year quarter and the report due dates. If the total agreement amount is \$15,000 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 are sent to **both** CalFresh Outreach and the DHHS Contract Unit at the following addresses:

[CalFreshOutreach@co.humboldt.ca.us](mailto:CalFreshOutreach@co.humboldt.ca.us)

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

Or by mail to: Humboldt County DHHS – Social Services  
 Attention: Appolonia Coan, Staff Services Analyst  
 929 Koster St.  
 Eureka, CA 95501

**Report Narrative:**

Use the narrative section to explain the Outreach Activities your organization completed or participated in. Remember to talk about both processes and outcomes whenever possible.

**Some questions to consider 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 is reported to have reached? There is no one way to accomplish this and each agency is different.
- 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 email [CalFreshOutreach@co.humboldt.ca.us](mailto:CalFreshOutreach@co.humboldt.ca.us) or call Appolonia Coan at 707-476-4760. You can contact Paris Bauer at 707-476-4799 if Appolonia is unavailable.



## Humboldt County CalFresh Outreach Partnership Quarterly Report Form

Organization Name: \_\_\_\_\_

**Please Check Applicable Report Cycle (please do not edit cycle information):**

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** Enter the numbers of people you reached or served in the tables below, being careful not to duplicate counts. Example: If you provided one application and one nutrition pamphlet, this would be entered as “1” for applications on section 2 and “1” on section 7. You would not enter “2” in each space.

### A. Enrollment Activities and Support:

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

Number of participants:	Total
1. CalFresh educational materials distributed, benefits/requirements presented/ provided. Provide details in the Narrative Section below. <i>*Count the number of materials handed out in total.</i>	
2. Applications provided/handed out Provide details in the Narrative Section below. <i>*i.e. The number of applications physically handed to customers, the number of households that were directed to GetCalFresh/C4Yourself, or the number of households directed to Social Services Office to apply, etc.</i>	
3. Applications assisted. Provide details in the Narrative Section below. <i>*i.e. Staff member assisted customer w/ completing application, staff faxed in application, etc. Count the number of applications assisted, not the number of total people on each application.</i>	
4. DHHS visit assisted. Discuss how your organization was able to help in the Narrative Section below. <i>*i.e. Staff drove them, a bus pass was provided, etc.</i>	
5. Retention assisted. Provide details in the Narrative Section below. <i>*Examples: assisting customer to complete their Semi-Annual Report (SAR7), Annual Re-Certification (RE), interpreting their Notice of Action (NOA), assist with collecting verifications, prompting they contact the county about household changes, etc.</i>	
6. Specialized services to reach populations with low CalFresh participation rates discuss these services in the Narrative Section below. <i>*This could be focused efforts to enroll people who are rurally located, experiencing</i>	

<b>Number of participants:</b>	<b>Total</b>
<i>homelessness, under employed, tribe members, disabled, seniors, students or other specific population.</i>	
6a. Specialized services or projects to reach SSI recipients who are no longer ineligible as of 6/1/2019. *You can count this number in the total for section 6 as well, and then separate out the SSI population for this data point.	

**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. Positive Messaging of CalFresh:**

Use this section to tell us the number of people who participated in your CalFresh-linked healthy eating activities and other projects intended to destigmatize benefits.

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

**Positive Messaging of CalFresh Narrative:** (Please use this space to provide specifics of how your organization used positive messaging and activities to link benefits to a healthy lifestyle and destigmatize CalFresh over the last quarter.)

**C. Media:**

Use this section to identify the number of CalFresh linked messages you delivered through media, including newsletters, websites and posters. Please remember all content must be reviewed by DHHS Media prior to being issued.

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

Provide a story or comment specifically related to your organization/project's CalFresh Outreach activities over the past quarter. This can 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 events that highlighted your agency's strength as a DHHS partner.