



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-8

For the meeting of: February 14, 2017

Date: January 24, 2017  
To: Board of Supervisors  
From: Connie Beck, Director *SNF for*  
Department of Health and Human Services-Social Services  
Subject: Agreement with Redwood Community Action Agency to Assist with CalFresh Outreach and Support Activities

## RECOMMENDATION(S):

That the Board of Supervisors:

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

## SOURCE OF FUNDING:

Social Services Fund 1160

Prepared by Leigh Pierre-Oetker

CAO Approval *E. H. H. H.*

REVIEW:

Auditor *HP*

County Counsel *HP*

Personnel

Risk Manager *OK*

Other

TYPE OF ITEM:

☒ Consent  
☐ Departmental  
☐ Public Hearing  
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-14,C-8

Meeting of: 11/12/13,12/15/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

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

Ayes *Sundberg, Fennell, Bass, Bohn, Wilson*  
Nays  
Abstain  
Absent

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

Dated: Feb. 14, 2017

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

## DISCUSSION:

Redwood Community Action Agency (RCAA) provides a wide range of services to low and moderate income residents in Humboldt County, with the long-term goal of empowering individuals to improve their own lives and become self-sufficient. RCAA has partnered with DHHS on CalFresh Outreach over the past five years by integrating CalFresh outreach and application assistance into its services and client contacts through its various programs including the North Coast Community Garden Collaborative, Adult and Family Services Division, Energy Services and the Youth Service Bureau.

RCAA serves the target audience that CalFresh seeks to reach. The agency's programs reach tens of thousands of residents as well as families who are provided personalized messages through outreach and education. Added retention assistance efforts will help hundreds of families retain important nutrition assistance benefits for as long as they are needed. As well as the addition of new tools to assess whether messaging and activities are making a difference in their efforts to enroll and retain clients.

With the execution of this Agreement, Redwood Community Action Agency will assist DHHS in increasing CalFresh utilization by eligible households as well as provide needed outreach and enrollment while raising the awareness of the nutrition benefits of the CalFresh program; promoting healthy food choices; reducing hunger in seniors and children; and helping to dispel program myths and misperceptions.

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

USDA and CDSS have encouraged counties to work with community partners to help reach and inform community members who might be eligible for CalFresh benefits. Partnering with community based organizations is not only consistent with DHHS's general approach and strategic plan; it is key to DHHS' goal of providing integrated, place-based and holistic services. This continuing work through outreach partnerships with community-based organizations has led to a significant increase in CalFresh enrollment within the county and throughout the state and nation.

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

This contract is being executed retroactively due to holiday scheduling conflicts.

## FINANCIAL IMPACT:

The approval of the agreement with RCAA for CalFresh outreach services in the amount of \$152,383.72 for the period of February 1, 2017 thru January 31, 2018 will reside in fund 1160, Budget Unit 511. There is sufficient appropriation to cover the anticipated FY 16-17 expenses (estimated to be \$63,493.22), the remainder of \$ 88,890.50 will be included in the proposed FY 17-18 budget. There will be no impact to the county's General Fund.

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

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

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

ATTACHMENTS:

Attachment 1: Agreement with Redwood Community Action Agency (3 originals)

**PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF HUMBOLDT  
AND  
Redwood Community Action Agency (RCAA)**

This Agreement, entered into this 14th day of February 2017, 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 (RCAA), a California not for profit agency, hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

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

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

WHEREAS, CONTRACTOR has represented that it is qualified to perform such services.

NOW THEREFORE, the parties hereto mutually agree as follows:

1. DESCRIPTION OF SERVICES:

CONTRACTOR agrees to furnish the services described in Exhibit A – Scope of Services, which is attached hereto and incorporated herein by reference. In providing such services, CONTRACTOR agrees to fully cooperate with the DHHS – Social Services Director or designee thereof, hereinafter referred to as "Director."

2. TERM:

This Agreement shall begin on February 1, 2017 and shall remain in full force and effect until January 31, 2018, unless sooner terminated as provided herein.

3. TERMINATION:

- A. Breach of Contract. If, in the opinion of COUNTY, CONTRACTOR fails to adequately perform the services required hereunder within the time limits specified herein, or otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation or other law applicable to its performance herein, COUNTY may terminate this Agreement immediately, upon notice.
- B. Without Cause. COUNTY may terminate this Agreement without cause upon thirty (30) days advance written notice to CONTRACTOR. Such notice shall state the effective date of the termination.
- C. Insufficient Funding. COUNTY's obligations under this Agreement are contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, COUNTY shall, at its sole discretion, determine whether this Agreement shall be terminated. COUNTY shall provide CONTRACTOR seven (7) days advance written notice of its intent to terminate this Agreement due to insufficient funding.

- D. Compensation Upon Termination. In the event of any termination of this Agreement, CONTRACTOR shall be entitled to compensation for uncompensated services rendered hereunder through and including the effective date of such termination. However, this provision shall not limit or reduce any damages owing to COUNTY resulting from a breach of this Agreement by CONTRACTOR.

4. COMPENSATION:

- A. Maximum Amount Payable. The maximum amount payable by COUNTY for services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement is One Hundred Fifty-Two Thousand Three Hundred Eighty-Three Dollars and Seventy-Two Cents (\$152,383.72). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit B – Schedule of Rates/Invoice Schedule/Budget, which is attached hereto and incorporated herein by reference.
- C. Additional Services. Any additional services not otherwise provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. All unauthorized costs and expenses incurred above the maximum dollar amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

5. PAYMENT:

CONTRACTOR shall submit to COUNTY quarterly invoices itemizing all services rendered, and costs and expenses incurred, pursuant to the terms and conditions of this Agreement. Invoices shall be in a format approved by, and shall include backup documentation as specified by, Director and the Humboldt County Auditor-Controller. CONTRACTOR shall submit a final invoice for payment within thirty (30) days following the expiration or termination date of this Agreement. Payment for services rendered and costs and expenses incurred will be made within thirty (30) days after the receipt of approved invoices. The required Invoice summary and itemized worksheet form is attached hereto as Attachment 1 to Exhibit B. All invoices submitted by CONTRACTOR shall be sent to COUNTY at the following address:

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

6. NOTICES:

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



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

CONTRACTOR: Redwood Community Action Agency (RCAA)  
Attention: Emily Sinkhorn, Natural Resources Services division of RCAA  
904 G Street  
Eureka, California 95501

7. REPORTS:

CONTRACTOR agrees to provide COUNTY with any and all reports that may be required by local, state and/or federal agencies for compliance with this Agreement. Reports shall be submitted no later than fifteen (15) days after the end of each calendar quarter using the format required by the State of California as appropriate. CONTRACTOR shall submit a final project report, including all expenditures within thirty (30) days of project completion or within thirty (30) days of termination of this Agreement.

8. RECORD RETENTION AND INSPECTION:

- A. Maintenance and Preservation of Records. CONTRACTOR agrees to timely prepare accurate and complete financial, performance and payroll records, documents and other evidence relating to the services provided hereunder, and to maintain and preserve said records for at least three (3) years from the date of final payment under this Agreement, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the services provided hereunder.
- B. Inspection of Records. Pursuant to California Government Code Section 8546.7, all records, documents, conditions and activities of CONTRACTOR, and its subcontractors, related to the services provided hereunder, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after final payment under this Agreement. CONTRACTOR hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by COUNTY and any duly authorized local, state and/or federal agencies. CONTRACTOR further agrees to allow interviews of any of its employees who might reasonably have information related to such records by COUNTY and any duly authorized local, state and/or federal agencies. All examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, but not limited to, the costs of administering this Agreement.
- C. Audit Costs. In the event of an audit exception or exceptions, the party responsible for not meeting the program requirements shall be responsible for the deficiency and for the cost of the audit. If the allowable expenditures cannot be determined because CONTRACTOR's documentation is nonexistent or inadequate, according to generally accepted accounting practices, the questionable cost shall be disallowed by COUNTY.

9. MONITORING:

CONTRACTOR agrees that COUNTY has the right to monitor all activities related to this Agreement, including, without limitation, the right to review and monitor CONTRACTOR's records, programs or procedures, at any time, as well as the overall operation of CONTRACTOR's programs, in order to ensure compliance with the terms and conditions of this Agreement. CONTRACTOR will cooperate with a corrective action plan, if deficiencies in CONTRACTOR's records, programs or procedures are identified by COUNTY. However, COUNTY is not responsible, and will not be held accountable, for overseeing or evaluating the adequacy of the results of services performed by CONTRACTOR pursuant to the terms of this Agreement.

10. CONFIDENTIAL INFORMATION:

- A. Disclosure of Confidential Information. In the performance of this Agreement, CONTRACTOR may receive information that is confidential under local, state or federal law. CONTRACTOR hereby agrees to protect all confidential information in conformance with any and all applicable local, state and federal laws, regulations, policies, procedures and standards, including, but not limited to: Division 19 of the California Department of Social Services Manual of Policies and Procedures – Confidentiality of Information; California Welfare and Institutions Code Sections 827, 5328, 10850 and 14100.2; California Health and Safety Code Sections 1280.15 and 1280.18; the California Information Practices Act of 1977; the California Confidentiality of Medical Information Act ("CMIA"); the United States Health Information Technology for Economic and Clinical Health Act ("HITECH Act"); the United States Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and any current and future implementing regulations promulgated thereunder, including, without limitation, the Federal Privacy Regulations contained in Title 45 of the Code of Federal Regulations ("C.F.R.") Parts 160 and 164, the Federal Security Standards contained in 45 C.F.R. Parts 160, 162 and 164 and the Federal Standards for Electronic Transactions contained in 45 C.F.R. Parts 160 and 162, all as may be amended from time to time.
- B. Continuing Compliance with Confidentiality Laws. The parties acknowledge that federal and state confidentiality laws are rapidly evolving and that amendment of this Agreement may be required to ensure compliance with such developments. Each party agrees to promptly enter into negotiations concerning an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the CMIA and any other applicable local, state and federal laws or regulations.

11. NON-DISCRIMINATION COMPLIANCE:

- A. Nondiscriminatory Delivery of Social Services. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the administration of public assistance and social services programs. CONTRACTOR hereby assures that no person shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving local, state or federal financial assistance because of race, religion or religious creed, color, age (over forty (40) years of age), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service or any other classifications protected by local, state or federal laws or

regulations. COUNTY reserves the right to monitor the CONTRACTOR's provision of services in order to ensure compliance with the requirements of this section.

- B. Professional Services and Employment. In connection with the execution of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate in the provision of professional services or against any employee or applicant for employment because of race, religion or religious creed, color, age (over forty (40) years of age), sex (including gender identity and expression, pregnancy, childbirth and related medical conditions), sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, marital status, medical condition (including cancer and genetic characteristics), mental or physical disability (including HIV status and AIDS), political affiliation, military service, denial of family care leave or any other classifications protected by local, state or federal laws or regulations. Nothing herein shall be construed to require the employment of unqualified persons.
- C. Compliance with Anti-Discrimination Laws. CONTRACTOR further assures that it, and its subcontractors, will abide by the applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code Sections 4450, et seq.; California Welfare and Institutions Code Section 10000; Division 21 of the California Department of Social Services Manual of Policies and Procedures; United States Executive Order 11246, as amended and supplemented by United States Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state and/or federal laws and regulations, all as may be amended from time to time. The applicable regulations of the California Fair Employment and Housing Commission implementing California Government Code Section 12990, set forth in Chapter 5, Division 4 of Title 2 of the California Code of Regulations are incorporated into this Agreement by reference and made a part hereof as if set forth in full.

12. NUCLEAR FREE HUMBOLDT COUNTY ORDINANCE COMPLIANCE:

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

13. DRUG-FREE WORKPLACE:

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

- A. Drug-Free Policy Statement. Publish, as required by California Government Code Section 8355(a)(1), a Drug-Free Policy Statement which notifies employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited, and specifies the actions to be taken against employees for violations.



- B. Drug-Free Awareness Program. Establish, as required by California Government Code Section 8355(a)(2), a Drug-Free Awareness Program which informs employees about the following:
1. The dangers of drug abuse in the workplace;
  2. CONTRACTOR's policy of maintaining a drug-free workplace;
  3. Any available counseling, rehabilitation and employee assistance programs; and
  4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Drug-Free Employment Agreement. Ensure, as required by California Government Code Section 8355(a)(3), that every employee who provides services hereunder will:
1. Receive a copy of CONTRACTOR's Drug-Free Policy Statement; and
  2. Agree to abide by the terms of CONTRACTOR's Drug-Free Policy as a condition of employment.
- D. Effect of Noncompliance. Failure to comply with the above-referenced requirements may result in suspension of payments under this Agreement and/or termination thereof, and CONTRACTOR may be ineligible for award of future contracts if COUNTY determines that the foregoing certification is false or if CONTRACTOR violates the certification by failing to carry out the above-referenced requirements.

14. INDEMNIFICATION:

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

15. INSURANCE REQUIREMENTS:

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

- A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations provided for herein, CONTRACTOR shall, and shall require that all subcontractors

hereunder, take out and maintain, throughout the entire period of this Agreement, and any extended term thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Best's rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR, its agents, officers, directors, employees, licensees, invitees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000.00) per occurrence for any one incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles. Said coverage shall be at least as broad as Insurance Service Offices Form Code 1 (any auto).
3. Workers' Compensation Insurance, as required by the Labor Code of the State of California, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY, its agents, officers, officials, employees and volunteers.

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

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by or on behalf of CONTRACTOR. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:
  - a. Includes contractual liability.
  - b. Does not contain exclusions as to loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to as "XCU Hazards."
  - c. Is the primary insurance with regard to COUNTY.
  - d. Does not contain a pro-rata, excess only and/or escape clause.
  - e. Contains a cross liability, severability of interest or separation of insured's clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in

accordance with the notice provisions set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.

3. The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the insurer's liability.
4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
5. Any failure to comply with the provisions of this Agreement, including breach of warranties, shall not affect coverage provided to COUNTY, its agents, officers, officials, employees and volunteers.
6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager or County Counsel. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to other remedies under this Agreement, take out the necessary insurance, and CONTRACTOR agrees to pay the cost thereof. COUNTY is also hereby authorized with the discretion to deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.
7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.

- C. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms of this Agreement shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

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

CONTRACTOR: Redwood Community Action Agency (RCAA)  
Attention: Emily Sinkhorn, Natural Resources Services division of RCAA  
904 G Street  
Eureka, California 95501

#### 16. RELATIONSHIP OF PARTIES:

It is understood that this is an Agreement by and between two (2) independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee,

partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

CONTRACTOR agrees to comply with any and all local, state and federal laws, regulations, policies and procedures applicable to the services covered by this Agreement. CONTRACTOR further agrees to comply with any and all applicable local, state and federal licensure and certification requirements.

18. PROVISIONS REQUIRED BY LAW:

This Agreement is subject to any additional local, state and federal restrictions, limitations, or conditions that may affect the provisions, terms or funding of this Agreement. This Agreement shall be read and enforced as though all legally required provisions are included herein, and if for any reason any such provision is not included, or is not correctly stated, the parties agree to amend the pertinent section to make such insertion or correction.

19. REFERENCE TO LAWS AND RULES:

In the event any law, regulation, policy or procedure referred to in this Agreement is amended during the term hereof, the parties agree to comply with the amended provision as of the effective date of such amendment.

20. PROTOCOLS:

Both parties recognize that the inclusion of additional protocols may be required to make this Agreement specific. All such protocols shall be negotiated, determined and agreed upon by Director and CONTRACTOR.

21. SEVERABILITY:

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

22. ASSIGNMENT:

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

23. AGREEMENT SHALL BIND SUCCESSORS:

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

24. WAIVER OF DEFAULT:

The waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement. In no event shall any payment by COUNTY constitute a waiver of any breach of this Agreement or any default which may then exist on the part of CONTRACTOR. Nor shall such payment impair or prejudice any remedy available to COUNTY with respect to any breach or default. COUNTY shall have the right to demand repayment of, and CONTRACTOR shall promptly refund, any funds disbursed to CONTRACTOR which, in the judgment of COUNTY, were not expended in accordance with the terms of this Agreement.

25. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

No official or employee of COUNTY shall be personally liable for any default or liability under this Agreement.

26. AMENDMENT:

This Agreement may be amended at any time during the term of this Agreement upon the mutual consent of both parties. No addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto.

27. STANDARD OF PRACTICE:

CONTRACTOR warrants that it has the degree of learning and skill ordinarily possessed by reputable professionals practicing in similar localities in the same profession and under similar circumstances. CONTRACTOR's duty is to exercise such care, skill and diligence as professionals engaged in the same profession ordinarily exercise under like circumstances.

28. TITLE TO INFORMATION AND DOCUMENTS:

It is understood that any and all documents, information and reports concerning the subject matter of this Agreement prepared and/or submitted by CONTRACTOR shall become the property of COUNTY. However, CONTRACTOR may retain copies of such documents and information for its records. In the event of termination of this Agreement, for any reason whatsoever, CONTRACTOR shall promptly turn over all information, writings and documents pertaining to the services provided hereunder to COUNTY without exception or reservation.

29. JURISDICTION AND VENUE:

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

30. ADVERTISING AND MEDIA RELEASE:

All informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, but not limited to, television, radio,

newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to Director.

31. SUBCONTRACTS:

CONTRACTOR shall obtain prior written approval from COUNTY before subcontracting any of the services to be provided hereunder. Any and all subcontracts will be subject to all applicable terms and conditions of this Agreement, including, without limitation, the licensing, certification, privacy, security and confidentiality requirements provided herein. CONTRACTOR shall remain legally responsible for the performance of all terms and conditions of this Agreement, including work performed by third parties under subcontracts, whether approved by COUNTY or not.

32. ATTORNEYS' FEES:

If either party shall commence any legal action or proceeding, including an action for declaratory relief, against the other by reason of the alleged failure of the other to perform or keep any provision of this Agreement to be performed or kept, the party prevailing in said action or proceeding shall be entitled to recover court costs and reasonable attorneys' fees, including the reasonable value of services rendered by the Humboldt County Counsel's Office, to be fixed by the court, and such recovery shall include court costs and attorneys' fees on appeal, if applicable. As used herein, "prevailing party" means the party who dismisses an action or proceeding in exchange for payment of substantially all sums allegedly due, performance of provisions allegedly breached, or other considerations substantially equal to the relief sought by said party, as well as the party in whose favor final judgment is rendered.

33. SURVIVAL:

The duties and obligations of the parties set forth in Section 3D – Compensation Upon Termination, Section 8 – Record Retention and Inspection, Section 10– Confidential Information and Section 14 – Indemnification shall survive the expiration or termination of this Agreement.

34. CONFLICTING TERMS OR CONDITIONS:

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

35. INTERPRETATION:

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

36. INDEPENDENT CONSTRUCTION:

The titles of the sections, subsections and paragraphs set forth in this Agreement are inserted for convenience of reference only, and shall be disregarded in construing or interpreting any of the provisions of this Agreement.



37. FORCE MAJEURE:

Neither party hereto shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include, without limitation, acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism or other disasters, whether or not similar to the foregoing.

38. ENTIRE AGREEMENT:

This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto. In addition, this Agreement shall supersede in its entirety any and all prior agreements, promises, representations, understandings and negotiations, whether oral or written, concerning the same subject matter. Any and all acts which may have already been consummated pursuant to the terms and conditions of this Agreement are hereby ratified.

39. AUTHORITY TO EXECUTE:

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

40. MEANINGFUL USE REGARDING FIXED ASSETS

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

[Signatures on Following Page]

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

**TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:**

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

**REDWOOD COMMUNITY ACTION AGENCY:**

By: DE Cline Date: 1/10/17

Name: DONALD CLINE

Title: FISCAL DIRECTOR

By: Val Martinez Date: 1/10/17

Name: Val Martinez

Title: Executive Director

**COUNTY OF HUMBOLDT:**

By: Virginia Bass Date: 2/14/17  
Virginia Bass  
Chair, Humboldt County Board of Supervisors

**INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:**

By: Daniel J. Filles Date: 1/23/17  
Risk Analyst

**LIST OF EXHIBITS:**

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

## Exhibit A

### *Redwood Community Action Agency's SCOPE OF SERVICES*

#### 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 Deputy Director 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 MOU 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 reports and final summary report.	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 quarterly 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.	Ongoing	Staff will facilitate tabling activities at both community gardens and at key community locations (events, community centers, stores etc) 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 popular free garden resources. Staff will also distribute a ¼ sheet flier created last year offering CalFresh assistance and providing staff contact information, for people who take home forms or are uncomfortable receiving assistance in a public setting. Staff expect at least 150 people will receive one-on-one assistance with applying for or retaining CalFresh benefits.

**Objective 3 – Conduct evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.**

Task Description		Months	Details and Outcomes
1	Conduct surveys at CalFresh tabling events and activities.	Ongoing	A short survey will be administered at CalFresh events, and assessed to understand how best to serve clients in applying for or retaining CalFresh benefits.

**Objective 4 – 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 monthly newsletter.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 125 people.
2	Provide information about CalFresh enrollment and retention on NCCGC website and Facebook page.	Ongoing	Staff will provide information about CalFresh including program benefits, requirements, changes, and retention tips to an estimated 300 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 75 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 sheet fliers offering personal assistance from staff with contact information, reaching an estimated 200 people through 8 garden message boards.

**Objective 5 – Encourage CalFresh retention and enrollment among homeless populations, including existing and potential RCAA clients, through gardening activities.**

Task Description		Months	Details and Outcomes
1	Conduct gardening activities and nutrition education for RCAA clients in coordination with staff of RCAA's Community Programs and Youth Services Bureau divisions to encourage client retention/enrollment.	Ongoing	Staff will engage RCAA clients (estimated 50 individuals and 20 families) at multiple locations in weekly classes on gardening, nutrition education and healthy lifestyle choices by integrating CalFresh to promote program benefits and emphasizing the many ways CalFresh benefits can be used to support healthy lifestyles and importance of good nutrition.
2	Host three community open house events at the RCAA Demonstration garden to promote CalFresh retention and enrollment to nearby homeless individuals through gardening activities.	Ongoing	Staff will outreach for educational, CalFresh assistance and garden work day events to nearby homeless individuals and neighbors to offer an estimated 80 people information about CalFresh including program benefits, requirements, changes, and retention tips. An estimated 30 people will receive one-on-one assistance with applying for or retaining CalFresh.

**Objective 6 – Conduct an evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.**

Task	Description	Months	Details and Outcomes
1	Conduct surveys at classes and events with existing and potential clients.	Ongoing	A short survey will be administered at CalFresh classes and events, and assessed to understand how best to serve clients in applying for or retaining CalFresh benefits. For events the survey will serve as a prerequisite to receiving free food and garden resources. Pre- and post-surveys will be used where possible to additionally assess knowledge gained from RCAA activities.
2	Facilitate group conversations to understand barriers to applying for or maintaining CalFresh.	Ongoing	Staff will facilitate group conversation as informal “focus groups” in classes to understand client’s knowledge of, use of, and relationship to CalFresh and any perceived barriers to applying for, maintaining, or utilizing benefits. Information will be shared in quarterly reports as well as used to tailor information provided at classes and events.



COMMUNITY SERVICES DIVISION (CS)  
TOOTH Program

<b>Objective 7 – Provide health lessons and CalFresh imprinted dental supplies to 5,000 preschoolers, children in child/daycares, and elementary school students with take-home materials focused on promoting CalFresh enrollment and retention, including utilizing the messages of ReThink Your Drink and MyPlate campaigns.</b>		
Task Description	Months	Details and Outcomes
<b>1</b> Schedule 2 -11 lessons with preschoolers, children in child/daycare facilities, and children in elementary school throughout Humboldt County.	Ongoing	TOOTH Program staff will schedule 2-11 lessons with no less than 20 child/day cares, 30 preschools, and 35 elementary schools each school year.
<b>2</b> Provide lessons to 5,000 children that encourage healthy habits and teach the value of nutritious foods.	Ongoing	TOOTH Program Educators will provide lessons to 5,000 students.
<b>3</b> Order and package dental supplies into kits that contain CalFresh application, ReThink Your Drink and MyPlate printed information.	Ongoing	TOOTH Program staff will order supplies and the Program Assistant will package them into kits which will be distributed to 5,000 students.
<b>Objective 8 - Provide 3,500 CalFresh imprinted dental supply kits at more than 20 community-based outreach events to encourage SNAP enrollment/retention and de-stigmatization.</b>		
Task Description	Months	Details and Outcomes
<b>1</b> Schedule and participate in events throughout Humboldt County by providing CalFresh imprinted supplies and materials to encourage enrollment/retention to participating individuals and families.	Ongoing	Program Educators will participate and distribute CalFresh imprinted supplies and outreach materials at the following events:  Play/Parenting Group Presentations: 100 kits Red Cross Stayin' Alive Saturday: 100 kits Hoopa Health Fair: 200 kits Mad River Health Fair: 200 kits Humboldt Pride Parade: 200 kits Halloween Carnivals Eureka & Arcata: 300 kits Festejando Nuestra Salud: 400 kits Hoopa Valley Health Fair: 200 kits Latino Health Fair: 300 kits St. Joseph's Health Fair: 600 kits Food for People's Free Farmer's Markets: 900 kits
<b>2</b> Order and package CalFresh imprinted dental supplies into kits that contain CalFresh imprinted outreach materials.	Ongoing	TOOTH Program Assistant will package oral health kits. 3,500 family members and individuals will receive CalFresh imprinted dental supplies and outreach materials that promote enrollment/retention and provide qualification information.

**COMMUNITY SERVICES DIVISION (CS)**  
*Adult and Family Services Program*

**Objective 9 - Ensure that 15 families and 100 individuals who enter Adult and Family Services programs have CalFresh benefits and maintain enrollment while they are residents or engaged in the program.**

Task Description		Months	Details and Outcomes
1	Ensure families are enrolled and receiving CalFresh benefits at move in or are pending for benefits.	Ongoing	At time of intake appointments, RCAA staff will work with county staff to ensure that individuals and families have completed all eligibility requirements for CalFresh benefits at time of move in. Estimated 5 households and 20 individuals will be provided information and screening for CalFresh.
2	Ensure that families maintain CalFresh benefits while living in the program or participating in aftercare.	Ongoing	Staff meet with individuals and families regularly at the MAC, RCAA homes and in their homes or apartments once they leave our Transition Living Program. Staff will help them in completing recertification forms and assist in developing a system to complete paperwork and schedule reminders for required appointments to maintain CalFresh eligibility and benefits. Estimated 20 households will maintain CalFresh benefits.

**Objective 10 - Encourage CalFresh retention by promoting diverse CalFresh uses to maximize economic and health benefits by engaging 10 families and 40 individuals in the upkeep and expansion of existing gardens at each site.**

Task Description		Months	Details and Outcomes
1	Coordinate weekly gardening groups which focus on healthy meals and snacks and provide gardening tips and practice to utilizing CalFresh resources and maintaining a garden space when in permanent housing.	Ongoing	NRS and CS program staff will teach families how to grow their own food using CalFresh and get involved in Community Gardens once they have moved into non-RCAA housing. Staff will also encourage use of CalFresh benefits for starts and seeds including Farmers Markets. A total of 52 gardening classes will be held during the contract period with approximately 40 unduplicated attendees.

**Objective 11 - Encourage CalFresh retention by promoting the importance of healthy lifestyle choices, including consuming and preparing fresh nutritious foods which can be purchased or grown with CalFresh, by introducing 15 families and 100 individuals to basic healthy eating and higher levels of nutritional knowledge and engagement of using CalFresh to help them eat and live better according to their specific diet and situation.**

Task Description		Months	Details and Outcomes
1	Educate about nutritious meal and snack planning and discuss the benefits of healthy eating and healthy living to promote CalFresh retention.	Ongoing	Program staff will facilitate meal planning classes using CalFresh with foods from the garden that adhere to the 'Healthy Plate' nutrition model and are made from whole foods, not prepackaged items. We estimate that 15 families and 20 individuals will participate in these classes.
2	Develop additional classes that fit into the context of Nutrition and Active living and promote CalFresh retention/enrollment.	Ongoing	Program staff will continue to expand on existing classes that address these topics for both children and adults. AOD staff will link the importance of healthy diet and exercise with the total recovery philosophy. Additional class topics include Peer-Led CalFresh Education Training in a "hands-on" cooking" style and activities to engage families in how to prepare healthy meals and snacks while on a budget and using CalFresh benefits, and alternative ways to be active as a family. A total of 72 groups will be held during the contract period with approximately 30 unduplicated attendees.
3	Disseminate a "Family Cook Book" with each family which can be built upon once they have exited the program.	Ongoing	The popular "Family Cook Book" created with past CalFresh funding will be added to with current clients (who will each get a copy) to include their favorite recipes, gardening tips, active living tips and their children's artwork created during Nutrition and Active living classes. We anticipate approximately 15 families will create a book while living in the program.
4	Continue to provide classes that integrate CalFresh messaging with a focus on topics including nutrition and active living.	Ongoing	Provide classes that promote: mealtime manners and positive modeling, physical fun, healthy families, garden groups, smoothie classes and cooking classes at the Co-Op and the MAC that are sponsored by Food for People and CalFresh. A total of 52 groups will be held during the contract period with approximately 115 attendees (unduplicated adults and children).

**Objective 12 - Promote CalFresh retention and enrollment to non-RCAA homeless clients by implementing a Peer-Led CalFresh Education Training program**

Task Description		Months	Details and Outcomes
1	Implement a Peer-Led CalFresh Education Training Program based on the CalFresh educational materials in conjunction with Department of Education, Food and Nutrition Program curriculum and the Western Growers Foundation.	Ongoing	Program staff will recruit a cadre of clients who will participate in the Peer-Led CalFresh Education curriculum training with the purpose of being Peer Educators. Of the 115 unduplicated adults in the training we anticipate that 10 will go on to be peer educators.
2	Implement an on-site life skills client based Peer-Led CalFresh Education Training Program to promote CalFresh retention/enrollment to homeless people currently not served by RCAA.	Ongoing	Program staff and peer educators will implement program by coordinating dates, times and training materials for Peer-Led CalFresh Education sessions to take place at a variety of sites and potential partner agencies. We anticipate providing this service to 150 adults in other programs/shelter sites with messages from their peers.

**Objective 13 – Conduct an evaluation component to assess client knowledge of, use of, and relationship to CalFresh as well as perceived barriers to applying for or retaining benefits.**

Task Description		Months	Details and Outcomes
1	Staff will update and conduct surveys at classes with clients.	Ongoing	Survey will be administered at classes, and assessed to understand how best to serve clients in applying for or retaining CalFresh benefits. Pre- and post- surveys will be used where possible to additionally assess knowledge gained from RCAA activities.

## ENERGY SERVICES DIVISION (ES)

<b>Objective 14 –Assist with CalFresh program retention, enrollment, and destigmatization via Energy Services outreach and intake services</b>		
<b>Task Description</b>	<b>Months</b>	<b>Details and Outcomes</b>
<b>1</b> 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 (created last year) offering CalFresh assistance with staff contact information to give to clients who do not have time to apply at their Energy Services intake appointment or do not want to apply at outreach events.
<b>2</b> 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.
<b>3</b> 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 2,000 households who have contact with Energy Services at the Eureka main office and events in Central and Southern Humboldt County.
<b>4</b> 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 25 people with applying for or retaining CalFresh benefits.
<b>5</b> 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.
<b>Objective 15 – Reach out to qualified Latino households to offer assistance with maintaining or applying for CalFresh benefits.</b>		
<b>Task Description</b>	<b>Months</b>	<b>Details and Outcomes</b>
<b>1</b> Latino clients will receive CalFresh outreach and educational materials, staff assistance and information about qualifications.	Ongoing	Energy Services staff will have provided 200 Latino households with CalFresh information and direct application/retention assistance. Information and assistance will also be provided at the office and fairs.

## YOUTH SERVICE BUREAU DIVISION (YSB)

<b>Objective 16 – Promote CalFresh retention and enrollment by disseminating CalFresh information and materials in promoting healthy eating and active living to youth, young adult clients and parents.</b>		
<b>Task Description</b>	<b>Months</b>	<b>Details and Outcomes</b>
<b>1</b> Distribute CalFresh materials and feature positive messages about CalFresh, healthy food choices and active living in interactions with potential and existing clients and their families.	Ongoing	Residential Staff and Caseworkers will distribute promotional materials and positive messages about CalFresh during intake session for new incoming youth and their parents who reside in the temporary crisis shelter and long-term housing programs (reaching an expected 90 youth and their families.) Outreach Workers and Youth Educators will distribute promotional materials/messages in hygiene kids and during youth drop-in hours and during community outreach, (reaching an expected 2000 people.)
<b>2</b> Incorporate CalFresh information and positive messages YSB website and Facebook page.	Ongoing	YSB Program Management will post information on the RCAA/YSB website and Facebook page in order to increase youth and young adults' access and exposure to CalFresh information, with an expected 300 visits to our Facebook page.
<b>Objective 17 – Promote CalFresh retention and enrollment through popular youth activities like cooking demonstration, gardening sessions and physical activities and feature information about retention and enrollment as well as positive messages on CalFresh benefits.</b>		
<b>Task Description</b>	<b>Months</b>	<b>Details and Outcomes</b>
<b>1</b> Conduct weekly cooking/meal sessions with youth that teach youth about utilizing CalFresh in a variety of settings to prepare healthy meals.	Ongoing	Residential Staff and Caseworkers will provide information and promote CalFresh to increase youth knowledge of diverse uses of CalFresh in buying fresh produce, accessing seeds for gardens and enrollment/retention information, providing an expected 1460 cooking demonstrations.
<b>2</b> Facilitate weekly physical activities with youth and program staff to emphasize healthy living with CalFresh.	Ongoing	Residential Staff and Caseworkers will provide information and promote CalFresh, and will provide an expected 400 physical activities such as walking to or at CalFresh retailers (i.e. nearby locations, Farmer's Markets).
<b>3</b> Conduct weekly gardening activities with youth and program staff.	Ongoing	In coordination with NRS garden staff Residential Staff and Caseworkers will provide information and promote CalFresh, through an expected 180 gardening activities.



<b>Objective 18 – Implement a youth peer-to-peer CalFresh outreach method for increasing youth engagement in CalFresh enrollment and retention.</b>		
<b>Task Description</b>		<b>Months</b>
<b>1</b>	Educate and train youth participants and Youth Educators on CalFresh information and ways to engage youth.	Ongoing
<b>2</b>	Assist youth participants and youth educators in facilitating a cooking group, gardening group, or physical activity group while promoting CalFresh.	Ongoing
		YBS Program Management will educate and train an expected 4 to 5 Youth Educators in order to increase youth participant interest in CalFresh each quarter. Staff will assist an expected 52 youth with their CalFresh applications/retention.
		YBS Program Management will educate and train youth residents and Youth Educators in order to increase youth knowledge and interest in CalFresh, providing an expected 192 groups and providing an expected 840 interactive demonstrations.

## **EXHIBIT B**

### **SCHEDULE OF RATES**

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

CONTRACTOR agrees that the total maximum compensation cap for services performed and costs incurred under this Agreement is One Hundred Fifty-Two Thousand Three Hundred Eighty-Three Dollars and Seventy-Two Cents Dollars. (\$152,383.72)

CONTRACTOR agrees to perform any services required by this Agreement for an amount not to exceed such maximum compensation cap.

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

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

CONTRACTOR will submit an itemized invoice summary and an itemized invoice worksheet, in the form of the itemized invoice summary and an itemized invoice worksheet, attached hereto as Attachment 1 to Exhibit B and incorporated as part of this Agreement.

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

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

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

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

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

#### **Invoice Schedule:**

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

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

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

**EXHIBIT B**  
**Budget**  
**Redwood Community Action Agency (RCAA)**

<b>Descriptions</b>	<b>Amounts</b>
<b>A. Personnel Costs</b>	
Title:	
Salary Calculation: <i>[please see the attached pdf for budget detail by RCAA division]</i>	
Duties Description:	
Title:	
Salary Calculation:	
Duties Description:	
<b>Total Personnel Costs:</b>	<b>\$108,816.47</b>
<b>B. Operational Costs</b>	
Title:	
Description:	
Title:	
Description:	
<b>Total Operational Costs:</b>	<b>\$15,415.19</b>
<b>C. Consumables/Supplies</b>	
Title:	
Description:	
Title:	
Description:	
Title:	
Description:	
<b>Total Consumable/Supplies:</b>	<b>\$11,038.00</b>
<b>D. Transportation/Travel</b>	
Title:	
Description:	
Title:	
Description:	
<b>Total Transportation/Travel:</b>	<b>\$3,261.00</b>
<b>E. Other Costs</b>	
Title: Administrative Cost	
Description: 10% of direct services	<b>\$13,853.07</b>
Title:	
Description:	<b>0.00</b>
<b>Total Other Costs:</b>	<b>\$13,853.07</b>
<b>Total :</b>	<b>\$152,383.72</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, postage, paper, etc.

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

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

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

**Attachment 1 to Exhibit B -(Program/Service)- Invoice Summary**

**Contractor Name**  
**Coordinator/Contact**  
**Address**  
**Phone**

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

Contract Term: 2/1/17 - 1/31/18Invoice Type: Quarterly

Invoice Period: \_\_\_\_\_

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$0.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$0.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$0.00	
		<b>\$0.00</b>

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.

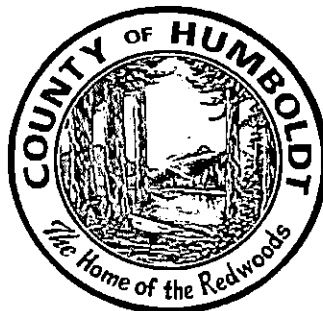
Signature and date: \_\_\_\_\_

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: \_\_\_\_\_

**Attachment 1 to Exhibit B**  
**Program/Services**  
**Itemized Invoice Worksheet**  
 Contractor Name

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

Contract Term: 7/1/16 - 6/30/17

Invoice Type: Quarterly \_\_\_\_\_

Invoice Period: \_\_\_\_\_

Descriptions	Amounts	Approved Budget	Remaining Balance
<b>A. Personnel Costs</b>			
Title: Salary and Benefits Calculation:  Duties Description:			0.00
Title: Salary and Benefits Calculation:  Duties Description:			0
Title: Salary and Benefits Calculation:  Duties Description:			0
Title: Salary and Benefits Calculation:  Duties Description:			0
Title: Salary and Benefits Calculation:  Duties Description:			0
Title: Salary and Benefits Calculation:  Duties Description:			0
Title: Salary and Benefits Calculation:  Duties Description:			0
<b>Total Personnel:</b>		<b>0.00</b>	<b>0.00</b>



Descriptions	Amounts	Approved Budget	Remaining Balance
<b>B. Operational Costs (Rent, Utilities, Phones, etc.)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
<b>Total Operating Costs:</b>		<b>0</b>	<b>0 0</b>
<b>C. Consumables/Supplies (Supplies and Consumables should be separate)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
<b>Total Consumable/Supplies:</b>		<b>0</b>	<b>0 0</b>

Descriptions	Amounts	Approved Budget	Remaining Balance
<b>D. Transportation/Travel (Local and Out-of-County should be separate)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Transportation/Travel Costs:		0	0
<b>E. Other Costs (Indirect Costs, Contracts, etc.)</b>			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Other Costs:		0	0
Invoice Total:		0.00	

Any shift of funds to or from the personnel category must be approved in writing by County. CONTRACTOR may shift up to 20% of budgeted amounts between all other categories without written approval by COUNTY. Indirect Costs are not allowed to exceed 10% of the total modified total costs, per OMB Federal Guidance.

### **Guidelines for using the Invoice Summary and Itemized Costs Worksheet templates**

In an effort to help the invoicing process be as simplified as possible DHHS Financial Services has provided the attached invoice summary and itemized invoice worksheet. These documents are also available electronically and will self populate from the worksheet to the invoice. In addition below we have provided a few reminders.

- \* Contractors are required to use the Invoice Summary and Itemized Worksheet. Please note these documents are available electronically in excel and pdf.
  - \* Be sure to sign the invoice. Electronic submissions still need signatures.
  - \* Invoice Summary and Itemized Worksheet must be submitted based on the Invoice Schedule below.
  - \* Invoices may be submitted electronically to [labbott@co.humboldt.ca.us](mailto:labbott@co.humboldt.ca.us)
  - \* Indirect costs shall not exceed Department.of.Health.and.Human.Services.negotiated.rate.  
Back up documentation such as; Staff time documentation, receipts, bills or invoices, are required upon
  - \* submission of the Invoice Summary and Itemized Worksheet, as well as accessible upon request. Please be sure to keep them.
  - \* Budget changes must be discussed with the Director of Social Services or designee. Changes smaller than 20% of the total budget do not require prior written approval from DHHS. Any shifts in the total amount of the personnel category must be approved by DHHS.
- 

- \* Should you have any questions regarding the invoice summary and/or itemize invoice worksheet please feel free to contact Leslie Abbott at 707-441-5421 or e-mail at [labbott@co.humboldt.ca.us](mailto:labbott@co.humboldt.ca.us)

#### **\* Invoice Schedule**

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/25/2016

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

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

PRODUCER  
**PATTERSON CONNERS INSURANCE**  
PO Box 575  
Fortuna, CA 95540  
0488272

CONTACT  
NAME: **Greg Connors**  
PHONE (A/C, No, Ext): **(707) 725-3400** FAX (A/C, No): **(707) 725-0292**  
E-MAIL: **greg@pattersonconners.com**  
ADDRESS:

INSURED **Redwood Community Action Agency, Inc.**  
904 G. Street  
Eureka, CA 95501  
(707) 269-2017

INSURER(S) AFFORDING COVERAGE	NAIC#
INSURER A: <b>Nonprofits Insurance Alliance of CA</b>	
INSURER B: <b>State Compensation Ins. Fund</b>	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER: 1

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 3,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 4,000,000
							\$
	DED <input type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	Y			E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	<b>Social Workers Professional Liability</b>			2015-04653-NPO	11/17/15	11/17/16	\$1,000,000 Wrongful Act \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

County of Humboldt, its officers, officials, employees and volunteers are covered as additional insured for liability arising out of the operations performed by or on behalf of contractor re: Humboldt BRIDGES grant. Volunteers are not covered under workers compensation policy noted above.

## CERTIFICATE HOLDER

## CANCELLATION

County of Humboldt  
DHHS/Children & Family Services  
929 Koster St  
Eureka, CA 95501  
Attn. Emi Botzler-Rogers MFT

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED  
PRIMARY AND NON-CONTRIBUTORY ENDORSEMENT  
FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

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- A. SECTION II – WHO IS AN INSURED** is amended to include any public entity as an additional insured for whom you are performing operations when you and such person or organization have agreed in a written contract or written agreement that such public entity be added as an additional insured(s) on your policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
1. Your negligent acts or omissions; or
  2. The negligent acts or omissions of those acting on your behalf; in the performance of your ongoing operations.

No such public entity is an additional insured for liability arising out of the "products-completed operations hazard" or for liability arising out of the sole negligence of that public entity.

- B.** With respect to the insurance afforded to these additional insured(s), the following additional exclusions apply.

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C.** The following is added to **SECTION III – LIMITS OF INSURANCE:**

The limits of insurance applicable to the additional insured(s) are those specified in the written contract between you and the additional insured(s), or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

- D.** With respect to the insurance provided to the additional insured(s), **Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

**4. Other Insurance**

**a. Primary Insurance**

This insurance is primary if you have agreed in a written contract or written agreement:



- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or
- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph b. below.

**b. Excess Insurance**

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
  - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
  - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
  - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
  - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE**.
  - (e) That is any other insurance available to an additional insured(s) under this Endorsement covering liability for damages arising out of the premises or operations, or products-completed operations, for which the additional insured(s) has been added as an additional insured by that other insurance.

- (1) When this insurance is excess, we will have no duty under Coverages A or B to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
  - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
  - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

**c. Methods of Sharing**

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/14/2016

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

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

PRODUCER  
PATTERSON CONNERS INSURANCE  
PO Box 575  
Fortuna, CA 95540  
0488272

CONTACT NAME: Greg Connors  
PHONE: (707) 725-3400 FAX: (707) 725-0292  
E-MAIL: greg@pattersonconners.com  
ADDRESS:

INSURED Redwood Community Action Agency, Inc.  
904 G. Street  
Eureka, CA 95501  
(707) 269-2017

INSURER(S) AFFORDING COVERAGE  
INSURER A: Nonprofits Insurance Alliance of CA  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:  
INSURER F:

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADOL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC. OTHER:	X		2016-04653-NPO	11/17/16	11/17/17	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANYAUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			2016-04653-NPO	11/17/16	11/17/17	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 10,000			2016-04653-NPO	11/17/16	11/17/17	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) * If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Social Workers Professional Liability			2016-04653-NPO	11/17/16	11/17/17	Per Occurrence \$1,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required).  
County of Humboldt, its agents, officers, officials, employees and volunteers  
are additional insured/funding sources.

## CERTIFICATE HOLDER

## CANCELLATION

County of Humboldt  
c/o Risk Manager  
825 - 5th St Rm 131  
Eureka, CA 95501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**ENDORSEMENT AGREEMENT  
WAIVER OF SUBROGATION**



REP 14  
9133698-16  
RENEWAL  
NA  
1-71-64-69  
PAGE 1

HOME OFFICE  
SAN FRANCISCO

EFFECTIVE JUNE 8, 2016 AT 12.01 A.M.  
AND EXPIRING JUNE 1, 2017 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE  
AT 12:01 AM PACIFIC  
STANDARD TIME OR THE  
TIME INDICATED AT  
PACIFIC STANDARD TIME

REDWOOD COMMUNITY ACTION AGENCY,  
  
904 G ST  
EUREKA, CA 95501

ANYTHING IN THIS POLICY TO THE CONTRARY NOTWITHSTANDING,  
IT IS AGREED THAT THE STATE COMPENSATION INSURANCE FUND  
WAIVES ANY RIGHT OF SUBROGATION AGAINST,

HUMBOLDT CO DEPT HEALTH & HUMAN SVCS

WHICH MIGHT ARISE BY REASON OF ANY PAYMENT UNDER THIS  
POLICY IN CONNECTION WITH WORK PERFORMED BY,

REDWOOD COMMUNITY ACTION AGENCY,

IT IS FURTHER AGREED THAT THE INSURED SHALL MAINTAIN  
PAYROLL RECORDS ACCURATELY SEGREGATING THE REMUNERATION  
OF EMPLOYEES WHILE ENGAGED IN WORK FOR THE ABOVE  
EMPLOYER.

IT IS FURTHER AGREED THAT PREMIUM ON THE EARNINGS OF SUCH  
EMPLOYEES SHALL BE INCREASED BY 03%.

NOTHING IN THIS ENDORSEMENT CONTAINED SHALL BE HELD TO VARY, ALTER, WAIVE  
OR EXTEND ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS  
POLICY OTHER THAN AS STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE  
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR  
LIMITATIONS OF THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

JUNE 9, 2016

2570

A handwritten signature in black ink, appearing to read "Karl R. LaRue".

AUTHORIZED REPRESENTATIVE

A handwritten signature in black ink, appearing to read "Vernon Steiner".

PRESIDENT AND CEO



ENDORSEMENT AGREEMENT  
WAIVER OF SUBROGATION



REP 14  
9133698-16  
RENEWAL  
NA  
1-71-64-69  
PAGE 1

HOME OFFICE  
SAN FRANCISCO

EFFECTIVE JUNE 8, 2016 AT 12.01 A.M.  
AND EXPIRING JUNE 1, 2017 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE  
AT 12:01 AM PACIFIC  
STANDARD TIME OR THE  
TIME INDICATED AT  
PACIFIC STANDARD TIME

REDWOOD COMMUNITY ACTION AGENCY,

904 G ST  
EUREKA, CA 95501

ANYTHING IN THIS POLICY TO THE CONTRARY NOTWITHSTANDING,  
IT IS AGREED THAT THE STATE COMPENSATION INSURANCE FUND  
WAIVES ANY RIGHT OF SUBROGATION AGAINST,

HUMBOLDT COUNTY RISK MANAGER

WHICH MIGHT ARISE BY REASON OF ANY PAYMENT UNDER THIS  
POLICY IN CONNECTION WITH WORK PERFORMED BY,

REDWOOD COMMUNITY ACTION AGENCY,

IT IS FURTHER AGREED THAT THE INSURED SHALL MAINTAIN  
PAYROLL RECORDS ACCURATELY SEGREGATING THE REMUNERATION  
OF EMPLOYEES WHILE ENGAGED IN WORK FOR THE ABOVE  
EMPLOYER.

IT IS FURTHER AGREED THAT PREMIUM ON THE EARNINGS OF SUCH  
EMPLOYEES SHALL BE INCREASED BY 03%.

NOTHING IN THIS ENDORSEMENT CONTAINED SHALL BE HELD TO VARY, ALTER, WAIVE  
OR EXTEND ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS  
POLICY OTHER THAN AS STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE  
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR  
LIMITATIONS OF THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

JUNE 9, 2016

2570

A handwritten signature in black ink, appearing to read "Kent R. Va. Carl".

AUTHORIZED REPRESENTATIVE

A handwritten signature in black ink, appearing to read "Vernon Steiner".

PRESIDENT AND CEO