



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-10

For the meeting of: March 21, 2017

Date: February 1, 2017

To: Board of Supervisors

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

Subject: Agreement with Open Door Community Health Centers to Assist with CalFresh Outreach and Support Activities

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the agreement with Open Door Community Health Centers 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. J. Heston*

REVIEW:

Auditor *WBM*

County Counsel *BD*

Personnel *WJ*

Risk Manager *WJ*

Other

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other

PREVIOUS ACTION/REFERRAL:

Board Order No. C-15, C-15, C-6

Meeting of: 9/25/12, 4/22/14, 10/13/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Fennell* Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Fennell, Bass, Wilson*

Nays

Abstain

Absent *Bohn*

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

Dated: *Mar 21, 2017*

By:

Kathy Hayes, Clerk of the Board *Kathy Hayes*

DISCUSSION:

The Open Door Community Health Centers (ODCHC) operates 14 Federally Qualified Health Centers throughout Humboldt County as well as 3 mobile clinic sites. In 2016, ODCHC served approximately 60,000 Humboldt County patients, approximately 57% of whom may have been eligible for CalFresh based on income. Currently 1 in every 3 community members on the North Coast is served by ODCHC.

ODCHC has worked collaboratively with the Department of Health and Human Services (DHHS) and participates in a same-day interview processes with eligibility staff to help clients enroll in CalFresh and Medi-Cal. ODCHC focuses on reinforcing the connection between food security and healthy food choices and illness and disease prevention, health maintenance, improved health outcomes and better self-management. ODCHC makes every possible effort to assure patients have the infrastructure and support necessary to maintain and manage their health. There are tangible links between securities and health, and ODCHC programs work to enhance these links.

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

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

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

Program changes and the economic downturn have increased the number of Humboldt County residents now eligible for nutrition assistance. These factors, internal changes, and outreach partnerships with community-based organizations have increased CalFresh enrollment within the County, State and nation. While enrollment has increased there is still room for improvement: approximately two-fifths of Humboldt County citizens who are eligible for nutrition assistance do not receive it.

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.

FINANCIAL IMPACT:

The approval of the agreement with ODCHC for CalFresh outreach services in the amount of \$529,182 for the period of April 1, 2017 thru September 30, 2018 (18 months). CalFresh agreements federally funded and reside in fund 1160, budget unit 511 (Social Services Administration). There is sufficient appropriation to cover the estimated costs for the remainder of fiscal year 2016-17 of \$88,197. The remainder of the agreement \$440,985 will be included in the proposed budget for fiscal year 2017-18. There is no negative impact to the county general fund.

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

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board can choose not to approve the Agreement for the CalFresh Outreach and Support activities with ODCHC. 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 Open Door Community Health Centers (3 originals)

**PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN
COUNTY OF HUMBOLDT
AND
Open Door Community Health Centers**

This Agreement, entered into this 21st day of March, 2017, by and between the County of Humboldt, a political subdivision of the State of California, hereinafter referred to as "COUNTY," and Open Door Community Health Center (ODCHC), a California not for profit corporation hereinafter referred to as "CONTRACTOR," is made upon the following considerations:

WHEREAS, COUNTY, by and through its Department of Health and Human Services – Social Services ("DHHS – Social Services"), desires to retain the services of 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 April 1, 2017 and shall remain in full force and effect until September 30, 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 Five Hundred Twenty-Nine Thousand, One Hundred Eighty-Two Dollars and Twenty-Four Cents (\$529,182.24). CONTRACTOR agrees to perform all services required by this Agreement for an amount not to exceed such maximum dollar amount. However, if local, state or federal funding or allowance rates are reduced or eliminated, COUNTY may, by amendment, reduce the maximum amount payable for services provided hereunder, or terminate this Agreement as provided herein.
- B. Schedule of Rates. The specific rates and costs applicable to this Agreement are set forth in Exhibit B – Schedule of Rates/Invoice Schedule/Budget, which is attached hereto and incorporated herein by reference.
- C. Additional Services. Any additional services not otherwise provided for herein shall not be provided by CONTRACTOR, or compensated by COUNTY, without written authorization by COUNTY. All unauthorized costs and expenses incurred above the maximum dollar amount set forth herein shall be the responsibility of CONTRACTOR. CONTRACTOR shall notify COUNTY, in writing, at least six (6) weeks prior to the date upon which CONTRACTOR estimates that the maximum dollar amount will be reached.

5. PAYMENT:

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

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

6. NOTICES:

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

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

CONTRACTOR: Open Door Community Health Centers
Attention: Brea Olmstead
670 9th St. Suite 203
Arcata, Ca 95521

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: Open Door Community Health Centers
Attention: Brea Olmstead
670 9th St. Suite 203
Arcata, Ca 95521

16. RELATIONSHIP OF PARTIES:

It is understood that this is an Agreement by and between two (2) independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or any other similar association. Both parties further agree that CONTRACTOR shall not be entitled to any benefits to which COUNTY employees are entitled, including, but not limited to, overtime, retirement benefits, leave benefits or workers' compensation. CONTRACTOR shall be solely responsible for the acts or omissions of its agents, officers, employees, assignees and subcontractors.

17. COMPLIANCE WITH APPLICABLE LAWS AND LICENSURE REQUIREMENTS:

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

18. PROVISIONS REQUIRED BY LAW:

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

19. REFERENCE TO LAWS AND RULES:

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

20. PROTOCOLS:

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

21. SEVERABILITY:

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

22. ASSIGNMENT:

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

23. AGREEMENT SHALL BIND SUCCESSORS:

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

24. WAIVER OF DEFAULT:

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

25. NON-LIABILITY OF COUNTY OFFICIALS AND EMPLOYEES:

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

26. AMENDMENT:

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

27. STANDARD OF PRACTICE:

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

28. TITLE TO INFORMATION AND DOCUMENTS:

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

29. JURISDICTION AND VENUE:

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

30. ADVERTISING AND MEDIA RELEASE:

All informational material related to this Agreement shall receive approval from COUNTY prior to being used as advertising or released to the media, including, but not limited to, television, radio, newspapers and internet. CONTRACTOR shall inform COUNTY of all requests for interviews by the media related to this Agreement before such interviews take place; and COUNTY shall be entitled to have a representative present at such interviews. All notices required by this provision shall be given to Director.

31. SUBCONTRACTS:

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

32. ATTORNEYS' FEES:

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

33. SURVIVAL:

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

34. CONFLICTING TERMS OR CONDITIONS:

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

35. INTERPRETATION:

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

36. INDEPENDENT CONSTRUCTION:

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

37. FORCE MAJEURE:

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

38. ENTIRE AGREEMENT:

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

39. AUTHORITY TO EXECUTE:

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

40. MEANINGFUL USE REGARDING FIXED ASSETS

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


[Signatures on Following Page]

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

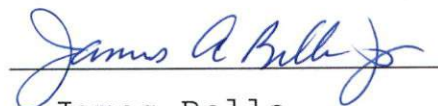
TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

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

CONTRACTOR:

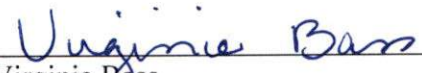
By: 
Name: Herrmann Spetzler
Title: CEO

Date: 02/23/2017

By: 
Name: James Bella
Title: CFO

Date: 02/23/2017

COUNTY OF HUMBOLDT:

By: 
Virginia Bass
Chair, Humboldt County Board of Supervisors

Date: 3/21/17

INSURANCE AND INDEMNIFICATION REQUIREMENTS APPROVED:

By: 
Risk Analyst

Date: 3/2/17

LIST OF EXHIBITS:

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

Exhibit A
Scope of Work
Open Door Community Health Centers (ODCHC)

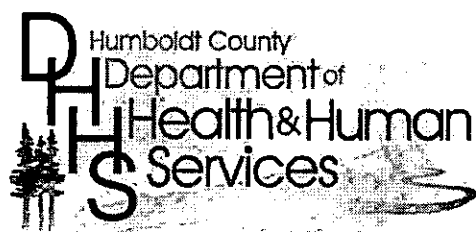
A. Objective -- Personnel (Project Coordination) for CalFresh Outreach activities occurring at all 14 ODCHC service sites in Humboldt County, and related community locations and events.		
Activity/Event Description		Details and Outcomes
1	Project Coordination and Implementation	Personnel time for administrative coordination: contract monitoring, invoicing, and reporting; implementation of project deliverables, including training specific to job type and general messaging for all staff and patients; materials development; identify and support Site Champions; consult on difficult cases by maintaining program expertise; monitor progress and goal attainment and program evaluation; liaise with Humboldt County DHHS; work with related community resource partners; and, work with appropriate Open Door departments to establish documentation and reporting procedures. Review and refresh educational and promotional print and social media materials for education, CalFresh promotion, healthy eating and dietary choices, diet and disease prevention and management, and outreach and educational materials to be distributed at clinic sites and on the Open Door website, Facebook page, and MyChart (patient portal).
2	Outreach for Application Assistance, Utilization, and Retention	Personnel time for Application Assistors and Outreach staff (various): provide consistent culturally and linguistically appropriate materials to various populations within Humboldt County. While all Open Door Member Services Specialists, Gardens & Food Resources Coordinators, Case Managers, Latino Health Coordinators, Front Office Receptionists, and staff in various positions tasked with outreach are trained for CalFresh application assistance, Open Door requests 1.8 FTE support for Application Assistors.
3	CalFresh Nutrition, Food Access, and Disease Prevention Education	Personnel time to support activities related to nutrition, access to food and food resources, gardening, and disease management and prevention, such as classes, workshops, CalFresh activities at health and wellness fairs, and one-on-one support, in direct support to optimizing on referrals for CalFresh application assistance, and benefits utilization and retention. Develop and maintain displays of CalFresh materials available to patients in waiting rooms, including materials they can take with them or use in the application process.
B. Objective -- Operations infrastructure to support CalFresh program deliverables for outreach, eligibility screening, materials development, review, and distribution, planning and implementation of events, and education.		
Activity/Event Description		Details and Outcomes
1	PointCare	Eligibility screening software integrated throughout all Open Door sites and at external outreach events, to screen for CalFresh and provide application information. PointCare also operates as a case management tool to optimize on support services to patients and community members, and allows for seamless service delivery as patients may be assisted by staff at separate Open Door sites at different times.
2	Outreach and Education Materials	Collateral materials developed by DHHS or other approved partners and printed at Open Door, and materials developed by Open Door and approved by DHHS, as well as books and other resources to support program outcomes for nutrition and health education, food access education, and CalFresh outreach. Support for items necessary for outreach events; printing of "Rx for Farmers' Market" vouchers; supplies for CalFresh/Harvest of the Month educational display boards, health education materials, including recipe information for harvested items from Open Door gardens for display on distribution tables at health centers, and seasonal gardening educational information to be made available at distribution tables at clinic sites with harvest. Nutrition Information Boards at each clinic site will be increased from quarterly changes to monthly changes. Patient and Volunteer engagement activities including materials to enhance engagement in programs for adults and children at each site in order to increase participation with the nutrition information boards monthly; integrating CalFresh and nutrition information in order to encourage and activate engagement in the gardens and food harvested from them; support for production of Rx for Wellness health education materials for provider training and messaging to community members about food access, integrating CalFresh and nutrition information with content approved by DHHS.

Exhibit A
Scope of Work
Open Door Community Health Centers (ODCHC)

3	Children's Materials	Materials for CalFresh messaging and nutrition education for children in English and Spanish, including food-related educational materials (toys, activity books) and information for parents specific to pediatric nutrition and disease prevention at each health center for distribution and for use at the health center locations for all pediatrics visits. Materials specific to group educational series such as Staying Healthy Together pediatrics health and nutrition 8-week groups, and well-child dental Healthy Smiles Days.															
C. Objective -- Consumables/Supplies to support staff training, and to provide healthy snack at health education and support groups developed for specific populations, CalFresh emergency food pantries, and food preparation materials, in coordination with CalFresh outreach, education, and application assistance.																	
<table border="1"> <thead> <tr> <th colspan="2">Activity/Event Description</th><th>Details and Outcomes</th></tr> </thead> <tbody> <tr> <td>1</td><td>Training Materials and Expenses</td><td>Materials for Open Door new employee Onboarding training, ongoing education for select positions, and periodic refresher training for all staff twice annually. Open Door on boards three times per month, and each cohort includes 2-12 new employees, on average. Training for incumbent staff occurs throughout the year either site specific including all position types, or by position type with staff from various sites.</td></tr> <tr> <td>2</td><td>Healthy Snacks for Children and Group Participants</td><td>Prenatal groups, well child dental Healthy Smile Days, Health Connections Intensive Out Patient Case Management encounters, Teen Clinic, Trans* support group, Latino Health Coordinator lead groups such as Tomando (Chronic Disease Self-Management groups), Adult Wellness workshops, Staying Healthy Together pediatric nutrition education series. All snacks are distributed with CalFresh information and enrollment support.</td></tr> <tr> <td>3</td><td>Emergency Food Pantry</td><td>Indigent patients often need repeated visits, messages and assistance before completing the CalFresh application process. Providing emergency food along with CalFresh messages and enrollment assistance supports the process. Each ODCHC clinic site maintains an inventory of non-perishable high-protein food items, and vouchers for fresh produce from the Farmers' market (Rx for Farmers' Market). A limited supply of food items to satisfy nutritional needs for one-three days will be provided along with CalFresh and nutrition information, based on CalFresh expedited eligibility determination timelines.</td></tr> <tr> <td>4</td><td>Emergency Food Storage & Preparation Items</td><td>Each ODCHC site maintains a small supply of basic food preparation items, in keeping with the food items to be provided. Such items include can openers, multi-purpose bowls and spoons, food storage containers and simple recipe cards that make good use of the food items provided. All supplies are distributed with CalFresh information and enrollment support.</td></tr> </tbody> </table>			Activity/Event Description		Details and Outcomes	1	Training Materials and Expenses	Materials for Open Door new employee Onboarding training, ongoing education for select positions, and periodic refresher training for all staff twice annually. Open Door on boards three times per month, and each cohort includes 2-12 new employees, on average. Training for incumbent staff occurs throughout the year either site specific including all position types, or by position type with staff from various sites.	2	Healthy Snacks for Children and Group Participants	Prenatal groups, well child dental Healthy Smile Days, Health Connections Intensive Out Patient Case Management encounters, Teen Clinic, Trans* support group, Latino Health Coordinator lead groups such as Tomando (Chronic Disease Self-Management groups), Adult Wellness workshops, Staying Healthy Together pediatric nutrition education series. All snacks are distributed with CalFresh information and enrollment support.	3	Emergency Food Pantry	Indigent patients often need repeated visits, messages and assistance before completing the CalFresh application process. Providing emergency food along with CalFresh messages and enrollment assistance supports the process. Each ODCHC clinic site maintains an inventory of non-perishable high-protein food items, and vouchers for fresh produce from the Farmers' market (Rx for Farmers' Market). A limited supply of food items to satisfy nutritional needs for one-three days will be provided along with CalFresh and nutrition information, based on CalFresh expedited eligibility determination timelines.	4	Emergency Food Storage & Preparation Items	Each ODCHC site maintains a small supply of basic food preparation items, in keeping with the food items to be provided. Such items include can openers, multi-purpose bowls and spoons, food storage containers and simple recipe cards that make good use of the food items provided. All supplies are distributed with CalFresh information and enrollment support.
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D. Objective -- Transportation/Travel support for staff mileage for CalFresh program activities																	
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E. Objective -- Health and Wellness Gardens (Other): Supplies and materials to support Open Door's five existing Health and Wellness Gardens and add one additional garden, for demonstration, education, and food production for Open Door patients and community members. Volunteer patient and community member gardeners are given CalFresh information at the garden volunteer outreach hours, workshops and special events, and at weekly distribution of foods grown in the Wellness Gardens. Volunteer hours for patients and community members of a range of income levels are also held weekly, and provide additional opportunity for outreach about CalFresh enrollment, retention and utilization, as well as workshops, and special volunteer events for groups such as service clubs, HSU student groups, and afterschool clubs. Support will be used to make enhancements to permanent kiosks that display CalFresh and nutrition information.																	
<table border="1"> <thead> <tr> <th colspan="2">Activity/Event Description</th><th>Details and Outcomes</th></tr> </thead> <tbody> <tr> <td>1</td><td>Garden support: Arcata</td><td>Maintenance and enhancement of the Community Health and Wellness Garden at F and 11th Streets in Arcata. Produce harvested weekly and brought to Open Door's health center locations in Arcata (HODC, NCC, and PSNC) made available for patients in the waiting room with CalFresh enrollment and benefit materials, along with other nutrition and food access</td></tr> </tbody> </table>			Activity/Event Description		Details and Outcomes	1	Garden support: Arcata	Maintenance and enhancement of the Community Health and Wellness Garden at F and 11 th Streets in Arcata. Produce harvested weekly and brought to Open Door's health center locations in Arcata (HODC, NCC, and PSNC) made available for patients in the waiting room with CalFresh enrollment and benefit materials, along with other nutrition and food access									
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Exhibit A
Scope of Work
Open Door Community Health Centers (ODCHC)

		resources such as recipes, Harvest of the Month information, and seasonal gardening information.
2	Garden support: Eureka	Maintenance and enhancement of the Community Health and Wellness Garden at Tydd Street in Eureka across the street from ECHWC. Produce harvested weekly is displayed with CalFresh enrollment and benefit materials in the patient waiting area at ECHWC, along with other nutrition and food access resources such as recipes, Harvest of the Month information, and seasonal gardening information. Additional demonstration garden behind the health center provides an outdoor classroom including burgeoning orchard, permaculture "forest" gardens, container gardening, and sensory garden.
3	Garden support: Ferndale and Petrolia	Implementation of on-site demonstration gardens will be established at each of these sites for patients, including CalFresh information about using benefits to purchase seedlings for a home garden. CalFresh outreach integration and additional opportunities for hosting events in this garden for delivering CalFresh information to patients and the community.
4	Garden support: Fortuna Pantry Garden at Fortuna Garden Project & implementation of onsite demonstration garden at FoCHC	Maintenance of Open Door's Food Pantry Plot at the Fortuna Garden Project location; 60'x25' plot results in high volume food production to supplement garden food distribution days at other health center locations, including monthly donations to the food pantry at the Multi-Generational Center. This plot is maintained with the support of a volunteer clinic staff team from FoCHC. A small demonstration garden will be installed at the current Renner Road FoCHC location to engage patients in preparation for the new location opening Spring 2018 with an onsite garden.
5	Garden support: McKinleyville	Open Door established a new garden demonstration garden plot at the McKinleyville Municipal Services District community garden in 2016. On-site demonstration gardens, including CalFresh information about using benefits to purchase seedlings for a home garden, will be established for patients.
6	Garden Support: Willow Creek	Maintenance of Community Health and Wellness Garden located at WCCHC. Produce harvested bi-weekly is displayed with CalFresh enrollment and benefit materials in the patient waiting area, along with other nutrition and food access resources such as recipes, Harvest of the Month information, and seasonal gardening information. Patients are also able to gain access to the garden for harvesting produce, or volunteering.



Outreach Contract Report Forms 2016-17

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

Due dates:

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

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

Submission of reports:

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

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

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

Need help?

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

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

Process evaluation attempts to answer these types of questions:

- Were the programs/services of the right quality and content?
- How many individuals participated in the program?
- Did the program reach the population that it was intended to reach?
- Are those who participated satisfied with the program?

Outcome evaluation focuses on answers to these types of questions:

- Did the program produce the changes intended? Unintended?
- At what level were changes sought and accomplished - short-term, intermediate or long term?
- How does the program compare to others in terms of effectiveness and efficiency?
- Was the value of the outcomes achieved worth the resources invested in the program?

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



Organization Name: _____ **Report Due Date:** _____

Contact Name: _____ **Phone:** _____

Please attach a narrative report addressing the items outlined in section I below. If you also have a Quarterly Report due please include it with your Final Summary Report. Feel free to attach any other relevant materials or reports.

I. NARRATIVE (please attach a maximum of 4 pages, exclusive of attachments)

A. Results/Outcomes

- ☐ 1. Please describe the grant activities and events completed and total numbers served or reached.
- ☐ 2. What difference did this grant make in your community or neighborhood and for the population you are serving? Please discuss evidence of effect (e.g., satisfaction survey results, pre- and post-test results, community indicators, outcomes, etc.). *If you have evaluation materials that document outcomes and impacts of your work, feel free to attach them in lieu of answering this or other questions.*
- ☐ 3. Describe any unanticipated results, positive or negative, not already described above.

B. Lessons Learned

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

C. Future Plans

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

D. Other Comments

- ☐ Please share with us any other comments you would like to make, any recommendations you have for our contracting or reporting processes, and any thoughts on how DHHS can do a better job of helping you.

II. QUARTERLY REPORTS

- ☐ Ensure all quarterly reports have been submitted. Even if only one month of a quarter is included in your contract term, please submit a quarterly report if you had an active contract during the quarter.

III. FINANCIAL REPORT

- ☐ A final financial summary report consisting of an itemized invoice summary and an itemized invoice worksheet is required. Please show all expenditure information compared to your approved budget and explain any major variances. *Do not send receipts, but do keep them for your records.*

Humboldt County CalFresh Outreach Partnership

Quarterly Report Form



Organization Name: _____

Please Circle Applicable Report Cycle:

Quarter 1	(July 1-Sept. 30 2016)	Due October 31, 2016
Quarter 2	(Oct. 1- Dec. 31, 2016)	Due January 31, 2017
Quarter 3	(Jan. 1 – March 31, 2017)	Due April 30, 2017
Quarter 4	(April 1- June 30, 2017)	Due July 31, 2017

Contact Name: _____ Phone: _____

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

A. Media:

Use this section to identify the number of messages you delivered through media, including newsletters websites and posters.

Number of messages delivered through media:	Total
1. Number of possible readers of print media or articles	
2. Number of possible viewers/listeners of non-print broadcast media	
3. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications	
4. Web content visits (specifically CalFresh)	

B. Check the box if you used these materials this quarter:

- | | |
|--|---|
| <input type="checkbox"/> --Choose my Plate | <input type="checkbox"/> --Rethink Your Drink |
| <input type="checkbox"/> --Budget shopping materials | <input type="checkbox"/> --Harvest of the Month |

C. Healthy Eating and CalFresh Messages:

Use this section to tell us the number of people (by age group) that participated in your activities.

Note: do not include anything in Section C. that has been counted in section A. Media above or in Section D. Enrollment Activities and Support below.

Number of participants or recipients of the following:	Total
5. Educational materials distributed or provided	
6. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided	
7. Food distributed or meals provided	

D. Enrollment Activities and Support:

Use this section to tell us the number of people (by age group) that participated in your activities.

Note: do not include anything in Section D. that has been counted in sections A. Media or C. Healthy Eating and CalFresh Messages located above.

Number of participants (by age):	Total
8. CalFresh educational materials distributed, benefits/requirements presented/ provided	
9. Paper application provided/assisted	
10. C-4 Yourself application assisted	
11. DHHS visit assisted	
12. Web site or physical address provided	
13. Retention assisted (reports, re-certifications, etc.)	

E. Narrative Report

In a separate attachment, please provide a story or comment specifically related to at least one of the categories above related to your organization/project's Media Related Outreach, Healthy Eating and CalFresh Messages and/or Enrollment Activities and Support.

Humboldt County CalFresh Outreach FY 2016-17 Partnership Request Form



Organization Name: Open Door Community Health Centers

Contact Name: Brea Olmstead

Address: 670 9th Street, Suite 203, Arcata, CA 95521

Phone: (707) 269-7073

Email: bolmstead@opendoorhealth.com

Project Title: Open Door Community Health Centers CalFresh Outreach Partnership

Expected start date: April 1, 2017

and end date: September 30, 2018

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

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

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

B. Which of the CalFresh program goals will you pursue? *Check all that apply; (replace box with an X)*

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

C. Partnership Request Budget Form and Outreach Estimates Form: ATTACHED

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

Please email your application to CalFreshOutreach@co.humboldt.ca.us in Word format. Alternatively, paper versions may be submitted to CalFresh Outreach, DHHS 929 Koster Street, Eureka, CA 95501. Receipt of your application will be acknowledged.

A. Project Description Narrative

1. Please describe the activities and events that will be completed with CalFresh Outreach funding. Include the total number of people you will serve or reach and if your program will focus on a particular group or geographic area. Be sure to include how you will encourage and assist applications and retention.

Open Door Community Health Centers (ODCHC) began CalFresh Outreach partnership work with support from Humboldt County Department of Health and Human Services in September 2012, and has succeeded in building CalFresh outreach, application assistance, related nutrition messaging, access to healthy foods, retention assistance for program benefits, and program stigma reduction in the safety net primary health care delivery system in Humboldt County. Open Door proposes to continue this valuable work in 2017-18 with support to sustain and optimize on the work to date. The proposed goals, objectives, tasks, timelines, deliverables, and budget support ODCHC's continuing efforts to enroll and retain participants for the period from April 1, 2017 through September 30, 2018. Open Door believes in leveling the playing field of human dignity by providing quality medical, dental, behavioral health, and case management services, and health education to members of our community regardless of circumstance. With the addition of our newest health center location opening in December 2016, Open Door operates 14 clinic sites and 3 mobile clinic units, throughout the North Coast region. The sites provide a broad continuum of health and wellness services to over 60,000 patients per year in the Humboldt County service region, 57% of who may be eligible for CalFresh based on their reported Federal Poverty Level.¹

The goal of this project is to use CalFresh funds to support CalFresh program outreach and application assistance, patient navigation and referral to community partners, and to create and distribute culturally and linguistically appropriate educational materials about CalFresh and the benefits of healthy eating. CalFresh funds will also support patient advocacy and follow-up to assure application completion, including assistance in compiling the documents necessary for the CalFresh application, help with transportation to application appointments, encouragement to make full use of CalFresh benefits, support for retention, and provision of emergency supplies when appropriate. Other activities include participation in gardening for social and physical benefits, access to food, and engagement in a variety of educational and support groups. Garden activities, for example, provide opportunity for CalFresh outreach and dialog about application assistance in a forum different from the clinic setting, and enable Open Door staff to reach additional patients and community members. All of these activities are designed to help patients create their own food security infrastructure and learn to use these benefits to their best advantage in maintaining or improving personal and family health and wellness, and the prevention of chronic disease.

Open Door operates from a patient-centered model and advances whole-person care approaches to health care delivery, including addressing social determinants of health for improved population health outcomes, decreased cost, and better patient experience. Open Door employs over 500 community members on the North Coast and has built CalFresh branding, messaging, and application support, including for retention, into the culture of our health center locations in Humboldt County². Every new staff person from primary care providers to administrators to support staff are introduced to Open Door's CalFresh work and messages to reduce stigma at new employee onboarding. Staff tasked with patient navigation, such as Case

¹

Patients and Potentially Eligible Patients by Clinic (Enrollment and Retention) (2015 OSHPD Income as Percent of FPL – 150% FPL Presumptive Eligibility)														
	BDC	ECHWC	FeCHC	FoCHC	HODC	MCHC	MHS	NCC	PSNC	RCHC	TVSC	WCCHC	TOTAL	
All Patients	9,868	14,681	2,973	3,258	6,690	5,634	736	6,283	1,144	5,000	2,179	1,880	60,326	
Potentially Eligible Patients	6,954	10,566	835	293	4,561	2,320	640	3,177	689	1,973	1,630	997	34,635	

² Service sites include: BDC: Burre Dental Center (Eureka); ECHWC: Eureka Community Health and Wellness Center (Eureka); FeCHC: Ferndale Community Health Center (Ferndale) and Ferndale Community Health Center Satellite (Petrolia); FoCHC: Fortuna Community Health Center (Fortuna); HODC: Humboldt Open Door Clinic (Arcata); MCHC: McKinleyville Community Health Center (McKinleyville); MSD: Member Services Department (Eureka/ Fortuna); MHS: Mobile Health Services (Eureka and locations in Humboldt County); NCC: NorthCountry Clinic (Arcata); PSNC: Perinatal Services of Northcountry Clinic (Arcata); RCHC: Redwood Community Health Center (Eureka); TVSC: Telehealth & Visiting Specialist Center (Eureka); WCCHC: Willow Creek Community Health Center (Willow Creek). Note that Open Door also operates DNCHC: Del Norte Community Health Center (Crescent City) and that no CalFresh funds from Humboldt DHHS are used for activities at that location.

Managers, Latino Health Coordinators, Health Educators, and Member Services Specialists, are agency experts regarding the connections between CalFresh and Open Door's resources, while other staff such as providers, support staff, and administrators have robust working understanding of the program so to effectively connect patients to application assistors and nutrition educators.

All patients presenting for a health appointment are positioned to interface with CalFresh messaging and support for application assistance or benefits utilization. CalFresh Outreach bulletin boards hang prominently at all Health Center locations displaying information about program eligibility and the application process, ReThink Your Drink, Harvest of the Month, Grow Your Garden with CalFresh, budget shopping, and other relevant nutrition information, including seasonal recipes and interactive activities for family engagement. Patients who attend health education or support groups receive healthy snacks, information about CalFresh and other food resources, and are offered CalFresh application assistance. All Open Door patients are screened for income verification once per year per Open Door's mandate as a Federally Qualified Health Center. Open Door uses an eligibility screening software product called PointCare, which includes screening for potential CalFresh eligibility. It was at Open Door's urging that PointCare built SNAP into their eligibility screening platform, and as a result PointCare users all across the United States are screened for SNAP benefits. PointCare also operates as a case management data base, allowing application assistors to track progress of patients' applications so to support retention. Patients who appear to be potentially eligible for CalFresh benefits based on their income are offered application assistance at their appointment registration, and Open Door's Member Services Specialists follow up with patients to offer support to complete the process. Patients who receive emergency food from Open Door's food pantries are screened for CalFresh eligibility and offered application assistance, as well.

Nutritional goal setting is integrated into Open Door's Quality Improvement Program and metrics, and Primary Care Providers and care team support staff share CalFresh resources with their patients in discussion around action plans to support health and wellness, including for disease management and prevention. Community members, volunteers, patients, and staff who engage with Open Door's five existing Humboldt County health and wellness gardens or who receive healthful foods harvested from the gardens are given CalFresh related nutrition information, "Grow Your Garden with CalFresh", and other benefits utilization information, and enrollment support. CalFresh education materials and benefits eligibility screenings are made available by Open Door at all outreach events in the community, such as health fairs and farmers' markets. Staff of the McKinleyville Community Health Center and Fortuna Community Health Center have started staff "Garden Club" to tend to the gardens, learn about the connections between gardening, health and disease prevention, and serve as site champions for the CalFresh Outreach and related health education work at their health center location.

The Outreach Estimates Form reflects activities geared towards specific patient populations, and is projected for 18 months based on visit and program participation data. Open Door intends to use continued CalFresh Outreach support from DHHS to serve diverse patient populations with in-reach and education about healthy eating to support health and wellness, as well as CalFresh eligibility information, and application assistance. In addition to messages geared towards all patients, education and activities to address needs of the following patient populations are integrated into Open Door's health care delivery system during individual visits as well as in group settings: prenatal, patients with diagnosis or concern of diabetes, hypertension, high cholesterol, chronic disease self-management patients, patients receiving behavioral health services, pediatrics, dental patients, patients with infectious disease, patient community gardeners, and volunteer patient partners. Patients receive CalFresh messaging and related education during individual and group visits with Open Door's medical and dental care teams and support staff, Registered Dietician, Case Managers, Health Coaches, Prenatal Educators, Latino Health Coordinators, Gardens and Food Resources Program staff, and Member Services Specialists.

Support will be used to integrate established Open Door CalFresh activities more fully into the Ferndale Community Health Center and Fortuna Community Health Center, especially as the agency adds additional staff to these locations in preparation for the new Fortuna Community Health Center building to open in Spring 2018. Open Door will build off of the successes of its Member Services locations in Eureka and Crescent City and obtain an auxiliary location in early 2017 in Fortuna to serve as a walk-in location for social services support assistance. Member Services Specialists, Latino Health Coordinators, and a Case Manager will collocate with a licensed Behavioral Health Specialist to support patients' needs concerning social determinants of health, and the team will move into the new health center location when it opens. CalFresh funding will also be applied to leverage appropriate resources and service delivery to patients served by Open Door's small satellite site in Petrolia, as well as to the newest health center location in Eureka, Redwood Community Health Center, opening in December 2016, which supports over 5,000 patients including nearly 2,000 presumed to be CalFresh eligible based on Federal Poverty Level.

A. Objective -- Personnel (Project Coordination) for CalFresh Outreach activities occurring at all 14 ODCHC service sites in Humboldt County, and related community locations and events.		
Activity/Event Description		Details and Outcomes
1	Project Coordination and Implementation	Personnel time for administrative coordination: contract monitoring, invoicing, and reporting; implementation of project deliverables, including training specific to job type and general messaging for all staff and patients; materials development; identify and support Site Champions; consult on difficult cases by maintaining program expertise; monitor progress and goal attainment and program evaluation; liaise with Humboldt County DHHS; work with related community resource partners; and, work with appropriate Open Door departments to establish documentation and reporting procedures. Review and refresh educational and promotional print and social media materials for education, CalFresh promotion, healthy eating and dietary choices, diet and disease prevention and management, and outreach and educational materials to be distributed at clinic sites and on the Open Door website, Facebook page, and MyChart (patient portal).
2	Outreach for Application Assistance, Utilization, and Retention	Personnel time for Application Assistors and Outreach staff (various): provide consistent culturally and linguistically appropriate materials to various populations within Humboldt County. While all Open Door Member Services Specialists, Gardens & Food Resources Coordinators, Case Managers, Latino Health Coordinators, Front Office Receptionists, and staff in various positions tasked with outreach are trained for CalFresh application assistance, Open Door requests 1.8 FTE support for Application Assistors.
3	CalFresh Nutrition, Food Access, and Disease Prevention Education	Personnel time to support activities related to nutrition, access to food and food resources, gardening, and disease management and prevention, such as classes, workshops, CalFresh activities at health and wellness fairs, and one-on-one support, in direct support to optimizing on referrals for CalFresh application assistance, and benefits utilization and retention. Develop and maintain displays of CalFresh materials available to patients in waiting rooms, including materials they can take with them or use in the application process.
B. Objective -- Operations infrastructure to support CalFresh program deliverables for outreach, eligibility screening, materials development, review, and distribution, planning and implementation of events, and education.		
Activity/Event Description		Details and Outcomes
1	PointCare	Eligibility screening software integrated throughout all Open Door sites and at external outreach events, to screen for CalFresh and provide application information. PointCare also operates as a case management tool to optimize on support services to patients and community members, and allows for seamless service delivery as patients may be assisted by staff at separate Open Door sites at different times.
2	Outreach and Education Materials	Collateral materials developed by DHHS or other approved partners and printed at Open Door, and materials developed by Open Door and approved by DHHS, as well as books and other resources to support program outcomes for nutrition and health education, food access education, and CalFresh outreach. Support for items necessary for outreach events; printing of "Rx for Farmers' Market" vouchers; supplies for CalFresh/Harvest of the Month educational display boards, health education materials, including recipe information for harvested items from Open Door gardens for display on distribution tables at health centers, and seasonal gardening educational information to be made available at distribution tables at clinic sites with harvest. Nutrition Information Boards at each clinic site will be increased from quarterly changes to monthly changes. Patient and Volunteer engagement activities including materials to enhance engagement in programs for adults and children at each site in order to increase participation with the nutrition information boards monthly; integrating CalFresh and nutrition information in order to encourage and activate engagement in the gardens and food harvested from them; support for production of Rx for Wellness health education materials for provider training and messaging to community members about food access, integrating CalFresh and nutrition information with content approved by DHHS.
3	Children's Materials	Materials for CalFresh messaging and nutrition education for children in English and Spanish, including food-related educational materials (toys, activity books) and information for parents specific to pediatric nutrition and disease prevention at each health center for distribution and for use at the health center locations for all pediatrics visits. Materials specific to group educational series such as Staying Healthy Together pediatrics health and nutrition 8-week groups, and well-child dental Healthy Smiles Days.

C. Objective -- Consumables/Supplies to support staff training, and to provide healthy snack at health education and support groups developed for specific populations, CalFresh emergency food pantries, and food preparation materials, in coordination with CalFresh outreach, education, and application assistance.		
Activity/Event Description		Details and Outcomes
1	Training Materials and Expenses	Materials for Open Door new employee Onboarding training, ongoing education for select positions, and periodic refresher training for all staff twice annually. Open Door on boards three times per month, and each cohort includes 2-12 new employees, on average. Training for incumbent staff occurs throughout the year either site specific including all position types, or by position type with staff from various sites.
2	Healthy Snacks for Children and Group Participants	Prenatal groups, well child dental Healthy Smile Days, Health Connections Intensive Out Patient Case Management encounters, Teen Clinic, Trans* support group, Latino Health Coordinator lead groups such as Tomando (Chronic Disease Self-Management groups), Adult Wellness workshops, Staying Healthy Together pediatric nutrition education series. All snacks are distributed with CalFresh information and enrollment support.
3	Emergency Food Pantry	Indigent patients often need repeated visits, messages and assistance before completing the CalFresh application process. Providing emergency food along with CalFresh messages and enrollment assistance supports the process. Each ODCHC clinic site maintains an inventory of non-perishable high-protein food items, and vouchers for fresh produce from the Farmers' market (Rx for Farmers' Market). A limited supply of food items to satisfy nutritional needs for one-three days will be provided along with CalFresh and nutrition information, based on CalFresh expedited eligibility determination timelines.
4	Emergency Food Storage & Preparation Items	Each ODCHC site maintains a small supply of basic food preparation items, in keeping with the food items to be provided. Such items include can openers, multi-purpose bowls and spoons, food storage containers and simple recipe cards that make good use of the food items provided. All supplies are distributed with CalFresh information and enrollment support.
D. Objective -- Transportation/Travel support for staff mileage for CalFresh program activities		
Activity/Event Description		Details and Outcomes
1	Mileage for Program Activities	Travel between Open Door health center locations, gardens, and approved community partner and outreach sites, reimbursed at federal mileage rate, for supervision, planning, training, outreach, patient application assistance, and program activities.
E. Objective -- Health and Wellness Gardens (Other): Supplies and materials to support Open Door's five existing Health and Wellness Gardens and add one additional garden, for demonstration, education, and food production for Open Door patients and community members. Volunteer patient and community member gardeners are given CalFresh information at the garden volunteer outreach hours, workshops and special events, and at weekly distribution of foods grown in the Wellness Gardens. Volunteer hours for patients and community members of a range of income levels are also held weekly, and provide additional opportunity for outreach about CalFresh enrollment, retention and utilization, as well as workshops, and special volunteer events for groups such as service clubs, HSU student groups, and afterschool clubs. Support will be used to make enhancements to permanent kiosks that display CalFresh and nutrition information.		
Activity/Event Description		Details and Outcomes
1	Garden support: Arcata	Maintenance and enhancement of the Community Health and Wellness Garden at F and 11 th Streets in Arcata. Produce harvested weekly and brought to Open Door's health center locations in Arcata (HODC, NCC, and PSNC) made available for patients in the waiting room with CalFresh enrollment and benefit materials, along with other nutrition and food access resources such as recipes, Harvest of the Month information, and seasonal gardening information.
2	Garden support: Eureka	Maintenance and enhancement of the Community Health and Wellness Garden at Tydd Street in Eureka across the street from ECHWC. Produce harvested weekly is displayed with CalFresh enrollment and benefit materials in the patient waiting area at ECHWC, along with other nutrition and food access resources such as recipes, Harvest of the Month information, and seasonal gardening information. Additional demonstration garden behind the health center provides an outdoor classroom including burgeoning orchard, permaculture "forest" gardens, container gardening, and sensory garden.
3	Garden support: Ferndale and Petrolia	Implementation of on-site demonstration gardens will be established at each of these sites for patients, including CalFresh information about using benefits to purchase seedlings for a home

		garden. CalFresh outreach integration and additional opportunities for hosting events in this garden for delivering CalFresh information to patients and the community.
4	Garden support: Fortuna Pantry Garden at Fortuna Garden Project & implementation of onsite demonstration garden at FoCHC	Maintenance of Open Door's Food Pantry Plot at the Fortuna Garden Project location; 60'x25' plot results in high volume food production to supplement garden food distribution days at other health center locations, including monthly donations to the food pantry at the Multi-Generational Center. This plot is maintained with the support of a volunteer clinic staff team from FoCHC. A small demonstration garden will be installed at the current Renner Road FoCHC location to engage patients in preparation for the new location opening Spring 2018 with an onsite garden.
5	Garden support: McKinleyville	Open Door established a new garden demonstration garden plot at the McKinleyville Municipal Services District community garden in 2016. On-site demonstration gardens, including CalFresh information about using benefits to purchase seedlings for a home garden, will be established for patients.
6	Garden Support: Willow Creek	Maintenance of Community Health and Wellness Garden located at WCCHC. Produce harvested bi-weekly is displayed with CalFresh enrollment and benefit materials in the patient waiting area, along with other nutrition and food access resources such as recipes, Harvest of the Month information, and seasonal gardening information. Patients are also able to gain access to the garden for harvesting produce, or volunteering.

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

With one in every three community members on the North Coast served by Open Door, and exposure at outreach events throughout Humboldt County, Open Door contributes to the success of CalFresh messages reaching the community, and for application assistance, retention, and benefits utilization. CalFresh Outreach funding makes a difference for patients and community by providing a myriad of opportunities to improve health and wellness. Open Door's outcomes over the proposed grant term will support further integration of CalFresh into the health landscape in Humboldt County, and sustain collaborative CalFresh partner relationships. With continued support from DHHS for CalFresh outreach, Open Door expects to sustain prior successes, and continue to optimize on integrating CalFresh outreach messaging, stigma reduction, application assistance, and nutrition information for chronic disease prevention and wellness in the primary care delivery system. This work makes contribution to support what is known in primary care as the "Triple Aim", which is improved health outcomes, improved patient experience of care, and reduced costs of health care. Patients benefit from education and support programs linking improved food choices with improved health status, treatment outcomes, and self-management. Open Door will maintain the most successful aspects of its program while creating new opportunities for outreach and addressing emerging needs and interests among patients and community members.

Support from DHHS for CalFresh outreach is leveraged for ongoing collaboration with DHHS as well as other community based organizations. Program staff coordinate with DHHS Social Services staff to support application assistance, and with Public Health staff as partners for nutrition education, including initiatives outlined in Humboldt County's Community Health Improvement Plan. Open Door staff work with Public Health's Healthy Communities staff to align garden initiatives with food preparation and nutrition education demonstrations, and for annual nutrition events such as at the Fortuna Community Garden. Open Door staff have served on the annual CalFresh Forum planning committee and presented at the learning community each year. Other partnerships include Humboldt County Office of Education for health education for patients, Humboldt State University Service Learning Program for volunteer opportunities connected to food resources, and the North Coast Growers' Association for the Rx for Farmers' Market voucher program. Continued funding will support new opportunities to connect with Willow Creek Community Resource Center for nutrition education in their First5 Garden to better serve patients and community members in Willow Creek and the surrounding community.

CalFresh outreach funding supports integrating messaging in all programs where connections to nutrition education advance wellness goals, including those activities in Open Door's Rx for Wellness and Staying Healthy Together programs. Successes realized through Open Door's CalFresh work has led to program development, enhancement, and additional funding. CalFresh messaging is included in workflows and goals in Open Door's Quality Improvement program matrix such as for hypertension, obesity, and diabetes, and connected to Open Door's Teaching Programs such as the Post Graduate Residency and the Student rotation programs. Sustained CalFresh funding will allow Open Door to continue to develop CalFresh messaging into Latino Health Coordination programs as well as initiatives for health education and disease

prevention outreach to Hmong patients, to further enhance trust among the community members and increase benefit utilization for eligible family members.

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

Open Door has consistently demonstrated success in seeking new ways to reach out and integrate CalFresh into patient care. Patients and community members recognize the association between Open Door and CalFresh, and perceive Open Door as a trusted source of information. Due to the number of patients served and relationships with the community, Open Door is positioned to succeed with reaching many populations in Humboldt, including new moms, Latino and Hmong community members, people who are homeless, and patients who have infectious disease, among others. Open Door's Member Services Specialists and Latino Health Coordinators are trusted in the Latino community and are trained to support members of mixed status immigrations households; trained staff work to provide education and messaging to overcome social and cultural stigmas and concerns regarding public charge designation. Open Door's successful collaborative initiatives with DHHS and other community partners position Open Door to succeed in program deliverables, and these associations increase program enrollment and retention. Open Door has successfully engaged with community partners and other grantee organizations for joint outreach efforts, including the CalFresh Task Force and participation in the planning and presentation of the CalFresh Annual Forum. Open Door's collaborative accomplishments with DHHS' Social Services Branch have contributed to reducing barriers to completing applications and in some cases served as a process improvement incubator, as DHHS has spread successful protocols between Open Door and DHHS SSB to other partners.

Integrating access to resources and nutrition education into the health care delivery system continues beyond CalFresh funding, however funding from DHHS for CalFresh Outreach assures support for sustainability and enhancement of CalFresh messaging. Open Door has other grants deliverables related to social determinants of health and nutrition separate from those funded by CalFresh, such as for the installation of home gardens for patients who are prescribed gardening by their health care team; CalFresh funding assures that home garden participants are screened for CalFresh eligibility and assisted to apply, as well as given support materials for growing your garden with CalFresh. Open Door's Rx for Farmers' Market program was first developed with CalFresh funds, and has expanded to serve more patients by obtaining additional resources from other funders.

Open Door has had success integrating CalFresh messaging into the culture of health care and ongoing staff training to assure message consistency and screening accuracy. Open Door has developed and adopted effective health education materials integrating CalFresh messages. The CalFresh project goals have been incorporated into ODCHC's quality improvement initiatives (Patient Goal setting, workflows that align charting in EHR for comprehensive communication among care team members regarding patients' access to food and the connections between nutrition and health management). Primary Care professionals recruited to Open Door often comment that the dedication to integrating CalFresh messaging and education into the care system is a perceived benefit for patients and staff. The project has given providers tools to address social determinants of health impacted by food insecurity, empowering providers and patients alike. Providers value the immediate efficacy of warm-handoffs to health center resources and Member Services Department when they identify patients impacted by food insecurity.

Open Door's program staff have developed the CalFresh work at Open Door over the past four years and provide continuity to the ongoing successes, sustainability, and development of the program; incumbent staff will continue to work on the program and bring additional staff into the core project team. Open Door agrees to send representatives to CalFresh Outreach training events as required, and to submit all funded media for review prior to publication; Open Door understands that CalFresh funds cannot be used for TV, radio or billboard advertising. Open Door agrees to report on all activities conducted with CalFresh funding, including numbers of individuals reached and served. Open Door agrees to submit financial invoices and reports to DHHS and to retain financial records for five years. Open Door agrees to provide space and other assistance for the presentation of educational and nutritional events at our facilities as capacity allows. It is understood that events may be conducted by DHHS or other community partners. Open Door has, and will provide proof of insurance coverage listing the County as an additional insured in the amounts requested. Open Door will contract with DHHS and commit to implementing the funded activities outlined in the organization's partnership request proposal.

C1. Humboldt County CalFresh Outreach Outreach Estimates Form

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

Note: Open Door Community Health Centers CalFresh Outreach Partnership project proposed for 18 months from 4/1/17-9/30/18, and numbers below are projected for 18 months.

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

Information Dissemination/Publications/Media	Total
1. Number of possible readers of print media or articles	93,506
2. Number of possible viewers/listeners of non-print broadcast media*	0
3. Number of possible readers of newsletter articles, client mailers or flyers, or other agency publications	138,983
4. Web content visits (specifically CalFresh)	29,584

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

<i>Number of participants or recipients of the following</i>	Total
Healthy Eating linked to CalFresh Messages	
5. Educational materials distributed or provided directly (not counted above)	54,551
6. Educational activities, involvement, or demonstrations (gardening/ exercise/ cooking) provided	2,995
7. Food distributed or meals provided	11,987
Enrollment Activities and Support	
8. CalFresh educational materials distributed, benefits/requirements presented/ provided	11,534
9. Paper application provided/assisted	2,362
10. C-4 Yourself application assisted	0
11. DHHS visit assisted	152
12. Web site or physical address provided	25,582
13. Retention assisted (reports, re-certifications, etc.)	154

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

Special populations	Total
Varied, see narrative	

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

C2. Humboldt County CalFresh Outreach Partnership Request Budget Form

**Open Door Community Health Centers CalFresh Outreach Partnership:
April 1, 2017-September 30, 2018**

A. PERSONNEL COSTS		
Title: Member Services Programs Manager	Salary: \$46,800.00/yr @ 0.40 FTE x 18 months	
Duties: Overall management of CalFresh Outreach activities under supervision of Open Door Member Services Director, staff supervision, budget management, program goals, event and outreach activity planning, QI performance, communication management.		\$28,080.00
Title: Member Services Administrative Assistant	Salary: \$33,550.40/yr @ 0.25 FTE x 18 months	
Duties: Assists Manager in event and outreach planning, materials development and distribution, training coordination, staff and training participant documentation; monitoring of productivity; preparation of status reports.		\$12,581.40
Title: Member Services Specialist	Salary: \$41,204.80/yr @ 0.80 FTE x 18 months	
Duties: Works with patients and general community members and their families to screen, discuss needs, identify potential eligibility, make application for, reduce stigma, navigate application process, follow-up for follow-through and assist in re-application and retention, and benefits utilization.		\$49,445.76
Title: Member Services Specialist	Salary: \$39,686.40/yr @ 0.80 FTE x 18 months	
Duties: Works with patients and general community members and their families to screen, discuss needs, identify potential eligibility, make application for, reduce stigma, navigate application process, follow-up for follow-through and assist in re-application and retention, and benefits utilization.		\$47,623.68
Title: Registered Nutritionist	Salary: \$62,774.40/yr @ 0.20 FTE x 18 months	
Duties: Contributes and reviews educational materials for training, patient support groups, social media, and patient distribution. Connects patients to CalFresh assistance in accordance with nutritional counseling, disease prevention and management, and health goal setting.		\$18,832.32
Title: Gardens & Food Resources Coordinator	Salary: \$40,684.80/yr @ 0.30 FTE x 18 months	
Duties: Supports community gardens in 6 clinic locations (Arcata, Eureka, Ferndale/Petrolia, Fortuna, McKinleyville, Willow Creek), including planning, design, preparation, and maintenance, patient and community volunteer coordination, surplus harvest distribution to patients. Provides home gardening education. Focus on sustainable nutritious crops and healthy storage and preparation. Makes referrals to internal and external resources for nutrition education and access to food. Works in collaboration with clinical care teams to support patients' nutrition action plans.		\$18,308.16
Title: Gardens & Food Resources Coordinator	Salary: \$34,257.60/yr @ 0.80 FTE x 18 months	
Duties: Supports community gardens in 6 clinic locations (Arcata, Eureka, Ferndale/Petrolia, Fortuna, McKinleyville, Willow Creek), including planning, design, preparation, and maintenance, patient and community volunteer coordination, surplus harvest distribution to patients. Provides home gardening education. Focus on sustainable nutritious crops and healthy storage and preparation. Makes referrals to internal and external resources for nutrition education and access to food. Works in collaboration with clinical care teams to support patients' nutrition action plans.		\$41,109.12
Title: Case Managers (Multiple)	Salary: 8 people x \$30.04/hr x 3 hours x 18 months	
Duties: CalFresh In-Service Training Participants (overtime rate)		\$720.96
Title: Latino Health Coordinators (Multiple)	Salary: 3 people x \$30.04/hr x 3 hours x 18 months	
Duties: CalFresh In-Service Training Participants (overtime rate)		\$270.36
Title: Prenatal Educators (Multiple)	Salary: 3 people x \$29.50/hr x 3 hours x 18 months	
Duties: CalFresh In-Service Training Participants (overtime rate)		\$265.50
Title: Front Desk Personnel (Multiple)	Salary: 40 people x \$22.67/hr x 3 hours x 18 months	
Duties: CalFresh In-Service Training Participants (overtime rate)		\$2,720.40
Title: Medical Assistants (Multiple)	Salary: 60 people x \$26.39/hr x 3 hours x 18 months	
Duties: CalFresh In-Service Training Participants (overtime rate)		\$4,750.20
Title: Dental Assistants (Multiple)	Salary: 12 people x \$27.52/hr x 3 hours x 18 months	
		\$990.72

Duties: CalFresh In-Service Training Participants (overtime rate)			
Title: Registered Nurses (Multiple)	Salary: 25 people x \$47.55/hr x 3 hours x 18 months		\$3,566.25
Duties: CalFresh In-Service Training Participants (overtime rate)			
Sub-Total Personnel Costs:			\$229,264.83
Benefits: FICA	@ 7.65% x \$229,264.83		\$17,538.76
Benefits: State Unemployment Insurance	@ 0.85% x \$229,264.83		\$1,948.75
Benefits: Health Insurance Contribution	@ 13.99% x \$229,264.83		\$32,074.15
Benefits: Retirement Contribution	@ 1.50% x \$229,264.83		\$3,438.97
Benefits: Workers' Compensation Insurance	@ 2.99% x \$229,264.83		\$6,855.02
Benefits: Other (LTD, EAP, Leave)	@ 1.25% x \$229,264.83		\$2,865.81
Total Fringe Benefits Costs:			\$64,721.46
Total Personnel Costs:			\$293,986.29
B. OPERATIONAL COSTS			
PointCare* Eligibility Screening Software	Licenses for 14 Open Door Humboldt County Sites \$1,120/mo x 18 months		\$20,160.00
Outreach & Educational Materials (for potential participants)	\$300/event x 36 events		\$10,800.00
Children's Materials (nutrition education)	\$100/event x 36 events		\$3,600.00
Total Operational Costs:			\$34,560.00
C. CONSUMABLES/SUPPLIES			
Training Materials (for staff in-service training)	30 pks @ \$5/pk x 12 trainings		\$1,800.00
Healthy Snacks for Healthy Smiles Program	\$200 x 18 Events		\$3,600.00
Healthy Snacks for Prenatal Education Program	\$50 x 18 Events		\$900.00
Healthy Snacks for Chronic Disease Management Program	\$100 x 18 Events		\$1,800.00
Healthy Snacks for Teen Clinic	\$100 x 36 Events		\$3,600.00
Healthy Snacks for Trans* Support Group	\$50 x 18 Events		\$900.00
Healthy Snacks for Latino Health Diabetes Management Group	\$50 x 18 Events		\$900.00
Food Pantry (emergency support)	14 locations x \$200/mo x 18 months		\$50,400.00
Food Preparation	14 locations x \$25/mo x 18 months		\$6,300.00
Total Consumable/Supplies:			\$70,200.00
D. TRANSPORTATION/TRAVEL			
Mileage for Supervision, Planning, Events	2,500 miles x \$0.535/mile		\$1,337.50
Mileage for Clinic Staff Training	1,500 miles x \$0.535/mile		\$802.50
Mileage for Garden Maintenance	11,700 miles x \$0.535/mile		\$6,259.50
Total Transportation/Travel:			\$8,399.50
E. OTHER COSTS			
Garden Support – Arcata (existing)	\$150/month x 18 months		\$2,700.00
Garden Support – Eureka (existing)	\$250/month x 18 months		\$4,500.00
Garden Support – Ferndale/Petrolia (new)	\$50/month x 18 months		\$900.00
Garden Support – Fortuna (existing)	\$250/month x 18 months		\$4,500.00
Garden Support – McKinleyville (existing)	\$50/month x 18 months		\$900.00
Garden Support – Willow Creek (existing)	\$150/month x 18 months		\$2,700.00
Total Other Costs:			\$16,200.00
Administrative Costs @ 25% of Total Direct Costs** (\$423,345.79 x 0.25)			\$105,836.45
Total Project Costs :			\$529,182.24

*PointCare Eligibility Screening Software referenced in budget category (B) accounts for the total cost of licensing Open Door locations with the software used for 100% CalFresh support to screen patients for CalFresh, support ongoing case management of patients including CalFresh benefits utilization and retention, and track and report touches required by CalFresh Partnership Agreement. Every patient screened with the software will be screened for CalFresh and given educational support materials. Every patient who is income eligible for CalFresh will receive instant eligibility results and offered assistance to apply. PointCare reporting dashboards are comprehensive and maximize ability to track screenings and customize data for CalFresh reports. Note that contract with PointCare has been renegotiated for 2017-18 and monthly costs are significantly decreased from 2015-16 budget.

**Administrative costs of total direct costs at 25% reflects costs of the following as instructed by DHHS CalFresh contract staff: contract and budget managing, and the personnel time of those Open Door staff who contribute to the operational success of the project deliverables but who are not assigned directly to the project, or who are directly assigned to the project at less than or equal to 10%FTE, including operational leadership, Communications Manager, Primary Care Provider to consult on program integration in the health care delivery system, and health educators.

EXHIBIT B

SCHEDULE OF RATES/ INVOICE SCHEDULE/BUDGET

Open Door Community Health Centers

CONTRACTOR agrees that the total maximum compensation cap for services performed and costs incurred under this Agreement is Five Hundred Twenty-Nine Thousand, One Hundred Eighty-Two Dollars and Twenty-Four Cents (\$529,182.24) and CONTRACTOR agrees to perform any services required by this Agreement for an amount not to exceed such maximum compensation cap.

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

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

CONTRACTOR will submit an itemized invoice summary and an itemized invoice worksheet, in the form of the itemized invoice summary and an itemized invoice, attached hereto as Attachment 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 1st through June 30th.

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

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

EXHIBIT B
Budget
Open Door Community Health Centers

A. PERSONNEL COSTS		
Title: Member Services Programs Manager Duties: Overall management of CalFresh Outreach activities under supervision of Open Door Member Services Director, staff supervision, budget management, program goals, event and outreach activity planning, QI performance, communication management.	Salary: \$46,800.00/yr @ 0.40 FTE x 18 months	\$28,080.00
Title: Member Services Administrative Assistant Duties: Assists Manager in event and outreach planning, materials development and distribution, training coordination, staff and training participant documentation; monitoring of productivity; preparation of status reports.	Salary: \$33,550.40/yr @ 0.25 FTE x 18 months	\$12,581.40
Title: Member Services Specialist Duties: Works with patients and general community members and their families to screen, discuss needs, identify potential eligibility, make application for, reduce stigma, navigate application process, follow-up for follow-through and assist in re-application and retention, and benefits utilization.	Salary: \$41,204.80/yr @ 0.80 FTE x 18 months	\$49,445.76
Title: Member Services Specialist Duties: Works with patients and general community members and their families to screen, discuss needs, identify potential eligibility, make application for, reduce stigma, navigate application process, follow-up for follow-through and assist in re-application and retention, and benefits utilization.	Salary: \$39,686.40/yr @ 0.80 FTE x 18 months	\$47,623.68
Title: Registered Nutritionist Duties: Contributes and reviews educational materials for training, patient support groups, social media, and patient distribution. Connects patients to CalFresh assistance in accordance with nutritional counseling, disease prevention and management, and health goal setting.	Salary: \$62,774.40/yr @ 0.20 FTE x 18 months	\$18,832.32
Title: Gardens & Food Resources Coordinator Duties: Supports community gardens in 6 clinic locations (Arcata, Eureka, Ferndale/Petrolia, Fortuna, McKinleyville, Willow Creek), including planning, design, preparation, and maintenance, patient and community volunteer coordination, surplus harvest distribution to patients. Provides home gardening education. Focus on sustainable nutritious crops and healthy storage and preparation. Makes referrals to internal and external resources for nutrition education and access to food. Works in collaboration with clinical care teams to support patients' nutrition action plans.	Salary: \$40,684.80/yr @ 0.30 FTE x 18 months	\$18,308.16
Title: Gardens & Food Resources Coordinator Duties: Supports community gardens in 6 clinic locations (Arcata, Eureka, Ferndale/Petrolia, Fortuna, McKinleyville, Willow Creek), including planning, design, preparation, and maintenance, patient and community volunteer coordination, surplus harvest distribution to patients. Provides home gardening education. Focus on sustainable nutritious crops and healthy storage and preparation. Makes referrals to internal and external resources for nutrition education and access to food. Works in collaboration with clinical care teams to support patients' nutrition action plans.	Salary: \$34,257.60/yr @ 0.80 FTE x 18 months	\$41,109.12
Title: Case Managers (Multiple) Duties: CalFresh In-Service Training Participants (overtime rate)	Salary: 8 people x \$30.04/hr x 3 hours x 18 months	\$720.96
Title: Latino Health Coordinators (Multiple) Duties: CalFresh In-Service Training Participants (overtime rate)	Salary: 3 people x \$30.04/hr x 3 hours x 18 months	\$270.36
Title: Prenatal Educators (Multiple) Duties: CalFresh In-Service Training Participants (overtime rate)	Salary: 3 people x \$29.50/hr x 3 hours x 18 months	\$265.50
Title: Front Desk Personnel (Multiple) Duties: CalFresh In-Service Training Participants (overtime rate)	Salary: 40 people x \$22.67/hr x 3 hours x 18 months	\$2,720.40
Title: Medical Assistants (Multiple) Duties: CalFresh In-Service Training Participants (overtime rate)	Salary: 60 people x \$26.39/hr x 3 hours x 18 months	\$4,750.20
Title: Dental Assistants (Multiple)	Salary: 12 people x \$27.52/hr x 3 hours x 18 months	\$990.72

Duties: CalFresh In-Service Training Participants (overtime rate)		
Title: Registered Nurses (Multiple)	Salary: 25 people x \$47.55/hr x 3 hours x 18 months	\$3,566.25
Duties: CalFresh In-Service Training Participants (overtime rate)		
Sub-Total Personnel Costs:		\$229,264.83
Benefits: FICA	@ 7.65% x \$229,264.83	\$17,538.76
Benefits: State Unemployment Insurance	@ 0.85% x \$229,264.83	\$1,948.75
Benefits: Health Insurance Contribution	@ 13.99% x \$229,264.83	\$32,074.15
Benefits: Retirement Contribution	@ 1.50% x \$229,264.83	\$3,438.97
Benefits: Workers' Compensation Insurance	@ 2.99% x \$229,264.83	\$6,855.02
Benefits: Other (LTD, EAP, Leave)	@ 1.25% x \$229,264.83	\$2,865.81
Total Fringe Benefits Costs:		\$64,721.46
Total Personnel Costs:		\$293,986.29
B. OPERATIONAL COSTS		
PointCare* Eligibility Screening Software	Licenses for 14 Open Door Humboldt County Sites	
	\$1,120/mo x 18 months	\$20,160.00
Outreach & Educational Materials (for potential participants)	\$300/event x 36 events	\$10,800.00
Children's Materials (nutrition education)	\$100/event x 36 events	\$3,600.00
Total Operational Costs:		\$34,560.00
C. CONSUMABLES/SUPPLIES		
Training Materials (for staff in-service training)	30 pks @ \$5/pk x 12 trainings	\$1,800.00
Healthy Snacks for Healthy Smiles Program	\$200 x 18 Events	\$3,600.00
Healthy Snacks for Prenatal Education Program	\$50 x 18 Events	\$900.00
Healthy Snacks for Chronic Disease Management Program	\$100 x 18 Events	\$1,800.00
Healthy Snacks for Teen Clinic	\$100 x 36 Events	\$3,600.00
Healthy Snacks for Trans* Support Group	\$50 x 18 Events	\$900.00
Healthy Snacks for Latino Health Diabetes Management Group	\$50 x 18 Events	\$900.00
Food Pantry (emergency support)	14 locations x \$200/mo x 18 months	\$50,400.00
Food Preparation	14 locations x \$25/mo x 18 months	\$6,300.00
Total Consumable/Supplies:		\$70,200.00
D. TRANSPORTATION/TRAVEL		
Mileage for Supervision, Planning, Events	2,500 miles x \$0.535/mile	\$1,337.50
Mileage for Clinic Staff Training	1,500 miles x \$0.535/mile	\$802.50
Mileage for Garden Maintenance	11,700 miles x \$0.535/mile	\$6,259.50
Total Transportation/Travel:		\$8,399.50
E. OTHER COSTS		
Garden Support – Arcata (existing)	\$150/month x 18 months	\$2,700.00
Garden Support – Eureka (existing)	\$250/month x 18 months	\$4,500.00
Garden Support – Ferndale/Petrolia (new)	\$50/month x 18 months	\$900.00
Garden Support – Fortuna (existing)	\$250/month x 18 months	\$4,500.00
Garden Support – McKinleyville (existing)	\$50/month x 18 months	\$900.00
Garden Support – Willow Creek (existing)	\$150/month x 18 months	\$2,700.00
Total Other Costs:		\$16,200.00
Administrative Costs @ 25% of Total Direct Costs** (\$423,345.79 x 0.25)		\$105,836.45
Total Project Costs :		\$529,182.24

*PointCare Eligibility Screening Software referenced in budget category (B) accounts for the total cost of licensing Open Door locations with the software used for 100% CalFresh support to screen patients for CalFresh, support ongoing case management of patients including CalFresh benefits utilization and retention, and track and report touches required by CalFresh Partnership Agreement. Every patient screened with the software will be screened for CalFresh and given educational support materials. Every patient who is income eligible for CalFresh will receive instant eligibility results and offered assistance to apply. PointCare reporting dashboards are comprehensive and maximize ability to track screenings and customize data for CalFresh reports. Note that contract with PointCare has been renegotiated for 2017-18 and monthly costs are significantly decreased from 2015-16 budget.

**Administrative costs of total direct costs at 25% reflects costs of the following as instructed by DHHS CalFresh contract staff: contract and budget managing, and the personnel time of those Open Door staff who contribute to the operational success of the project deliverables but who are not assigned directly to the project, or who are directly assigned to the project at less than or equal to 10%FTE, including operational leadership, Communications Manager, Primary Care Provider to consult on program integration in the health care delivery system, and health educators.

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.

EXHIBIT B

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

Contractor Name
Coordinator/Contact
Address
Phone

Invoice Date: _____

Contract Term: _____

Invoice 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	
		\$0.00

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

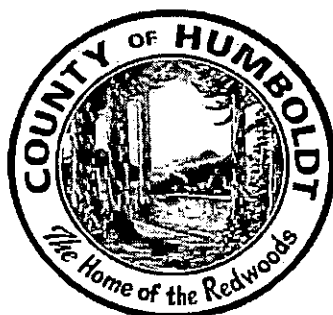
Signature and date: _____

Print Name and Title: _____

Send invoice to:

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

(707) 441-5424 • Fax: (707) 441-5590



Program Coordinator _____ Date _____

Fiscal Coordinator _____ Date _____

Budget Unit/line: _____

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

Invoice Date: _____

Contract Term: _____

Invoice Type: Quarterly _____

Invoice Period: _____

Descriptions	Amount	Approved Budget	Remaining Balance
A. Personnel Costs			
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
Total Personnel:			0.00

Descriptions	Amounts	Approved Budget	Remaining Balance
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Operating Costs:		0	0

C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Title:			
Description:			
Total Consumable/Supplies:		0	0

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

FY16/17 (07/2016)

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
 - * Indirect costs shall not exceed 10% of the total modified total costs, per OMB Federal Guidance. 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

*** 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