

Contracts Unit's Compliance Checklist

Pass:  Fail:

Bidder: The Contra Costa Clubhouses, Inc.

Date Rec'd: 1/22/2021

Bid # 13 Reviewed by: Vickie Kaplan

Date Reviewed: 2/4/2021

**Submissions:**

Submissions must follow the Letter of Interest Guide included in this RFI. Submissions must include the bidder's e-mail address. Emailed submissions must show RFI 722 in the Subject line. Email attachments  **must be in MS Word, MS Excel, and/or PDF file formats.**

**Letters of Interest (LOI) will be due by 5:00 p.m. on Friday, January 22~~15~~, 2021.** Please submit a cover letter detailing your agency's background, experience and references. Also attach your agency's proposed action plan to complete the services described herein.

Components of Letter of Interest (LOI):

**Applicants must submit Letter of Interest that includes the following and follows the Letter of Interest Guide.**

**Rec'd?      Item *see Page 2 of this Compliance Checklist for compliance.***

- Project Overview
- Program Budget Information (see Attachment C)
- Project Description
- Outcome Goals and Objectives of the Project (see Attachment B)
- Statement of agency qualifications regarding track record of providing the proposed services
- Proof of required insurance
- Current list of Board of Directors and Staff
- Statement of NO Potential Conflict Of Interest between the Contra Costa County Economic Opportunity Council members and the applicant (see Attachment D)

**If you are a current subcontractor, your previous performance will be considered in the scoring application.**

Contract Requirements

Applicants must provide proof of:

- Rec'd?      Item**
- Worker's Compensation (for organizations with 50 employees or more)
  - Professional liability
  - Commercial Comprehensive Liability Insurance and Automobile Insurance
  - Current list of Board of Directors and Staff
  - Statement of NO Potential Conflict Of Interest between the Contra Costa County Economic Opportunity Council members and the applicant

Additionally, successful applicants must certify to the following prior to a resulting contract execution:

- Smoke-free work environment
- Discrimination policy
- Affirmative Action compliance
- Cultural Diversity policy
- Drug-free workplace

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Letter of Interest Guide

**Section I. Project Overview**

- A.  Applicant/Organization information
- B.  Project Name
- C.  Areas of county where services are provided

**Section II. Program Budget Information**

- A.  Amount of CSBG funds requested (not to exceed \$99,999)
- B.  Total CSBG project cost (should match budget)
- C.  Itemized CSBG project budget using Attachment C (*Printed copy only had budget summary*)
- D.  Leveraging-describe how you leverage other funds to provide the services you are proposing to fund.
- E.  Provide budget contingency plan for reduced funding (See Section III. D)

**Section III. Project Description**

- A.  Priority Area to be addressed [Housing/Shelter or Employment/Jobs or Food/Nutrition or Comprehensive Health Services]
- B.  Goal Statement (use Attachment B)
- C.  Project objective(s). Description of what will be achieved, including specific measurable action-oriented, realistic and time-bound steps that demonstrate how goals will be obtained. Include National Performance Indicators (NPIs) found in Attachment A relative to the priority area(s) you wish to address along with other performance indicators or metrics related to your program proposal. In your submission, please use the template found in Attachment B.
- D.  Sustainability Plan-what steps will you take if funding is reduced/eliminated?
- E.  How will your program partner with existing agencies to avoid duplication and maximize efficiency?

**Section IV. Contract Requirements**

- A.  Worker's Compensation
- B.  Professional liability (*N/A due to nature of business*)
- C.  Comprehensive general liability, including automobile
- D.  Current list of Board of Directors and Staff
- E.  Statement of **NO** potential conflict of interest between the Contra Costa County Economic Opportunity Council members and the applicant

**Emma Jones**

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**From:** Tamara Hunter <tamara@putnamclubhouse.org>  
**Sent:** Friday, January 22, 2021 4:26 PM  
**To:** EHSD Contract Bid  
**Subject:** RFI 722 Contracts Unit,  
**Attachments:** RFI-722-CSB-CAP-Attachment-D-Conflict-of-InterestSigned.pdf; Cert CCC.pdf;  
2021.2022 RFI.722 The Contra Costa Clubhouses.pdf

Good Afternoon,

Attached you will find our RFI #722 LOI (cover letter and attachments included).

If possible, please let us know that this has been received.

Thank you for your consideration.

Best wishes,  
Tamara Hunter

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**Tamara Hunter**  
**Executive Director, Putnam Clubhouse**  
**The Contra Costa Clubhouses, Inc.**

Cell : 510-926-0474

Work: 925-691-4276

Fax: 925-691-5643

[tamara@putnamclubhouse.org](mailto:tamara@putnamclubhouse.org)

[www.PutnamCubhouse.org](http://www.PutnamCubhouse.org)

**" Be the change you wish to see in the world" Mahatma Ghandi**



3024 Willow Pass Rd, Suite 230, Concord, CA 94519

Phone: 925-691-4276 | fax: 925-691-5643 | www.PutnamClubhouse.org

**Request For Interest #722**  
**Community Services Bureau EHSD**  
**Request for Interest #722**  
**Community Action Projects Housing-Shelter / Employment-Jobs/ Food-Nutrition/Comprehensive Health Services**

**Career Success for Adults Recovering from Psychiatric Disorders to include:**

**The H.O.M.E. Project**

**The Putnam Pantry**

**G.R.O.W. (GET RIGHT ON WELLNESS)**

January 22, 2021

Greetings,

The Contra Costa Clubhouses, Inc., which operates Putnam Clubhouse in Concord, respectfully requests consideration of the following RFI #722 for \$40,000 for the 2021-2022 contract year. Our goal is to continue to provide vocational services, decrease food and housing insecurity, and promote the health and wellness of adults in Contra Costa County recovering from severe mental illness.

Individuals with severe mental illness are a highly diverse group and possess a wide range of talents, abilities, experiences, and educational backgrounds. They work in, and are capable of working in, all sectors of our economy. Beyond the obvious economic benefit, having employment provides opportunity, social connection, a sense of purpose, and hope. Ongoing stigma surrounding mental illness and lack of appropriate vocational support continue to negatively impact gaining and maintaining employment. The cost of unemployment to society is significant in terms of wasted talent, derailed lives, broken families, lost productivity and increased public spending on disability income and health care. People living with severe mental illness are the largest and fastest growing group of public disability income recipients (Drake, R.E., et al., Social Security And Mental Illness: Reducing Disability With Supported Employment, Health Aff vol. 28, May/June 2009).

This vulnerable group is not receiving adequate care and support.

Persons with Severe Mental Disorders (SMD) die 10-20 years earlier than the general population. The majority of deaths are due to cardiovascular disease, respiratory disease, and infections. In the US, they die 14 to 32 years earlier (Colton & Manderscheid, 2006). About two-thirds of these deaths are due to preventable physical illnesses (Laursen, 2011; Crump, Winkleby et al., 2013).

- Up to 75% of persons with Schizophrenia (SCZ), compared to about 33% of the general population, die of heart disease (Henekens et al., 2005).
- Persons with Bipolar Affective Disorder died of cardiovascular disease approximately 10 years earlier than the general population (Westman et al., 2013).
- Persons with Major Depressive Disorder have a 1.5-2.0 times higher risk of dying from circulatory diseases compared to the general population.

Persons with SMD appear to have an elevated prevalence of every cardiovascular risk factor. Persons with SMD are twice as likely to be obese (Compton et al., 2006). Persons with SMD consume more sugar and saturated fats than the general population (Dipasquale, et al., 2013), are less likely to exercise (Daumit et al., 2005), and spend over 12 hours in sedentary activities daily (Janney et al., 2013). Persons with SCZ had twice as many outpatient visits and hospital admissions per year than those without



(Crump et al., 2013), yet had no elevated rate of being diagnosed with ischemic heart disease, hypertension, lipid disorders, and cancer despite a higher risk of dying from these diseases (Crump et al., 2013).

For the general population, the World Health Organization (WHO) produced guidelines on interventions for diet and physical activity, including group-based physical activity (WHO, 2010b). These guidelines also include social aspects of care such as supported employment (Burns et al., 2007). For those unable to attend mainstream education, training or work, it is recommended that communities develop individualized educational/occupational activities so that people may return to those undertakings.

Putnam Clubhouse's vocational services provide individual and group support from peers and staff for gaining and sustaining transitional, supported, and independent employment. Members participate in a structured process utilizing school/work surveys and questionnaires in order to identify personal career goals. In addition, they receive individualized support from peers and staff while working toward achieving aspirations. Putnam Clubhouse provides an onsite and virtual work-ordered day program where participants learn and improve pre-vocational skills by volunteering and working alongside peers and staff to operate every aspect of the Clubhouse.

In order to improve employment outcomes for Contra Costa County adults recovering from mental illness, their basic needs of housing, food and health and wellness must be addressed and managed. The Clubhouse International Standards define the Clubhouse Model and are the heart of the success experienced by Clubhouses around the world. Clubhouses help people recovering from mental illness avoid hospitalization while achieving social, financial, wellness, educational and vocational goals. Members and staff provide the Clubhouse community with support services centered in the work unit structure of the Clubhouse. These services include helping with entitlements, housing, advocacy, promoting healthy lifestyles, as well as assistance in accessing quality medical, psychological, pharmacological and substance abuse services in the community. The following programs address significant needs, thereby resulting in successful achievement of vocational goals:

- Housing Opportunities Made Easier (HOME) – assists with first/last security deposit, rent and avoiding eviction.
- Putnam Pantry – provides healthy food options including fresh fruits and vegetables to those experiencing food insecurity.
- Get Right On Wellness (GROW) – supports physical and emotional wellness through programming such as nutrition and health education, yoga, Zumba, meditation, journaling, WRAP support, psychoeducation, COVID-19 education and weekly support workshops, and social programming.

Clubhouses support individuals recovering from mental illness through an inclusive, egalitarian approach based on the underlying belief that each person with a mental illness can build a meaningful and productive life. A 2014 recipient of the Conrad N. Hilton Humanitarian Award, Clubhouse International ([www.clubhouse-intl.org](http://www.clubhouse-intl.org)) has continuously accredited Putnam Clubhouse since 2011, most recently in January of 2018 for an additional four years. Putnam Clubhouse adheres to the 37 standards of the Clubhouse International Model of psychiatric vocational and social rehabilitation for adults living with severe mental illnesses, an evidence-based model listed in SAMHSA's National Registry of Evidence Based Programs and Practices.

National studies have shown that individuals receiving employment support from a Clubhouse are twice as likely to secure employment, earn higher wages and work more hours than participants in Assertive Community Treatment programs. Evidence also indicates that the work-ordered day and training offered by Clubhouses can have a positive impact on job retention and workplace performance. (Boyd, J. & Schonebaum, Work Ordered Day as a Catalyst of Competitive Employment Success, *Psychiatric Rehabilitation Journal* 35-5, 2012).

Previous CSBG contracts from 2009 through 2021 have enhanced Putnam Clubhouse's ability to successfully serve our target population. Additionally, these contracts benefit the wider community by supporting adults recovering from mental illness in becoming employed, productive, and fully engaged members of society.



2020 has been a challenging year due to COVID-19. Yet Putnam Clubhouse immediately developed virtual programming and a hybrid-Clubhouse so that members could continue to participate, stay socially connected and find meaningful work and activities through the work-ordered day. During the 2020-2021 contract year thus far, Putnam Clubhouse has served 499 clients/members (**350 goal**) (143% of the 2020/2021 annual goal), 28 (**40 goal**) participants gained paid employment (70% of the 2020/2021 goal), and 62 (**75 goal**) clients/members held a job for more than 90 days (83% of the 2020/2021 annual goal).

Although the 2020-2021 contract year is not yet complete, Putnam Clubhouse appears on track to meet most of the benchmarks, given COVID-19/job loss, and stay-at-home orders.

To discuss our program with others in the community familiar with our outcomes, please contact:

Jennifer Bruggeman, LMFT  
MHSA Program Manager  
Contra Costa County Mental Health  
Administration  
925-313-9579  
[Jennifer.Bruggeman@cchealth.org](mailto:Jennifer.Bruggeman@cchealth.org)

Cindy Bolter, MSN, RN, NP  
Chief of Behavioral Health  
John Muir Health  
925-674-4159  
[cindy.bolter@johnmuirhealth.com](mailto:cindy.bolter@johnmuirhealth.com)

The Putnam Clubhouse programs and projects identified in this RFI reflect the current work of our agency that we have reimagined as a result of COVID-19, and the stay-at-home orders.

We appreciate your consideration of our request for \$40,000, detailed in the attached Letter of Interest. With your support and Putnam Clubhouse's evidence-based approach, we will continue to support people recovering from severe mental illness in achieving self-sufficiency stability through employment opportunities, The H.O.M.E. Project, The Putnam Pantry, and G.R.O.W (Get Right On Wellness).

Sincerely,

Tamara Hunter  
Executive Director, Putnam Clubhouse  
The Contra Costa Clubhouses, Inc.  
510-926-0474  
[tamara@putnamclubhouse.org](mailto:tamara@putnamclubhouse.org)

## **Request For Interest #722**

**Career Success for Adults Recovering from Psychiatric Disorders includes:**

**The H.O.M.E. Project**

**The Putnam Pantry**

**G.R.O.W. (GET RIGHT ON WELLNESS)**

### **SECTION I. PROJECT OVERVIEW**

#### **A. Applicant/Organization information**

##### **About Putnam Clubhouse and the Clubhouse International Model**

Putnam Clubhouse, operated by The Contra Costa Clubhouses, Inc., follows the 37 standards of Clubhouse International ([www.clubhouse-intl.org](http://www.clubhouse-intl.org)) to provide vocational and social rehabilitation for adults in Contra Costa County ages 18 and older who are recovering from serious psychiatric disorders (such as bipolar disorder and schizophrenia). Clubhouse International is a global network that creates opportunities for people recovering from mental illness so that they can become respected and fully participating members of society.

The Clubhouse International Model for psychiatric vocational and social rehabilitation is included in the United States Substance Abuse and Mental Health Services Administration's (SAMHSA) National Registry of Evidence Based Practices and Programs. Documented research on the Clubhouse model indicates members and the communities they reside in benefit from higher employment, a decrease in hospitalization, reduced incarceration, improved wellbeing, and reduced cost of services compared to other programs.

In 2011, following a rigorous multi-year review process, Putnam Clubhouse first received accreditation from Clubhouse International for a three-year period. In 2015, the Clubhouse was reaccredited for a second three-year period and in January 2018 for an additional three-year period. We were just granted an extension of one year due to COVID-19, and traveling restrictions for the Clubhouse International faculty. Achieving accreditation involves a comprehensive evaluation of fidelity to Clubhouse International's 37 International Standards and includes training, an extensive self-study, and site visits from Clubhouse International. Putnam Clubhouse was the first program in Northern California to achieve Clubhouse International accreditation.

Like other Clubhouse International Model communities, Putnam Clubhouse offers adults recovering from mental illness respect, hope, and unlimited opportunity to access the same worlds of friendship, housing, education, healthcare, and employment as the rest of society. Putnam Clubhouse operates under the belief that program participants are partners in their own recovery—rather than passive recipients of treatment—and that each person with a mental illness can build a meaningful and productive life. Thus participants are intentionally called members, rather than patients, clients, or consumers. They work together as colleagues with peers and a small, trained staff to build on personal strengths, rather than focusing on illness.

##### **About Putnam Clubhouse Career Services, The H.O.M.E. Project, The Putnam Pantry, and G.R.O.W. (GET RIGHT ON WELLNESS)**

Clubhouses International programs, such as Putnam Clubhouse, offers people living with mental illness opportunities for friendship, employment, housing, education, and access to medical and psychiatric services in a single caring and safe environment – this social and economic inclusion reverses the alarming trends of higher suicide, hospitalization and incarceration rates associated with mental illness. Central principles of a Clubhouse International program are: 1) providing support and strategies for members to move into and maintain gainful employment, and 2) ensuring that members have effective opportunities to continue or complete their educations. 3) ensuring that members have the needed supports to access services that include helping with entitlements, housing, advocacy, promoting healthy lifestyles, as well as assistance in accessing quality medical, psychological, pharmacological and substance abuse services in the community.

Clubhouses are a local community-based solution to a global problem — these voluntary programs provide opportunities for work, wellness and socialization — in an evidence-based approach that has been proven to help people with mental illness recover their lives. A Clubhouse focuses on strengths and abilities and not on illness. Through friendship, shared work, education and employment, Clubhouses help people regain hopeful and fulfilling lives. In physical as well as virtual connections, Clubhouses make a real and lasting difference in people's lives by helping them achieve their social, educational and employment goals.

Consistent with these principles, Putnam Clubhouse Units are built around lending supports to members in partnership with one another, Monday through Friday during the work-ordered day. Although career development is an integral part of Putnam Clubhouse, career goals cannot be realized if the very basic needs of our membership are not met. Threaded into the Work-order-Day, daily timeslots for member needs appointments are scheduled. During these appointments, the clubhouse determines how to assist with housing insecurities, food insecurities, health and wellness related needs, financial entitlements, as well as all vocational needs. A collaboration exists between members and staff who work together to help one another.

Our career services are available to members Monday through Friday during the work-ordered day and include career workshops, healthy living programs for the development of skills and habits that support career success, assistance to members in creating personal career plans, transitional employment positions at area businesses managed by the Clubhouse, support to members in returning to school and paid supported or independent employment, development of relationships with potential employers, one-on-one advice, a “dress-for-success” thrift shop so that members have access to appropriate career attire, and benefits counseling. Career development at the Clubhouse also takes place organically throughout the work-ordered day as members hone valuable vocational skills by working in a team environment to run every aspect of the organization as colleagues with staff and peers. Members encounter numerous opportunities to provide and receive informal coaching and support for reaching personal career goals as well as achieving success at work and school.

Through modeling and by practicing good work habits, social skills, computer skills, and other pre-vocational skills, participation in the work-ordered day helps prepare members to progress to successful paid employment. During the work-ordered day, and as part of employment-readiness programming, members are involved daily in preparing and enjoying nutritious meals at the Clubhouse. Unlike other job programs, the only criterion for receiving vocational services from the Clubhouse is the desire to obtain employment and a willingness to participate. All paid employment is obtained from external companies rather than through sheltered on-site work. As one member put it, “Because of the Clubhouse, I have a job now!”

For our current 2020-2021 contract year, we launched a new transportation project to increase member access to Clubhouse programming and career development opportunities, such as job interviews. Most members live on limited incomes and don't drive or own cars. Walking and public transportation are the main means of getting to the Clubhouse. However, recent public transportation changes due to COVID-19 and budget issues in Contra Costa County have made it more difficult for members to reach the Clubhouse. BART fees have increased (including for those with disability discounts), bus routes continue to be reduced, and a mid-day free bus program for seniors and those with disabilities has been eliminated. Transportation continues to be identified to be one of the biggest needs of low-income clients utilizing Contra Costa County's healthcare system.

Unfortunately, due to COVID-19, and the months of stay-at-home orders, and restrictions, our newly launched S.T.A.R transportation program got off to a very slow start. With the newly formed S.T.A.R (Supporting Transportation and Rides) transportation project, The Contra Costa Clubhouses, Inc. hired a program participant as a part-time driver for 15 hours a week using one of the Clubhouse's vehicles. We will continue to keep the S.T.A.R driver employed. With COVID-19 stay-at-home orders, and the limitation we have operating in our Clubhouse physical space, Our S.T.A.R transportation program will shift and make rides available for several members to more readily attend and gain access to the Clubhouse's full array of services outside the physical space. Rides will also be available for job interviews and other appointments (including healthcare related ones), to the grocery store, pharmacy, bank, and other necessary errands that will support members in achieving wellbeing and career success. The S.T.A.R program will both encourage Clubhouse participation and will help to keep members who feel fearful and vulnerable on public transportation due to COVID-19. It also continues to provide a paid position for a Clubhouse member. The transportation project will enhance the Clubhouse's ability to meet CSBG contract Goals and Objectives stated below. Our intention is to expand S.T.A.R as COVID-19 restrictions lift during the next year. We are also very happy to report that we have been able to give rides to members who live in East, West, and Central Contra Costa County.

### **Previous and Current CSBG Contract Outcomes**

For the past eleven years—2009 through the current 2020-2021 contract—Putnam Clubhouse has held CSBG contracts for providing vocational support to members. Each year, the agreed upon goals and objectives have been achieved or exceeded with the exception of the 2018-2019 contract. During that period, Putnam Clubhouse goals were achieved at the level of 88%, 105%, and 97% and our program served 307 people (88% of annual goal), 42 participants gained paid employment (105% of the annual goal), and 73 members held a job for more than 90 days (97% of the annual goal). Although the 2020/2021 contract year has not yet been completed, we appear to be on track to meet most of the benchmarks set in the current contract. Some benchmark goals will be affected by COVID-19 and are out of our control due to COVID-19/job loss, and stay-at-home orders. Other benchmarks will be significantly surpassed.



**B. Project Name: Career Success for Adults Recovering from Psychiatric Disorders to include: The H.O.M.E. Project, The Putnam Pantry, G.R.O.W. (GET RIGHT ON WELLNESS)**

Although studies indicate that most adults with mental illness want to work (McQuilken M., et al., The Work Project Survey: Consumer perspectives on work. *Journal of Vocational Rehabilitation*, 2013), and approximately six out of 10 can succeed with appropriate supports (Marshall, T., et al., Supported Employment: Assessing the Evidence. *Psychiatric Services*, 2014), national employment rates for these individuals are inexcusably low and are only getting worse. In fact, the unemployment rate for adults with mental illness increased from 77 percent in 2003 to more than 82 percent in 2012 (SAMHSA Uniform Reporting System, 2012), a striking figure that is 30 times greater than Contra Costa County's current overall unemployment rate of 2.7 percent.

Furthermore, mental health professionals themselves sometimes discourage clients from setting employment goals. For example, one Putnam Clubhouse member reported being told by her psychiatrist that she would never be able to go to school or work again. After receiving support services from Putnam Clubhouse, she in fact was able to complete her high school diploma and was then able to work part time while attending college.

To improve employment outcomes for Contra Costa County adults recovering from mental illness, their basic needs of housing, food and health and wellness must be addressed and managed. The Clubhouse International Standards define the Clubhouse Model and are the heart of the success experienced by Clubhouses around the world. Clubhouses help people recovering from mental illness avoid hospitalization while achieving social, financial, wellness, educational and vocational goals. Members and staff provide the Clubhouse community with support services centered in the work unit structure of the Clubhouse. These services include helping with entitlements, housing, advocacy, promoting healthy lifestyles, as well as assistance in accessing quality medical, psychological, pharmacological and substance abuse services in the community. The following programs address significant needs, thereby resulting in successful achievement of vocational goals:

- Housing Opportunities Made Easier (HOME) – assists with first/last security deposit, rent and avoiding eviction.
- Putnam Pantry – provides healthy food options including fresh fruits and vegetables to those experiencing food insecurity.
- Get Right On Wellness (GROW) – supports physical and emotional wellness through programming such as nutrition and health education, yoga, Zumba, meditation, journaling, WRAP support, psychoeducation, COVID-19 education and weekly support workshops, and social programming.

**C. Areas of County Where Services are Provided**

Putnam Clubhouse's facility is located near downtown Concord convenient to BART and bus transportation. Although Putnam Clubhouse is open to participants throughout Contra Costa County, most attendees live in Central and East County due to the program's location. However, since COVID-19, and the stay-at-home order, Putnam Clubhouse developed a hybrid Clubhouse that included a virtual program platform. With the array of new virtual services, we have now been able to reach existing members, (and recruit new members) who live in West County and the farther ends of East County, as well as Central County. In addition, the S.T.A.R. transportation program is effective in assisting members who live farther away from the physical Clubhouse space. The Putnam Pantry has delivered to the homes of any member requesting food assistance throughout Contra Costa County.

**SECTION II. PROGRAM BUDGET INFORMATION**

**A. Amount of CSBG funds requested**

We request a total of \$40,000 for the 12-month contract period. This amount is an increase of \$5,995 over the 2020-2021 contract year in order to maintain the S.T.A.R. transportation program, Career Successes for Adults Recovering from Psychiatric Disorders to include: The H.O.M.E. Project, The Putnam Pantry, G.R.O.W. (GET RIGHT ON WELLNESS)

**B. Total CSBG Project Cost:**

Total project cost is \$40,000 for the 12-month contract period.

### C. Itemized CSBG Project Budget and Narrative

The total project budget expenses of \$40,000 are allocated approximately as follows: 68% for Total Personnel (96% for Program Costs with the remainder for Administrative Costs); 8% for Facility Space (all for Program Costs); and the final 24% for Other Operating Costs (95% for Program Costs with the remainder for Administrative Costs), which includes accounting/audit/legal, Food Program, Program Expenses, and Insurance. Approximately 96% of the entire budget is allocated to Program Costs with the remainder going to Administrative Costs.

The budget for \$40,000 that follows is for the 12-month contract period beginning March 2021 and includes the S.T.A.R part-time position for a Clubhouse member driver. Please also see Budget Summary (Cost Reimbursement) "Attachment C" below on page 5.

	Total Budget	Administrative Costs	Program Costs
<b>Revenue</b>			
EHSD Contract	40,000		
<b>Total Revenue</b>	40,000		
<b>Personnel</b>			
Director .5 FTE	3,591	946	2,645
Generalist Staff .25 FTE	11,298	-	11,298
Member Driver .3 FTE	9,360	0	9,360
Subtotal Personnel	24,249	946	23,303
Benefits and Taxes 12%	2,910	114	2,796
<b>Total Personnel</b>	27,159	1,060	26,099
<b>Facility Space</b>			
Lease	3,411		3,411
<b>Total Facility Space</b>	3,411	-	3,411
<b>Other Operating Costs</b>			
Accounting, Auditing & Legal	252	252	
Food Program	4,327	-	4,327
Program Expenses	4,660	-	4,660
Insurance	191	191	
<b>Total Other Operating</b>	9,430	443	8,987
<b>Total 12 Month Expenses (Requested)</b>	40,000	1,503	38,497

**Budget Summary (Cost Reimbursement)**

Legal Entity Name:	The Contra Costa Clubhouses, Inc.		
DBA:	Putnam Clubhouse		
Contact Name:	Tamara Hunter		
Contact Email:	tamara@putnamclubhouse.org		
Contact Phone Number	510-926-0474		
RFI Number:	722		
Budget Category	Cost Reimbursement Amount	Other Funding Sources	Total
A. Personnel	24,249	0	24,249
B. Fringe Benefits	2,910	0	2,910
C. Travel	0	0	0
D. Furniture and Equipment	0	0	0
E. Suppliers	0	0	0
F. Facilities/Infrastructure Costs	3,411	0	3,411
G. Consultants/Contracts	0	0	0
H. Participant Costs	0	0	0
I. Other	9,430	0	9,430
<b>TOTAL PROJECT COST</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>

**D. Leveraging Funding**

In addition to the funding received from CSBG, Putnam Clubhouse has had a substantial contract with Contra County Mental Health for 11 years. For the past 12 years, the Clubhouse has also received generous support from John Muir Health's Community Health Improvement. In addition, Putnam Clubhouse has a very committed board of directors and a robust development strategy, which collectively have enabled the program to raise about 35 percent of its budget each year from corporate supporters, individual donations, and 3 annual fundraising events including an annual fundraising gala. In 2020, we successfully ran our events virtually and achieved our private fundraising goals despite COVID-19 restrictions that prohibited physical gatherings. We are very optimistic that if COVID-19 and restrictions continue, our fundraising activities will continue to be successful.

## **E. Budget contingency plan for reduced funding - Please Section D (page 5) and Section F (page 6)**

### **F. Fiscal Preparedness**

The Contra Costa Clubhouses, Inc. has adequate resources in unrestricted funds due to the organization's fundraising and events that produce approximately 35% of the agency's budget each year. If there were to be a problem with CSBG funding, we would be able to continue offering services using unrestricted funds. The Executive Director has also executed a grant writing strategy in 2020 and will continue to seek grant funding during 2021.

### **A. Priority Areas to be addressed:**

The priority areas to be addressed is Employment-Jobs (job training and/or placement, job readiness skills and/or development), with Food-Nutrition, Comprehensive Health Services, and Housing-Shelter as secondary focus. Adult mental health consumers have difficulty finding and maintaining employment within the community. They often have limited job readiness (socialization and prevocational skills) and inadequate support for becoming and remaining successfully employed. Additionally, lack of appropriate vocational support and stigma surrounding mental illness negatively impact success in terms of both gaining and maintaining employment.

The cost of unemployment to society is huge in terms of wasted talent, derailed lives, broken families, lost productivity, and increased public spending on disability income and health care. In fact, people living with mental illness are the largest and fastest growing group of public disability income beneficiaries (Drake, R.E., et al., Social Security And Mental Illness: Reducing Disability With Supported Employment, Health Aff vol. 28 no. 3 761-770, May/June 2009).

The project addresses three other priority areas that support our vocational programs. Food and Nutrition (reducing hunger, promoting healthy eating) through its robust Putnam Pantry home delivery program. Comprehensive Health Services through our G.R.O.W programming, and Housing-Shelter through our H.O.M.E. project. As part of the work-ordered day, during the past year participants have planned, prepared, and enjoyed about 28,000 nutritious meals (at the Clubhouse January-mid-March; then delivered to their homes the end of March through December 2020), including over 25,000 pounds of fresh produce!

In order to improve employment outcomes for Contra Costa County adults recovering from mental illness, their basic needs of housing, food and health and wellness must be addressed and managed. The Clubhouse International Standards define the Clubhouse Model and are the heart of the success experienced by Clubhouses around the world. Clubhouses help people recovering from mental illness avoid hospitalization while achieving social, financial, wellness, educational and vocational goals. Members and staff provide the Clubhouse community with support services centered in the work unit structure of the Clubhouse. These services include helping with entitlements, housing, advocacy, promoting healthy lifestyles, as well as assistance in accessing quality medical, psychological, pharmacological and substance abuse services in the community. The following programs address significant needs, thereby resulting in successful achievement of vocational goals:

- Housing Opportunities Made Easier (HOME) – assists with first/last security deposit, rent and avoiding eviction.
- Putnam Pantry – provides healthy food options including fresh fruits and vegetables to those experiencing food insecurity.
- Get Right On Wellness (GROW) – supports physical and emotional wellness through programming such as nutrition and health education, yoga, Zumba, meditation, journaling, WRAP support, psychoeducation, COVID-19 education and weekly support workshops, and social programming.

## B. Goal Statement

**GOAL:** The goal of The Contra Costa Clubhouses, Inc. (through programming at Putnam Clubhouse) is to assist adult Contra Costa County residents recovering from serious mental illness learn or improve upon the skills and competencies needed for gaining and retaining paid employment. And to help people recovering from mental illness avoid hospitalization while achieving social, financial, wellness, educational and vocational goals. Members and staff provide the Clubhouse community with support services centered in the work unit structure of the Clubhouse. These services include helping with entitlements, housing, advocacy, promoting healthy lifestyles, as well as assistance in accessing quality medical, psychological, pharmacological and substance abuse services in the community. The following programs address significant needs, thereby resulting in successful achievement of vocational goals:

<b>OBJECTIVES</b>	<b>METRICS – Quantifiable Results (Use NPIs in Attachment A)</b>	<b>TIMEFRAME (When will you complete task?)</b>
Provide vocational services to 400 clients/members, including assistance with readiness, training, and job placement.	Putnam Clubhouse will assist at least 40 clients/members in obtaining new paid employment and will provide support services such that 75 clients remain employed for 90 days or more.	The employment numbers specified in the objective and metrics will be reached by the end of the 2021-2022 contract year.
Provide free nutritious meals to 450 clients/members through the Putnam Pantry meal delivery program at Putnam Clubhouse, to include fresh fruits and vegetables.	Putnam Clubhouse will provide nutritious meals to at least 450 clients/members.	The total number of clients/members specified in the objective and metric will receive meals by the end of the 2021-2022 contract year.
Provide 400 clients/members comprehensive health services physical and emotional supports through G.R.O.W programming	Putnam Clubhouse will provide G.R.O.W. services to 400 clients/members. A health and wellness survey will be provided to clients/members with a goal of 75% satisfaction with their overall health and wellness being improvement	The total number of clients/members specified in the objective and metric will receive services by the end of the 2021-2022 contract year.
Provide H.O.M.E. services to 10 clients/members to assist with securing housing by rental security deposits, and/or first and last deposits, or rental assistance to avoid eviction	Putnam Clubhouse will support 10 clients/members facing housing insecurity	The total number of clients/members specified in the objective and metric will receive services by the end of the 2021-2022 contract year.

**In summary, during the 12- month contract period beginning March 2021:**

- At least 400 clients/members will receive vocational services.
- At least 40 clients/members will begin employment.
- At least 75 clients/members will be employed 90 days or more.
- At least 450 clients/members will receive free food assistance through The Putnam Pantry to include fresh fruits and vegetables.
- At least 400 clients/members will receive comprehensive health services through the G.R.O.W program.
- 10 clients will receive rental assistance to secure housing or avoid eviction.

**C. Project objectives**

The project will provide vocational assistance to adults in Contra Costa County recovering from serious psychiatric disorders—including assistance in obtaining and maintaining employment—through the work-ordered day program and through career development services, including:

- Access to Putnam Clubhouse's career services Monday through Friday
- Prevocational skill development through the work-ordered day Monday through Friday
- Individual career planning and goal setting with chosen staff advisor
- Employment labs
- Workshops on healthy living habits that support success in employment
- Assistance finding appropriate jobs to apply for
- Assistance communicating with potential employers
- Placement in and ongoing supervision with transitional employment positions at area businesses managed by Putnam Clubhouse
- Peer and staff support and recognition for employed members
- Assistance retaining employment
- Assistance in attending school to improve future employment opportunities.
- Advocacy for members attending school and/or working directly with their educational institutions/employers
- Assistance with obtaining appropriate career attire
- Benefits counseling

**Description of what will be achieved:**

During the 12-month 2021-2022 contract period, at least 400 adult residents of Contra Costa County who are recovering from psychiatric disorders will be provided with a comprehensive array of vocational services by Putnam Clubhouse that will help them learn or improve upon the skills and competencies needed for gaining and retaining paid employment. Participants will additionally receive food assistance through the subsidized meal program offered by Putnam Clubhouse.

All of the following services are currently available and with a new contract for 2021-2022 would continue to be available without interruption.

- Prevocational skill development
  - Work-ordered day is held Monday-Friday: 9 a.m. to 5 p.m. For the time being, all Putnam Clubhouse programs are on a virtual platform. As soon as we are able to open up safely, members will have the option for inhouse programming and virtual programming.
  - Participation is recorded through sign-in sheets and entered in database
- Individual career planning and goal setting with chosen staff advisor
  - Offered to all new members upon joining and on an ongoing basis
  - Files are kept of all career plans
- Employment labs/ virtual appointments
  - Employment labs are held regularly
  - Participation is recorded through sign-in sheets and entered in database

- Workshops on healthy living habits that support success in employment
  - Topical healthy living workshops are held weekly and members are encouraged to set personal health goals
  - Participation is recorded through sign-in sheets and entered in database
- Assistance finding appropriate jobs to apply for
  - Career development services are available with staff and peers providing assistance Monday – Friday 9 a.m. to 5 p.m.
  - Assistance is recorded through sign-in sheets and entered in database
- Assistance communicating with potential employers
  - Advisor works with member
  - Assistance is recorded through sign-in sheets and entered in database
- Placement in and ongoing supervision with transitional employment positions at local businesses managed by Putnam Clubhouse. COVID-19 has had an impact on our transitional employment program, but the S.A.W.S (School And Work Supports) Team are working diligently with employers to develop new opportunities.
- Members rotate in Clubhouse-managed transitional employment positions available every six to nine months. (Our TE Positions are on hold, as the businesses are closed at this time)
- Peer and staff support and recognition for employed members
  - Regularly scheduled career lunches are held virtually or at a local park when safe to do so with COVID-19
  - Members who are working or attending school are posted on charts in common areas where everyone can see
  - Members who obtain jobs or begin school are recognized at weekly meetings and in the Clubhouse newsletter
- Assistance retaining employment
  - Reach-out calls are made at least on a monthly basis
  - Working members check in with advisors when attending program
  - Assistance is recorded through sign-in sheets and entered in database
- Assistance in attending school to improve future employment opportunities
  - Reach-out calls are made at least on a monthly basis
  - Members attending school check in with advisors when attending program
  - Assistance is recorded through sign-in sheets and entered in database
- Advocacy for members attending school or working with their educational institutions/employers
  - Assistance is recorded through sign-in sheets and entered in database
- Assistance with obtaining appropriate career attire
  - Clubhouse will support members in need of clothing for work and/or school by connecting to community resources.
  - Assistance is recorded through sign-in sheets and entered in database
- Benefits counseling
  - Staff communicates with appropriate agencies by phone or in person when needed to assist members with their benefits when impacted by employment
  - Assistance is recorded through sign-in sheets and entered in database

#### **S.T.A.R Transportation Assistance**

- A paid member driver will continue to be employed at 15 hours a week to provide transportation assistance to members using one of the Clubhouse's existing vehicles.
- Rides will make it possible for more members to attend and gain access to the Clubhouse's full array of services.
- Rides will be available for job interviews and other appointments (including healthcare-related ones) in support of members achieving wellbeing and career success.

**Food-Nutrition: The Putnam Pantry** (reducing hunger, promoting healthy eating, improve access and availability of fresh produce to our underserved population) \*\*\*All of the below items include member participation.

**Putnam Pantry-Food Delivery Program:** This Program was developed during COVID-19 and the stay-at-home order. Program will continue while stay-at-home orders are in place, and will continue to support clients/members who are in need of support. There is no cost for the food or delivery.

- Healthy meals delivered to those facing food insecurity, including fresh fruits and vegetables.

**Healthy meals prepared/served in-house:** (If COVID-19 safe, and clients can return to the Putnam Clubhouse physical space our in-house food program will resume as follows)

- Lunch (always includes a vegetarian and allergy-sensitive option)
- Everyone eats lunch at the same time: teach importance of not skipping meals; need for maintaining healthy blood sugar.
- Dinners to take home
- Snacks

#### **Menu Planning:**

- Creating healthy, balanced meals – lunch is always balanced to include fruits/veggies
- Choose from a variety of healthy recipes
- Encourage people to try new foods (introduce different cultures such as Italian, French, Chinese, Turkish, Russian)
- Explore new recipes

#### **Meal Preparation:**

- Safe cookware/tools
- Proper cleaning of fruits/veggies
- Disinfecting surfaces

#### **Healthy Meal Prep:**

- Low sodium, low-fat, no smoked/processed items
- Cook with olive oil, not vegetable oil; olive oil spray instead of vegetable oil spray
- Preparing from scratch (no cans, no preservatives)

#### **Healthy Choices:**

- Promote drinking water – water jugs (plain or with fresh lime) available in-house (pre-COVID)
- Proper serving sizes for snacks made available in our inhouse snack shop: Pat's Place)
- Healthy snacks: smoothies/shakes with fresh fruit

#### **Nutrition related outings:**

- Grocery Shopping: Teach budgeting, reading labels
- Farmers Market: Choosing fresh fruits/vegetables and other healthy choices
- Healthy meals prepared/packed for outings



## **Comprehensive Health Services: G.R.O.W (Get Right On Wellness)**

### **Physical Health:**

John Muir Health Residents: Physician-led meetings regarding variety of healthcare topics including: nutrition, weight loss, diabetes, heart health, flu vaccine, COVID protocols, exercise, blood pressure, preventative screenings.

Fitness in the Park/Zumba: weekly staff-led meetings both virtual and in-person with COVID precautions – meet or Zoom from Todos Santos Park for stretching, Zumba, working out.

Virtual Walk: members accompany each other on a walk over Zoom.

Walking with River: weekly staff-led meetings both virtual and in-person with COVID precautions – go walking with staff's dog for motivation and fun.

Zumba: Weekly volunteer-led Zumba class – promoting movement, dance, socializing, fun.

Supporting Transportation and Rides (STAR): transport members to medical appointments

Nutrition: deliveries and in-house meals including fresh fruits/vegetables

Weight Watchers: supporting each other in setting and working towards healthy goals.

15-15-15-15: supporting each other – 15 minutes of exercise, 15 glasses of water a day, lose 15 pounds in 30 days.

**Implementing infection prevention protocols** – partnered with John Muir Health Infection Prevention and continuously updated as needed:

- Limited number of people in building
- Limited number of people in rooms/restrooms/elevator at a time
- Masking
- Hand hygiene
- Temp taking
- Distanced furniture
- COVID questionnaire upon entry
- Six-foot distancing
- No self-service food/drinks
- Sanitizing stations
- Sanitizing procedures throughout day
- Continuous education for members/staff

**Member Needs:** support members with multiple issues/concerns including the following:

- MediCal, Medicare, Kaiser, other insurance
- CalFresh applications
- Social Security, disability issues
- Schedule appointments (identify/locate new providers)
- Pharmacy; refill prescriptions (navigate and manage barriers including insurance issues)
- \*\*\*for all of the above: advocate and appeal denials

### **Mental Health:**

Virtual Programming: due to Stay-at-Home Order, robust virtual programming developed/implemented immediately providing Zoom meetings seven days a week; all invited to attend (cell phones provided as needed). Some examples of wellness programming:

- Start Your Morning with Sandy (sharing of inspirations, setting daily goal, starting the day off positively)
- Time to Unwind (evening programming to fill potentially vulnerable time, end the day on a positive note, decrease isolation, socialize)
- Crafting (being creative, expressing self through art, keeping hands busy, staying distracted, socializing)
- Specialty programming (Young Adult, Healthy Silvers, Pride Time)
- Journaling (expressing self, organizing thoughts, exploring thoughts/ideas)
- Music Appreciation (expressing self through music, learning about and appreciating different genres, expanding coping skills, socializing)

**Weekly meetings beginning April 2020 and ongoing led by specialized volunteers:**

- Randi Hackbarth, RN, retired Director of Nursing, John Muir Health Behavioral Health Center: ask medical questions and get updates about COVID.
- Cindy Mataraso, PsyD, Director of Clinical and Behavioral Health Services, Crestwood Behavioral Health: mindfulness
- Mary Olowin, MD, retired Kaiser Permanente psychiatrist: Making Do in a Pandemic – coping skills for sheltering in place, managing anxiety, managing isolation.
- Sandy Young, LMFT, Manager of Admissions and Social Services, John Muir Health Behavioral Health Center: psychoeducation, emphasize importance of structure/routine, provide support, remind each other about coping skills
- Chris Celio, PsyD, Director of Clinical Programs, Hume Center: 3 workshops - Making Friends, Making Best Friends, Getting Ready for Romance
- Mae Bragen, LMFT: Meditation (co-lead with member)
- Anna Lubarov: Wellness Support Group – WRAP support
- Veronica McManus: Acceptance Commitment Therapy (ACT) - 8-week series
- Tamara Hunter: Straight Talk with Tamara – talk openly about stress, anxiety and coping
- Tim Richardson: 8 Dimensions of Wellness - series of meetings regarding: Physical, Intellectual, Emotional, Social, Spiritual, Vocational, Financial, and Environmental Wellness

**Outreach:**

- Phone calls: daily calls to members to check in
- Birthday phone calls: all members receive a call
- Birthday cards: mailed to all members
- Postcards (designed by member): mailed and included in care packages
- Monthly calendars mailed by request
- Mobile: brought flowers, food, arts/crafts supplies, books, puzzles
- Facebook: conversations, post flyers, promote and encourage participation in activities,
- Website: portal to virtual programming, list daily/monthly calendar of activities and special events, COVID info, fire/smoke safety, resources, informational videos, membership applications

**Housing and Shelter: H.O.M.E (Housing Options Made Easier)**

Putnam Clubhouse's H.O.M.E project has been in place since spring of 2020. Clients are assisted with deposits to include first and last months rent, or can receive rental assistance to prevent eviction or getting behind in their rent. The program is most desirable as there is no red tape to apply and receive the assistance. A client together with a staff worker, writes a letter of assistance requesting a dollar amount to the executive director. The executive director approves the amount, and payment is made directly with the owner/landlord in a manner of a few days.

**D. Sustainability**

As noted in the Leveraging Funding section above, Putnam Clubhouse has established during more than a decade of operation, a track record of solid financial support from a variety of sources: other government agencies, foundations, corporations, major donors, and community supporters. In the case of funding being reduced or eliminated, this breadth of support provides opportunity to make up for a potential loss. For example, upon request, a major foundation grant was increased by 20% in 2020, and several new grant proposals were submitted and approved for funding. The fall annual gala continues to grow, we hold a spring fundraising event, and the Clubhouse recently launched a third annual fundraising event with the potential to further increase funding. The list of major corporate and individual donors continues to increase each year.

**E. Partnering with existing agencies to avoid duplication and maximize efficiency.**

Our service model is unique in terms of participants being members and running their own program while gaining and improving upon prevocational skills, practicing social skills, and acquiring wellness tools. However, we maintain close relationships and have formed collaborations with other key programs in Contra Costa County that serve adults recovering from serious mental illness, including those managed by independent nonprofit agencies and programs under ContraCosta Behavioral Health Services. We also partner with the two main healthcare systems in Contra Costa County: John Muir Behavioral Health Services, and Kaiser Permanente.

**SECTION IV. CONTRACT REQUIREMENTS**

**A. Worker's compensation**

See Certificate of Insurance attached in email.

**B. Professional liability**

Due to the nature of our services and staffing (by design we do not employ licensed providers), a professional liability policy is not appropriate for our program.

**C. Comprehensive general liability, including automobile**

See Certificate of Insurance attached to email, this document is our current comprehensive general liability policy, including automobile.

**D. Current List of Board of Directors and Staff**

**Board of Directors**

Linda Cardiff, President  
Linn Coombs, Vice President  
Betty McCabe, Treasurer  
Randi Hackbarth, Secretary  
Paula Boyd  
Dave Coombs  
Jim Davis  
Jennifer Elsas  
Paige Taylor  
Lisa Breton  
Steve Diekmann  
Cindy Mataraso

**Staff**

Tamara Hunter, Executive Director  
Haley Thomas, Program Manager  
Liliana Moreno, Administrative Assistant  
James Cooper, Hospitality Unit Lead  
Marissa O'Neill, DREEM Unit Lead  
Micki Lamb, Staff Generalist  
Olena Kononovych, Staff Generalist  
Tim Richardson, Staff Generalist  
Amber King, Staff Generalist  
Kai Powell, Staff Generalist  
Angela Mills, Staff Generalist  
Sandy Young, Staff Generalist

**E. Conflict of Interest Statement: Please see Conflict of Interest Statement: Attached to email.**

**F. The Contra Costa Clubhouses, Inc. can certify:** A Smoke-free /Drug Free Workplace work Environment. Has a Discrimination Policy, and Cultural Diversity Policy. We are compliant with Affirmative Action

*Housing-Shelter / Employment-Jobs/ Food-Nutrition/Comprehensive Health Services*


ATTACHMENT D

CONFLICT OF INTEREST FORM

The below noted member of the board of directors and executive director of the noted agency hereby certifies that there is not a conflict of interest with the Contra Costa County Economic Opportunity Council. We attest that, to the best of our knowledge, no board member or staff have any direct or indirect interest with any member of the Contra Costa County Economic Opportunity Council that would prevent the exercise of fair and impartial judgment in our proposal evaluation. A conflict of interest is a transaction or arrangement that might benefit the private interest of an officer, board member, or employee.

We also understand that all proposals and their contents are considered confidential information and may not be distributed. This form shall be returned to the Employment and Human Services Department, Contracts and Grants Unit, 40 Douglas Drive, Martinez, CA 94553. Upon awarding of any contract, the proposals, with some limitations, may become public information.

  
\_\_\_\_\_  
Signature of Board Member

  
\_\_\_\_\_  
Date

Betty McCabe  
Print name

Board Treasurer/ The Contra Costa Clubhouses, Inc.  
Title / Position / Agency

  
\_\_\_\_\_  
Signature of Executive Director (or designee)

  
\_\_\_\_\_  
Date

Tamara Hunter  
Print name

Executive Director/ The Contra Costa Clubhouses, Inc  
Title / Position / Agency



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/19/2021

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

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


<b>PRODUCER</b> R.C. Fischer & Co. 1301 Ygnacio Valley Rd #100 Walnut Creek CA 94598	<b>CONTACT NAME:</b> Carrie Mehan <b>PHONE (A/C, No, Ext):</b> 925-627-5474 <b>FAX (A/C, No):</b> 925-932-0962 <b>E-MAIL ADDRESS:</b> cmehan@rcfischer.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Contra Costa Clubhouses 3024 Willow Pass Road Ste 230 Concord CA 94519	<b>CONTR-3</b>	<b>INSURER A :</b> Nonprofits Insurance Alliance of California, Inc.
		<b>INSURER B :</b> State Compensation Insurance Fund <b>NAIC #</b> 35076
		<b>INSURER C :</b> Alliance of Nonprofits for Insurance, Risk Retenti <b>10023</b>
		<b>INSURER D :</b>
		<b>INSURER E :</b>
		<b>INSURER F :</b>

**COVERAGES**      **CERTIFICATE NUMBER:** 1227341791      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	2020-22293	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		2020-22293	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	9286793-20	10/27/2020	10/27/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	D&O Liability		2020-22293DONPO	12/31/2020	12/31/2021	Each Occurrence 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Contra Costa County, its officers and employees are named as additional insured per attached form #CG20260413.

<b>CERTIFICATE HOLDER</b>  Contra Costa Health Services Contracts & Grants Unit 1470 Civic Court #200 Concord CA 94520	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
  2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.