

GRANT AGREEMENT
COUNTY MEDICAL SERVICES PROGRAM GOVERNING BOARD
COVID-19 EMERGENCY RESPONSE GRANT PROGRAM

between

COUNTY MEDICAL SERVICES PROGRAM
GOVERNING BOARD
("Board")

and

COUNTY OF HUMBOLDT DEPARTMENT OF HEALTH AND HUMAN
SERVICES
("Grantee")

Effective as of:
July 15, 2020

GRANT AGREEMENT
COUNTY MEDICAL SERVICES PROGRAM
COVID-19 EMERGENCY RESPONSE GRANT PROGRAM (CERG)

This Grant Agreement ("Agreement") is by and between the County Medical Services Program Governing Board ("Board") and the County Medical Services Program ("CMSP") participating county on Exhibit A ("Grantee").

A. Conditions of disaster or of extreme peril to the health and safety of persons and property have arisen both internationally and within the United States as a result of the introduction of the novel coronavirus ("COVID-19"), a novel communicable disease which led to California Governor Gavin Newsom, to proclaim a State of Emergency for California on March 4, 2020.

B. In response to the COVID-19 pandemic, on April 2, 2020, the Board adopted Resolution 2020-1, declaring the existence of a local emergency as a result of COVID-19 and directing the Board staff to take necessary steps to assist with the protection of life, health and safety.

C. On April 2, 2020, in response to this emergency, the Board approved the funding of the COVID-19 Emergency Response Grant (CERG) Program (the "Pilot Project") for the benefit of participating CMSP counties in accordance with the terms of its Request for Applications for the COVID-19 Emergency Response Grant Program in the form attached as Exhibit B ("RFA").

D. Grantee submitted an Application ("Application") for the Pilot Project in the form attached as Exhibit C (the "Project").

E. Subject to the availability of Board funds, the Board desires to award funds to the Grantee for performance of the Project.

The Board and Grantee agree as follows:

1. Project. Grantee shall perform the Project in accordance with the terms of the RFA and the Application. Should there be a conflict between the RFA and the Application, the RFA shall control unless otherwise specified in this Agreement.

2. Grant Funds.

A. Payment. Subject to the availability of Board funds, the Board shall pay Grantee the amounts in the time periods specified in Exhibit A ("Grant Funds") within thirty (30) calendar days of the Board's receipt of an invoice from Grantee for the Project, as described in Exhibit A. Neither the Board nor CMSP shall be responsible for funding additional Project costs, any future COVID-19 Emergency Response Grant Program, any Pilot Projects or any services provided outside the scope of the Pilot Project.

B. Refund. If Grantee does not spend the entire Grant Funds for performance of the Project within the term of this Agreement, then Grantee shall refund to the Board any unused Grant Funds no later than ninety (90) days after the one (1) year anniversary of the Effective Date.

C. Possible Reduction in Amount. The Board may, within its sole discretion, reduce any Grant Funds that have not yet been paid by the Board to Grantee if Grantee does not demonstrate compliance with the use of Grant Funds as set forth in Section 2.D, below. The Board's determination of a reduction, if any, of Grant Funds shall be final.

D. Use of Grant Funds. As a condition of receiving the Grant Funds, Grantee shall use the Grant Funds solely for the purpose of performance of the Project, and shall not use the Grant Funds to fund Grantee's administrative and/or overhead costs; provided, however, an amount of the Grant Funds equal to or less than fifteen percent (15%) of the total Project expenditures may be used to fund Grantee's administrative and/or overhead expenses directly attributed to the Project. Grantee shall provide Board with reasonable proof that Grantee has dedicated the Grant Funds to the Project. Grantee shall refund to the Board any Grant Funds not fully dedicated to the Project no later than ninety (90) days after the one (1) year anniversary of the Effective Date.

E. Coordination of Funds. The Grantee is not required to provide in kind and/or matching funds for receipt of Grant Funds but Grantee shall take appropriate and necessary steps to coordinate the use and expenditure of Grant Funds with other funds Grantee may receive through federal, state, or other allocations provided to address the COVID-19 pandemic for emergency response, preparedness, and support for at-risk populations, including but not limited to persons that are homeless. Such coordination shall be required so that Grant Funds and funds from other sources are utilized by Grantee in a manner that maximizes the potential scope and reach of Grantee's efforts to combat the COVID-19 pandemic and thereby maximizes the effectiveness of the Pilot Project.

3. Grantee Data Sheet. Grantee shall complete and execute the Grantee Data Sheet attached as Exhibit D ("Grantee Data Sheet"). Board may, within its sole discretion, demand repayment of any Grant Funds from Grantee should any of the information contained on the Grantee Data Sheet not be true, correct or complete.

4. Board's Ownership of Personal Property. If Grantee's Application anticipates the purchase of personal property such as computer equipment or computer software with Grant Funds, then this personal property shall be purchased in Grantee's name and shall be dedicated exclusively to the Grantee's health care or administrative purposes. If the personal property will no longer be used exclusively for the Grantee's health care or administrative purposes, then Grantee shall, immediately upon the change of use, pay to the Board the fair market value of the personal property at the time of the change of use. After this payment, Grantee may either keep or dispose of the personal property. Grantee shall list all personal property to be purchased with Grant Funds on Exhibit A. This paragraph 4 shall survive the termination or expiration of this Agreement.

5. Authorization. Grantee represents and warrants that this Agreement has been duly authorized by Grantee's agency submitting the Application (the "Applicant") and the person executing this Agreement is duly authorized by the Applicant to execute this Agreement on the Applicant's behalf. Grantee's County Administrative Officer or his/her designee ("CAO") shall also execute this Agreement on Grantee's behalf. In addition, Grantee shall seek Grantee's board of supervisor's approval or ratification of this Agreement and the execution by the CAO and the Applicant within sixty (60) days of the Effective Date. Should this Agreement and the execution of the CAO and the Applicant not be approved or ratified by Grantee's board of supervisors within such time, Board shall not provide, and shall not be obligated to provide, any additional funding under this Agreement for any reason unless Grantee provides Board with evidence acceptable to Board of Grantee's board of supervisor's approval or ratification before six (6) months after the Effective Date.

6. Interim and Final Progress and Project and Expenditure Reporting. Grantee shall provide an interim project and expenditure report ("Interim Report") and a final project and expenditure report ("Final Report") documenting the use of Grant Funds and such other matters as requested by the Board in a form specified by the Board. Grantee shall provide to Board the Interim Report no later than March 15, 2021. Grantee shall provide to Board the Final Report no later August 15, 2021.

7. Term. The term of this Agreement shall be from July 15, 2020 to January 14, 2022 unless otherwise extended in writing by mutual consent of the parties.

8. Termination. This Agreement may be terminated: (a) by mutual consent of the parties; (b) by either party upon thirty (30) days prior written notice of its intent to terminate; or, (c) by the Board immediately for Grantee's material failure to comply with the terms of this Agreement, including but not limited to the terms specified in paragraphs 2.D through E, 3, 4 5 and 6. Upon termination or expiration of the term, Grantee shall immediately refund any unused Grant Funds to the Board, and shall provide the Board with copies of any records generated by Grantee in performance of the Project and pursuant to the terms of this Agreement.

9. Costs. If any legal action or arbitration or other proceeding is brought to enforce the terms of this Agreement or because of an alleged dispute, breach or default in connection with any provision of this Agreement, the successful or prevailing party shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action, arbitration or proceeding in addition to any other relief to which it may be entitled.

10. Entire Agreement of the Parties. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter contained herein and supersedes all prior and contemporaneous agreements, representations and understandings of the parties.

11. Waiver. To be effective, the waiver of any provision or the waiver of the breach of any provision of this Agreement must be set forth specifically in writing and signed by the giving party. Any such waiver shall not operate or be deemed to be a waiver of any prior or future breach of such provision or of any other provision.

12. No Third-Party Beneficiaries. The obligations created by this Agreement shall be enforceable only by the parties hereto, and no provision of this Agreement is intended to, nor shall it be construed to, create any rights for the benefit of or be enforceable by any third party, including but not limited to any CMSP client.

13. Notices. Notices or other communications affecting the terms of this Agreement shall be in writing and shall be served personally or transmitted by first-class mail, postage prepaid. Notices shall be deemed received at the earlier of actual receipt or if mailed in accordance herewith, on the third (3rd) business day after mailing. Notice shall be directed to the parties at the addresses listed on Exhibit A, but each party may change its address by written notice given in accordance with this Section.

14. Amendment. All amendments must be agreed to in writing by Board and Grantee.

15. Assignment. This Agreement shall be binding upon and shall inure to the benefit of the parties to it and their respective successors and assigns. Notwithstanding the foregoing, Grantee may not assign any rights or delegate any duties hereunder without receiving the prior written consent of Board.

16. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed by the laws of the State of California.

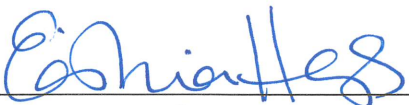
17. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

18. Nuclear Free Humboldt County Ordinance Compliance. The Board certifies by its signature below that it is not a Nuclear Weapons Contractor, in that the Board 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. The Board agrees to notify Grantee immediately if it becomes a Nuclear Weapons Contractor as defined above. Grantee may immediately terminate this Agreement if it determines that the foregoing certification is false or if the Board subsequently becomes a Nuclear Weapons Contractor.

Date effective: July 15, 2020

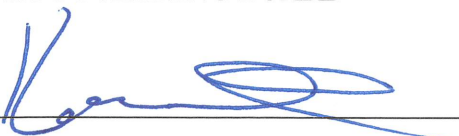
GRANTEE:

COUNTY OF HUMBOLDT DEPARTMENT
OF HEALTH AND HUMAN SERVICES
County Administrative Officer:

By: 
Title: ASST. County ADMIN. OFFICER

BOARD:

COUNTY MEDICAL SERVICES
PROGRAM GOVERNING BOARD

By: 
Kari Brownstein, Administrative Officer

Applicant:


By: 
Title: Director - DHHS

EXHIBIT A

GRANTEE: COUNTY OF HUMBOLDT DEPARTMENT OF HEALTH AND HUMAN SERVICES

GRANT FUNDS:

Total Amount To Be Paid to Grantee under Agreement \$ 367,836

Amount to Be Paid Upon Execution Of This Agreement (07/15/20): \$183,918

Amount To Be Paid Following Receipt of Grantee's Interim Report (03/15/21): \$147,134.40

Amount To Be Paid On Board's Determination and Acceptance of Grantee's Final Report (08/15/21): \$36,783.60

If Funds will be Used to Purchase Personal Property, List Personal Property to be Purchased:

NOTICES:

Board:
County Medical Services Program Governing Board
Attn: Anna Allard, Grants Manager
1545 River Park Drive, Suite 435
Sacramento, CA 95815
(916) 649-2631 Ext. 120
(916) 649-2606 (facsimile)

Grantee:
County of Humboldt Department of Health and Human Services
Attn: Amy Nilsen, County Administrative Officer
5074 F St.
Eureka, CA, 95501
(707) 445-7266

EXHIBIT B
REQUEST FOR APPLICATIONS
BOARD'S REQUEST FOR APPLICATIONS



COVID-19 Emergency Response Grant (CERG) Program REQUEST FOR APPLICATIONS

COUNTY MEDICAL SERVICES PROGRAM GOVERNING BOARD

I. ABOUT THE COUNTY MEDICAL SERVICES PROGRAM

The County Medical Services Program (CMSP) was established in January 1983, when California law transferred responsibility for providing health care services to indigent adults from the State of California to California counties. This law provided counties with a population of 300,000 or fewer with the option of contracting back with the California Department of Health Services (DHS) to provide health care services to indigent adults.

In April 1995, California law was amended to establish the County Medical Services Program Governing Board (Governing Board) to govern and oversee CMSP. The Governing Board is composed of ten county officials and one ex-officio representative of the Secretary of the California Health and Human Services Agency. The Governing Board sets overall program and fiscal policy for CMSP for the thirty-five California counties that participate in CMSP (CMSP county). CMSP is funded by State Program Realignment revenue (sales tax and vehicle license fees) and County Participation Fees.

The Governing Board operates two benefit programs: CMSP and the Path to Health Pilot Project. CMSP members are medically indigent adults, ages 21 through 64, who are residents of a CMSP county, have incomes less than or equal to 300% of the Federal Poverty Level, and are not eligible for Medi-Cal or Covered California. Path to Health Pilot Project members are undocumented CMSP county residents, ages 26 and older, that are not otherwise eligible for CMSP and are eligible for and enrolled in emergency medical services (restricted scope) under the Medi-Cal program. Beyond CMSP Path to Health, the Governing Board operates various pilot projects and grant programs.

II. ABOUT THE CMSP COVID-19 EMERGENCY RESPONSE GRANT

The CMSP Governing Board seeks to support CMSP counties in responding to the COVID-19 pandemic emergency through the provision of funding to expand the delivery of services that support local preparedness, containment, recovery and response activities in CMSP counties affected by the novel coronavirus. The COVID-19 Emergency Response Grant (CERG) is intended to assist CMSP counties in addressing the needs of various low-income populations with or at-risk of COVID-19 conditions. Applications will be accepted starting April 10, 2020 and no later than August 31, 2020 and awards will be made on a rolling basis.

Examples of emergent needs that could be funded include:

1. Personal Protection Equipment (PPE), Healthcare Equipment and Supplies:

This includes items such as facemasks, gowns, hand sanitizer, and similar supplies

and equipment needed to assist public employees, local health care providers, non-profit human services providers, and first-responders in responding to the COVID-19 pandemic.

2. **Supportive Quarantine Services:** This includes items such as hotel vouchers, rent coverage, food, and personal hygiene supplies for uninsured or underserved populations.
3. **Public Employees Needed for Emergency Response:** This includes salary and fringe benefits for existing employees or new limited-term employees of CMSP county public health, health care, and behavioral health departments required to support and provide assistance to low-income individuals affected by the COVID-19 pandemic.
4. **Non-Profit Human Services Providers Needed for Emergency Response:** This includes community-based non-profit organizations providing emergency support to low-income individuals affected by the COVID-19 pandemic, including salaries and fringe benefits for existing or new limited-term employees.
5. **Public Information and Outreach:** This includes development of public messaging regarding COVID-19 services and emergency response, including radio, print, digital and other means of communication.

III. TARGET POPULATIONS

The target populations for CERG funding must focus on one or more of the following population groups within a CMSP county:

1. Uninsured and/or underinsured low-income adult residents seeking health care services and supports in response to COVID-19 conditions;
2. Specific low-income population groups in the county, including adults, identified as most at risk of COVID-19 conditions based upon current county data on risk and need;
3. Publicly supported low-income adult populations, including those on CMSP, Path to Health, Medi-Cal and/or Medicare, seeking health care services and supports in response to COVID-19 conditions;
4. Low-income adult residents with existing health or behavioral health conditions that have housing and/or transportation challenges that impede their ability to obtain necessary health care services and/or necessary shelter to address COVID-19 conditions.

IV. APPLICANT ELIGIBILITY

Lead Agency Applicant Requirements

COVID-19 Emergency Response Grants shall be focused within each CMSP County. They may focus on one geographic region of a county or operate countywide. The 35 CMSP counties are listed in [APPENDIX A](#).

Only one application will be considered from each CMSP County.

The Lead Agency Applicant shall be limited to one of the following CMSP county agencies: County Health and Human Services Agency, County Health Department, County Public Health Department or County Office of Emergency Services.

V. PROGRAM TIMELINE

The CERG program shall provide grant funding for a 12-month period. The following timeline shall guide the program:

04/03/2020	CERG Request for Applications (RFA) Released
04/08/2020	1 st CERG RFA Assistance Webinar at 10:00 AM
04/09/2020	2 nd CERG RFA Assistance Webinar at 2:00 PM
04/10/2020	CERG Grant Program Applications Accepted (begins)
04/17/2020	Approval of CERG Applications Begins (rolling basis) and Grant Awards Announced (by email and posted on CMSP website)
04/20/2020	Execution of Grant Award Agreements Begins (rolling basis)
08/31/2020	Final Date for Submission of CERG Applications (ends)
11/20/2020	Sixth-Month Grant Progress/Expenditure Reports Due (rolling basis)
05/30/2021	County Project and Expenditure Reports Due (rolling basis after 12 months following execution of Grant Award Agreement)

VI. FUNDING AWARDS

The Governing Board, within its sole discretion, may provide funding to counties participating in CMSP for the COVID-19 Emergency Response Grant activities described in this RFA. As approved by the Governing Board on April 2, 2020 the maximum amount of funding available to each participating CMSP County is presented in [APPENDIX A](#). Further, the Governing Board, within its sole discretion, may release all or some portion of the amounts presented in [APPENDIX A](#). Total funding provided by the Governing Board for the COVID-19 Emergency Response Grant Program may equal up to \$10,145,976 for a 12-month grant period.

Unless otherwise determined by the Governing Board, following the Governing Board's approval of a county's COVID-19 Emergency Response Grant Program Application, the CMSP County will receive a total 12-month allocation. One-half (50%) of that amount will be allocated immediately upon execution of the CERG Agreement; forty-percent (40%) will be allocated six months from the Agreement execution date, provided the County submits a required Progress and Expenditure Report; and, ten percent (10%) will be allocated upon receipt of the County's final Project and Expenditure Report. Please refer to [APPENDIX B](#) for allowable and unallowable grant expenses.

VII. FUNDING AWARD DETERMINATION

The Governing Board shall have sole discretion on whether to award funding for a COVID-19 Emergency Response Grant. CERG program applications shall be reviewed to assure that the projects meet necessary standards for receipt of the COVID-19 Emergency Response Grant funding. CERG program applications will be reviewed for completeness in the following areas:

1. Summary of Proposed Grant Funded Activities
 - Description of specific needs to be addressed with grant funding
 - Description of target populations to be served
 - Description of anticipated organizations that will receive funding: eligible county departments and non-profit organizations
 - Description of anticipated services, staff and/or supplies that will be provided by each organization that receives funding (either directly or through subcontract)
2. Budget Request
 - Description of initial proposed use of Grant funds for services, staff and supplies and expected outcomes for each type of expenditure
 - Description of other anticipated COVID-19 funding sources, identified gaps, and coordination of funds
 - Budget (in accordance with the Budget template, [APPENDIX E](#))
3. Data Collection
 - Description of expected data to be collected to demonstrate impact of services provided

VIII. APPLICATION ASSISTANCE

A. RFA Assistance Webinars

To assist CMSP counties, Governing Board staff will conduct four RFA assistance webinars on the following dates and times:

Wednesday, April 8, 2020 at 10:00 AM

Zoom Link:

<https://zoom.us/j/778287474?pwd=ZEkyNGJWYWdsa0VUZ1I2SGFsQ21DZz09>

Zoom Meeting Number: 778 287 474

Zoom Password: 240783

Thursday, April 9, 2020 at 2:00 PM

Zoom Link:

<https://zoom.us/j/243212084?pwd=VHA4TzNqYkVOZUtUOWgxa2RJK2xyZz09>

Zoom Meeting Number: 243 212 084

Zoom Password: 190295

Wednesday, May 13, 2020 at 10:00 AM

Zoom Link:

<https://zoom.us/j/97205692455?pwd=T1NTbINISHBBekRvYUUXSjFIUkwzZz09>

Zoom Meeting Number: 972 0569 2455

Zoom Password: 464097

Wednesday, June 3, 2020 at 1:00 PM

Zoom Link:

<https://zoom.us/j/98391210838?pwd=czN0WFVSR2IkVnpsbnQrU1RMZXJGdz09>

Zoom Meeting Number: 983 9121 0838

Zoom Password: 812160

Applicants are encouraged to bring any questions they have regarding the CERG Program requirements and the application process to these webinars.

B. Frequently Asked Questions (FAQ)

Once the application process gets underway, questions that are received by the Governing Board will be given written answers and these questions and answers will be organized into a Frequently Asked Questions (FAQ) document that will be posted on the Governing Board's website under the [COVID-19 Emergency Response Grant Program website page](#).

C. Contact Information

Please direct any questions regarding the RFA to Anna Allard, Grants Manager at aallard@cmspcounties.org or by phone at 916-649-2631 x120.

IX. APPLICATION INSTRUCTIONS & REQUIREMENTS

- A. Applications may be submitted beginning April 10, 2020 through August 31, 2020 at 5:00 PM PST.
- B. Submit all applications via email to grants@cmspcounties.org. Please include the "County name" and "CERG Application" in the subject line of the email.
- C. All applications must be complete at the time of submission and must use the required forms provided. The required forms are available for download on the [COVID-19 Emergency Response Grant Program website page](#).
 1. Completed [CERG Cover Sheet \(APPENDIX C\)](#). The cover sheet must be signed by the Applicant Agency and by the County Administrative Officer, or their designee, of the County requesting the CERG.

- i. Please include a PDF of the signed version of the CERG Cover Sheet ([APPENDIX C](#)).
 - ii. Please also include an Excel file of the unsigned version of the CERG Cover Sheet ([APPENDIX C](#)).
 2. Completed [CERG Request Form \(APPENDIX D\)](#).
 3. Completed [CERG Budget Template \(APPENDIX E\)](#). Funding requests must not exceed the maximum funding amount for each CMSP county listed within [APPENDIX A](#). Proposed expenditures must be in alignment with the allowable uses of grant funds listed in [APPENDIX B](#). Administrative and/or overhead expenses cannot equal more than 15% of the total project expenditures.
- D. Do not provide any materials that are not requested, as reviewers will not consider the materials.
- E. Only **one** application will be considered from each CMSP County.

X. APPENDICES

[APPENDIX A: Maximum Funding Amount by CMSP County](#)

[APPENDIX B: Allowable Use of Grant Funds](#)

[APPENDIX C: CERG Cover Sheet](#)

[APPENDIX D: CERG Request Form](#)

[APPENDIX E: CERG Budget Template](#)

EXHIBIT C
APPLICATION
GRANTEE'S APPLICATION

APPENDIX C: COVER SHEET
CMSP COVID-19 EMERGENCY RESPONSE GRANT (CERG) PROGRAM

1. CMSP County to Be Served: Humboldt

2. Funding Request:
Requested Amount : \$367,836

3. Lead Agency Applicant:

Organization: County of Humboldt Dept. of Health & Human Tax ID Number: 94-6000513
Applicant's Director: Connie Beck
Title: Director
Address: 507 F St.
City: Eureka State: CA Zip Code: 95501 County: Humboldt
Telephone: 707-268-3447 Fax: _____
Email address: cbeck@co.humboldt.ca.us

4. Primary Contact Person (Serves as lead contact for the project):

Name: Jessica Bradbury
Title: Administrative Analyst
Organization : County of Humboldt DHHS Public Health
Address: 507 F St.
City: Eureka State: CA Zip Code: 95501 County: Humboldt
Telephone: 707-441-5433 Fax: _____
Email address: jbradbury2@co.humboldt.ca.us

5. Secondary Contact Person (Serves as alternate contact):

Name: Nancy Starck
Title: DHHS Administration
Organization : County of Humboldt DHHS
Address: 507 F St.
City: Eureka State: CA Zip Code: 95501 County: Humboldt
Telephone: 707-441-5400 Fax: _____
Email address: nstarck@co.humboldt.ca.us

6. Financial Officer (Serves as Fiscal representative for the project):

Name: Olivia Wilder
Title: Budget Specialist
Organization : County of Humboldt DHHS Public Health
Address: 507 F St.
City: Eureka State: CA Zip Code: 95501 County: Humboldt
Telephone: 707-296-3559 Fax: _____
Email address: owilder@co.humboldt.ca.us

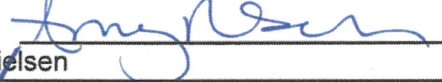
CMSP COVID-19 Emergency Response Grant (CERG) Program

Agreement:


By submitting this application for CMSP COVID-19 Emergency Response Grant, the applicant signifies acceptance of the applicant's responsibility to comply with all requirements stated in the Request for application (RFA) authorized by the County Medical Services Program Governing Board (Governing Board). Further, the applicant understands that should the Governing Board award grant funding to the applicant, the Governing Board is not obligated to fund the grant until the applicant submits the correct and complete documents as required for the grant agreement; the Governing Board is otherwise satisfied that the applicant has fully met all Governing Board requirements for receipt of grant funding; and the grant agreement between the Governing Board and the applicant has been fully executed. The Governing Board shall have sole discretion on whether or not to award grant funding of any amount of the applicant.

I declare that I am the authorized representative of the applicant described herein. I further declare under penalty of perjury under the laws of the State of California that the information set forth in this Cover Sheet and the attached response to the CMSP COVID-19 Emergency Response Grant is true and correct.

County Administrative Officer

Signature:  Date: 5/12/20
Name: Amy Nielsen
Title: County Administrative Officer
Organization: County of Humboldt
Address: 825 5th St.
City: Eureka State: CA Zip Code: 95501 County: Humboldt
Telephone: 707-445-7266 Fax: _____
Email address: cao@co.humboldt.ca.us

Lead Agency Director

Signature:  Date: _____
Name: Connie Beck
Title: Director
Organization: County of Humboldt Department of Health & Human Services
Address: 507 F St.
City: Eureka State: CA Zip Code: 95501 County: Humboldt
Telephone: 707-268-3447 Fax: _____
Email address: cbeck@co.humboldt.ca.us

APPENDIX D: REQUEST FORM
CMSP COVID-19 EMERGENCY RESPONSE GRANT (CERG) PROGRAM

1) COUNTY NAME: *Humboldt*

2) TARGET POPULATION:

- a. Please indicate below which one or more target population(s) the CMSP COVID-19 Emergency Response Grant Program will be focused on by **placing an X** next to the corresponding target population(s):
- Uninsured and/or underinsured low-income adult county residents seeking health care services and supports in response to COVID-19 conditions;
 - Specific low-income population groups in the county identified as most at risk of COVID-19 conditions based upon current data on risk and need;
 - Publicly supported populations, including those on CMSP, Path to Health, Medi-Cal and/or Medicare, seeking health care services and supports in response to COVID-19 conditions;
 - Low-income adult residents with existing health or behavioral health conditions that have housing and/or transportation challenges that impede their ability to obtain necessary health care services to address COVID-19 conditions.
- b. Please briefly describe each of the target populations you have identified and the services or interventions that will be supported with CERG funding to address the needs of each of these target populations.

Target populations include low-income county residents who are over 65 years of age or with an existing health condition that are considered most at risk of complications from COVID-19, as identified by Public Health.

This target population also includes those in the high risk group that are currently experiencing homelessness and do not have the ability to shelter in place as they are particularly vulnerable to COVID-19.

According to the most recent Point in Time (PIT) count (1/23/19), Humboldt County has 1,486 persons over age 24 who were experiencing homelessness. Of those, 1,319 were unsheltered. The U.S. Census QuickFacts data reports that 17.9% of the county population is over 65 years of age.

Humboldt County has secured 64 hotel rooms between different locations to serve populations throughout the county. Hotel rooms are used to support ongoing housing for individuals who are at risk of COVID over the age of 65 or with an existing condition. Additionally, hotel rooms are used to house homeless individuals who have been tested for COVID and are awaiting their test results. If the COVID test is positive, the individual will be

isolated in their room until they are confirmed by a Public Health Nurse to be well and then released.

The Homeless Unit, in the Emergency Operations Center, has set up a referral process for other agencies to refer homeless individuals to the program and screening tools to check the individual meets the at-risk definition. If an individual is released from a health care provider or hospital, they call the Homeless Unit for transportation to the hotel to maintain quarantine/isolation until their test results are received. The Homeless Unit has focused its attention on serving and housing individuals in Eureka.

Other individuals are referred to be housed due to their at-risk status. All individuals entering quarantine/isolations are provided food provisions, clean change of clothes, hygiene kits, cleaning kits, and laundry service.

The Homeless Unit is subcontracting with Arcata House Partnership to provide homeless services in Arcata. Services to individuals include; locating individuals to serve, screening individuals, housing individuals in hotels, tracking data in the Homeless Management Information System (HMIS), and daily check-ins and providing food. This portion of the agreement will serve at least 10 individuals who fall under the at-risk definition.

In addition to housing individuals in hotels, AHP, has set up an area for individuals for tent camping sheltering in place with two sanctioned campsites. They anticipate providing 40 tents and 60 sleeping bags to homeless individuals in the area. AHP will monitor the status of campers daily and make referrals to other programs as needed.

AHP has identified at least 26 individuals who have and or may participate in this program.

3) PROPOSED PARTNER ORGANIZATIONS

Please describe the anticipated organizations that will receive CERG funding including eligible county departments and non-profit organizations.

Sheltering homeless people who are high risk of contracting COVID-19 and homeless people who have tested positive for COVID-19 or awaiting test results has been a joint effort between the Humboldt County Emergency Operations Center (EOC), Department of Health and Human Services (DHHS), health care facilities, and community partners. County of Humboldt DHHS is an integrated agency, with Public Health, Social Services and Behavioral Health departments under DHHS. DHHS programs are providing supportive services such as mental health services, eligibility assistance, housing counseling, and referrals to medical care as wrap around services to people who are placed in quarantined hotel rooms.

County staff have done outreach to health care facilities and provided referral workflows so that eligible participants can properly be referred to the sheltering program and transportation can be arranged to a sheltering facility.

Arcata House Partnership (AHP) is a local non-profit providing housing, meals and supportive services to the targeted population in the central region of Humboldt County. SoHum Housing Opportunities (SHO) is a small local non-profit who is serving the population in Southern Humboldt.

The County will subcontract with AHP and SHO (hereinafter referred to as Partners) in order to clearly define the roles and responsibilities of each organization. Partners will locate individuals who are experiencing homelessness and will screen them for eligibility to the local sheltering program using the County developed "Shelter in Place Sheltering Screening Tool." Partners will review program rules and expectations to the individual. If these terms are agreed upon, Partner organizations will initiate the process to place the individual into appropriate shelter. The subcontract will further detail the process for all parties in obtaining shelter and supporting the individual while sheltered.

Partners will submit a monthly invoice itemizing all services rendered, staff costs and expenses incurred with a final invoice due within 30 days of the contracts expiration or termination. Invoices shall include the date that each service was provided, the total number of service hours provided per day, the total cost per day and the total cost for the month. The subcontract will clearly describe the specific activities to be carried out by the partner organization, allowable staff rates, allowable expenditures and the total amount payable.

4) BUDGET REQUEST

- a. Applicants are required to complete and submit APPENDIX E: CERG Budget Template.
- b. Describe other anticipated COVID-19 funding sources, identified gaps, and how CERG funds will be coordinated with other efforts.

The County of Humboldt received two grant awards from California Business, Consumer Services and Housing Agency (CBCSHA) in the amount of \$636,851 to support COVID-19 emergency homeless services to assist with supportive quarantine services for homeless. These funds, in conjunction with Project Roomkey, are being utilized to support homeless people who have been identified as positive for COVID-19, awaiting COVID-19 test results, or in a category for at risk for COVID-19. The funding through CBCSHA ends June 30, 2020. This leaves a gap in funding to support our agreement with Arcata House Partnership. CERG funds would be used to help support the agreement with Arcata House Partnership to extend their homeless efforts in Arcata from July to October 2020.

Social Services and Mental Health Case management services are being offered to homeless patients who are placed in hotels, these services are being provided under the normal funding streams for case management services.

An additional measure that has been implemented is the placement of handwashing stations placed strategically throughout the county. Funds from CERG would support the continued maintenance and support of these handwashing stations.

Response efforts are being coordinated and in conjunction with the Humboldt County Emergency Operations Center (EOC). Mutual Aid is being provided through Blue Lake Rancheria Office of Emergency Operations (OES). The Blue Lake Rancheria OES is providing pre-made packaged meals to support the patients in hotels, the EOC coordinates, plans and picks up prepared meals and deliver to patients. The EOC also coordinates the pickup of patients from hospitals and health care facilities to be placed in hotels while awaiting test result.

Response efforts from both the EOC and homeless sheltering efforts are anticipated to be reimbursable through Federal Emergency Management Agency (FEMA) and California Office of Emergency Services (CalOES), however reimbursement through these sources are anticipated to be reimbursed to counties long after the response efforts. The ability to use funding sources that are timelier in reimbursement, will assist Humboldt County in the ability to carry the long-term cost of response.

- c. Describe the proposed use of CERG funds for services, staff and supplies and expected outcomes in the six (6) categories provided below. If no activities are proposed for a specific category, please write "CERG funds are not requested". Proposed expenditures must be in alignment with the allowable uses of grant funds listed in APPENDIX B.

Personal Protection Equipment (PPE), Healthcare Equipment and Supplies:

This includes items such as facemasks, gowns, hand sanitizer, and similar supplies and equipment needed to assist public employees, local health care providers, non-profit human services providers, and first-responders in responding to the COVID-19 pandemic.

CERG funds are not requested

Supportive Quarantine Services:

This includes items such as hotel vouchers, rent coverage, food, and personal hygiene supplies for uninsured or underserved populations.

The County of Humboldt has entered into agreement to utilize all forty-four rooms of a hotel. The hotel is being used to shelter individuals in the target population that have tested positive for COVID-19, are awaiting results, or are in a high-risk category. CERG funds will be used to help support up to \$65,000 of the hotel expense from July 2020 to September 2020.

People who are placed in hotel rooms are provided with meals primarily provided through the partnership with Blue Lake Rancheria. People are often referred to the program at odd times of the day and night when the premade meals are not available. Small food kits are given to the client upon checking them into the hotel to ensure nourishment and adherence to isolation/quarantine regulations. Other items purchased to support clients include: change of clothing, toiletries, laundry services, face masks and hand sanitizer. CERG funds will support \$18,392 to the continued effort to support clients during their isolation/quarantine. It is anticipated that these funds will provide 236 individuals with appropriate supplies to remain in isolation/quarantine.

The County of Humboldt, with the help of community partners, identified strategic areas to place publicly available portable toilet and hand-washing stations. The placement is intended to slow the spread of COVID -19 by providing clean accessible ways for people to sanitize. The ongoing cost to support the toilet and hand-washing stations is \$44,327. Four sets of portable toilets and hand washing stations have been placed in McKinleyville it is anticipated that these stations will services 22 people daily. Two sets of portable toilets and handwashing stations were places in Redway it is anticipated that these stations will serve 11 people daily. Sixteen sets of portable toilets and handwashing stations and an ADA portable toilet were places in Arcata it is anticipated that these stations will serve 47 people daily. Six sets of portable toilets and handwashing stations and an ADA portable toilet were places in Eureka it is anticipated that these stations will serve 19 people daily. As businesses have closed due to shelter in place orders and/or reduced access to public due to COVID, it has made barriers to homeless individuals to maintain proper hygiene with out access to bathrooms.

The County of Humboldt will use \$127,719 in Supportive Quarantine Services to support \$65,000 towards the lease of the Humboldt Inn that is managed by county staff in Eureka, \$44,327 to support the ongoing handwashing stations situated throughout Humboldt County, and \$18,392 to support items purchased to assist clients who have been placed in quarantine/isolation in Eureka. Handwashing stations serve the community as a whole and are not directed at the target population, but as an overall means of prevention. Housing and supportive items for the estimated reach of 236 isolated or quarantined individuals is estimated to be \$353.36 per client.

Hotel Lease Contribution	\$65,000
Handwashing/Sanitation Stations	\$44,327
Supportive items for clients*	\$18,392
Total	\$127,719

**Supportive items for clients include change of clothing, toiletries, laundry services, face masks, hand sanitizer, food*

Public Employees Needed for Emergency Response:

This includes salary and fringe benefits for existing employees or new limited-term employees of CMSP county public health, health care, and behavioral health departments required to support and provide assistance to low-income individuals affected by the COVID-19 pandemic.

Public Employees support patients in isolation/quarantine through transportation, case management, mental health services, health care referral and monitoring and housing counseling services. Support for staffing is being leveraged from many sources. It is anticipated that \$37,555 would be needed from CERG to support DHHS Public Health and/or Behavioral Health employee salary and benefits for those assigned to COVID-19 response for identified at-risk populations.

FTE	Position	Annual Salary	Total	Justification
0.20	Senior Program Manager	\$95,118.40	\$19,023.68	Manages the deliverables and services of the grant

				including working with the subcontractors and hotels for wrap-around services.
0.10	Senior Health Education Specialist	\$59,508.80	\$5,950.88	Provides education and connects isolated clients with resources including food and transportation.
	Benefits	Estimated at 50.37%	\$12,579.69	
	TOTAL		\$37,554.25	

** All annual salaries are listed at the average step C range.

Non-Profit Human Services Providers Needed for Emergency Response:

This includes community-based non-profit organizations providing emergency support to low-income individuals affected by the COVID-19 pandemic, including salaries and fringe benefits for existing or new limited-term employees.

The County of Humboldt has partnered with non-profit organizations to assist in serving populations in various regions of Humboldt County. Arcata House Partnership (AHP) is providing services to homeless individuals in Arcata and surrounding region. They are providing case management services, food, and referrals to people housed in a hotel or living in an isolation/quarantine camp which is ran by (AHP). Please see budget detail below and note that the County of Humboldt is supporting the hotel costs for the individuals served by AHP.

Lead staff – provide direction to line staff and coordination of service delivery	\$22.00/hr x 40 hours / week for four months (16 weeks)	640 hours	\$14,080.00
Staff – provide wrap around services directly to clients	\$20.00/hr x 128 hours / week for four months (16 weeks)	2048 hours	\$40,960.00
Supervision, crisis management and HMIS management	\$27.50/hr x 10 hours / week for four months (16 weeks)		\$4,400.00
Kitchen assistance – meal preparation	\$15.00 x 40 hrs / week x 16 weeks		\$9,600.00
Fringe	45%		\$31,068.00
Cell phone	\$50 x four months		\$200.00
Consumables – food, serving containers etc	\$5/person / day x 90 people x 16 weeks	30 in hotels, 60 in tents on lots	\$50,400.00
Total for 16 weeks			\$150,708.00

Public Information and Outreach:

This includes development of public messaging regarding COVID-19 services and emergency response, including radio, print, digital and other means of communication.

CERG funds are not requested

Administration/Overhead Expenses:

Administrative and/or overhead expenses cannot equal no more than 15% of the total project expenditures.

\$36,783 administrative and/or overhead expenses for County of Humboldt

\$15,071 administrative and/or overhead expenses for Arcata House Partnership

Total of \$51,855

These costs include an FTE per square footage share of building costs including rent, utilities, maintenance, professional services, and janitorial. Additionally, they include management and administrative staff time,

5) DATA COLLECTION AND REPORTING

Describe the expected data to be collected to document the services provided with CERG funding and to demonstrate the impact of services provided. Also, please identify the lead staff person(s) responsible for preparation of the required progress and expenditure reporting.

Reporting of clients served through isolation/quarantine will be reported by number of people who maintained their COVID free status through use of the housing services. The program intends to measure positive outcomes from the supportive services. Quantifiable estimates for a program designed to avoid a negative outcome (positive COVID-19 test) are difficult to specify. The current average percent of positive cases in the United States is 2-3%, it anticipated that providing outreach, access to sanitation, and isolation/quarantine services to homeless individuals we will maintain positive cases in this population that is less than or consistent with the national percentage. Without preventative services homeless populations are at a higher risk of transmission of COVID-19 due to living situations. Additionally, the ability to isolate positive cases in hotels will assist in reducing the spread throughout homeless populations.

An agreement with Partners will require data collection into the HMIS database in order to measure outcomes and facilitate reporting. Data gathered will include COVID-19 screening results as well as demographic and case specific information, including but not limited to where the individual came from, where they went when they left the shelter, income and sources, and benefits received. It is anticipated that homeless sheltering services will serve 40-65 individuals per month.

In addition to HMIS data requirements, invoices submitted by Partners will clearly detail all services rendered to individuals. Service details required from Partners will record the date that each service was provided and the total number of service hours provided.

Jessica Bradbury – progress reporting

Olivia Wilder – expenditure reporting

6) APPLICATION CHECK LIST

- Only **one** application will be considered from each CMSP County.
- Please read the CMSP COVID-19 Emergency Response Grant (CERG) Program Request for Applications available at <https://www.cmspcounties.org/covid-19-county-grants/>.
- Applications may be submitted beginning April 10, 2020 through June 10, 2020 at 5:00 PM PST.
- Submit application via email to grants@cmspcounties.org. Please include the “County Name” and “CERG Application” in the subject line of the email.
- Application must be complete at the time of submission and must use the required forms provided.
- The required forms are available for [download](#):
 - Completed CERG Cover Sheet (APPENDIX C). The cover sheet must be signed by the Applicant Agency and by the County Administrative Officer, or their designee, of the County requesting the CERG.
 - Please include a PDF of the signed version of the CERG Cover Sheet (APPENDIX C).
 - Please also include an Excel file of the unsigned version of the CERG Cover Sheet (APPENDIX C).
 - Completed CERG Request Form (APPENDIX D).
 - Completed CERG Budget Template (APPENDIX E).
- Do not provide any materials that are not requested, as reviewers will not consider the materials.

**APPENDIX E: BUDGET TEMPLATE
CMSP COVID-19 EMERGENCY RESPONSE GRANT (CERG) PROGRAM**

County: Humboldt

Instructions: Please complete the sections shaded in blue. CMSP counties are permitted to apply up to the maximum amount of funding allowed per CMSP county listed in APPENDIX A over a one-year project period. The amount requested cannot exceed the total amount allowed per CMSP county. Please enter your best estimate of funds to be spent in the following six (6) categories. Please refer to APPENDIX B for information regarding allowable and unallowable grant expenses. Administrative and/or overhead expenses cannot equal no more than 15% of the total project expenditures.

In addition to completing this Budget Template, applicants need to describe their requested funds in Section 4 of the CERG Request Form (APPENDIX D). Please be aware that awarded CMSP counties will be required to submit a detailed budget as part of the Sixth-Month Grant Progress/Expenditure Report.

Category	Amount Requested
Personal Protection Equipment (PPE) and Supplies	
Supportive Quarantine Services	\$ 127,719.00
Public Employees Needed for Emergency Response	\$ 37,555.00
Non-Profit Human Services Providers Needed for Emergency Response	\$ 150,708.00
Public Information and Outreach	\$ -
Administration/Overhead Expenses (limited to 15%)	\$ 51,855.00
Total Request	\$ 367,837.00

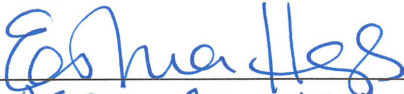
EXHIBIT D

**COUNTY MEDICAL SERVICES PROGRAM GOVERNING BOARD
GRANTEE DATA SHEET**

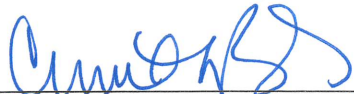
Grantee's Full Name:	COUNTY OF HUMBOLDT DEPARTMENT OF HEALTH AND HUMAN SERVICES
Grantee's Address:	COUNTY OF HUMBOLDT DEPARTMENT OF HEALTH AND HUMAN SERVICES 5074 F ST. EUREKA, CA, 95501
Grantee's CAO: (Name and Title)	AMY NILSEN COUNTY ADMINISTRATIVE OFFICER
Grantee's Phone Number:	(707) 445-7266
Grantee's Fax Number:	
Grantee's Email Address:	cao@co.humboldt.ca.us
Grantee's Tax Id# [EIN]:	94-6000513

I declare that I am an authorized representative of the Grantee described in this Form. I further declare under penalty of perjury under the laws of the State of California that the information set forth in this Form is true and correct.

GRANTEE: COUNTY OF HUMBOLDT DEPT. OF HEALTH AND HUMAN SERVICES
County Administrative Officer:

By: 
Title: ASST. COUNTY ADMIN OFFICER

Applicant:

By: 
Title: Director - DHHS