

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

**between**

**COUNTY MEDICAL SERVICES PROGRAM**  
**GOVERNING BOARD**  
**("Board")**

**and**

**SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES**  
**("Grantee")**

Effective as of:  
June 1, 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 January 31, 2021. Grantee shall provide to Board the Final Report no later July 30, 2021.

7. Term. The term of this Agreement shall be from June 1, 2020 to November 30, 2021 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.

Dated effective: June 1, 2020.

BOARD:  
COUNTY MEDICAL SERVICES  
PROGRAM GOVERNING BOARD

GRANTEE:  
SONOMA COUNTY DEPARTMENT OF  
HEALTH SERVICES  
*County Administrative Officer:*

By: \_\_\_\_\_  
Kari Brownstein, Administrative Officer

By: \_\_\_\_\_  
Title: \_\_\_\_\_

*Applicant:*

By: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT A**

GRANTEE: SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES  
GRANT FUNDS:

Total Amount To Be Paid to Grantee under Agreement \$ 997,243

Amount to Be Paid Upon Execution Of This Agreement (06/01/20): \$498,621.50

Amount To Be Paid Following Receipt of Grantee's Interim Report  
(01/31/21): \$398,897.20

Amount To Be Paid On Board's Determination and Acceptance of Grantee's Final Report  
(07/30/21): \$99,724.30

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

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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:  
Sonoma County Department of Health Services  
Attn: Sheryl Bratton, County Administrative Officer  
1450 Neotomas Ave, Suite 200  
Santa Rosa, CA, 95405  
(707) 565-2588

**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 <sup>st</sup> CERG RFA Assistance Webinar at 10:00 AM
04/09/2020	2 <sup>nd</sup> 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=czN0WFVSR2lkVnpsbnQrU1RMZXJGdz09>

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](mailto: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](mailto: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:** Sonoma

**2. Funding Request:**  
Requested Amount : \$997,243

**3. Lead Agency Applicant:**

Organization: Sonoma County Department of Health Services Tax ID Number: 9460000539  
Applicant's Director: Barbie Robinson  
Title: Department Director  
Address: 1450 Neotomas Avenue, Suite 200  
City: Santa Rosa State: CA Zip Code: 95405 County: Sonoma  
Telephone: 707-565-4777 Fax: \_\_\_\_\_  
Email address: barbie.robinson@sonoma-county.org

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

Name: Barbie Robinson  
Title: Department Director  
Organization : Sonoma County Department of Health Services  
Address: 1450 Neotomas Avenue, Suite 200  
City: Santa Rosa State: CA Zip Code: 95405 County: Sonoma  
Telephone: 707-565-4777 Fax: \_\_\_\_\_  
Email address: barbie.robinson@sonoma-county.org

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

Name: Tina Rivera  
Title: Assistant Director  
Organization : Department of Health Services  
Address: 1450 Neotomas Avenue, Suite 200  
City: Santa Rosa State: CA Zip Code: 95405 County: Sonoma  
Telephone: 565-7901 Fax: \_\_\_\_\_  
Email address: tina.rivera@sonoma-county.org

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

Name: Emilia Gabriele  
Title: Interim Assistant Director/Chief Financial Officer  
Organization : Department of Health Services  
Address: 1450 Neotomas Avenue  
City: Santa Rosa State: CA Zip Code: 95405 County: Sonoma  
Telephone: 707-565-4769 Fax: \_\_\_\_\_  
Email address: emilia.gabriele@sonoma-county.org

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:**



Assistant CAO signing for CAO Bratton

**Date:**

05/13/2020

Name: Sheryl Bratton

Title: Sonoma County Administrative Officer

Organization: County of Sonoma

Address: 545 Administration Drive, Suite 104A

City: Santa Rosa State: CA Zip Code: 95401 County: Sonoma

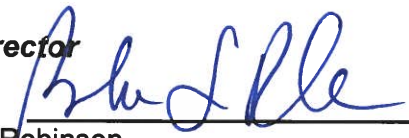
Telephone: 707-565-2588

Fax: \_\_\_\_\_

Email address: Sheryl.Bratton@sonoma-county.org

**Lead Agency Director**

**Signature:**



**Date:**

5/13/2020

Name: Barbie Robinson

Title: Department Director

Organization: Department of Health Services

Address: 1450 Neotomas Avenue, Suite 200

City: Santa Rosa State: CA Zip Code: 95405 County: Sonoma

Telephone: 707-565-4777

Fax: \_\_\_\_\_

Email address: Barbie.Robinson@sonoma-county.org



## APPENDIX D: REQUEST FORM

### CMSP COVID-19 EMERGENCY RESPONSE GRANT (CERG) PROGRAM

1) COUNTY NAME: Sonoma

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.

Sonoma County will focus CERG project activities on homeless individuals. In 2019, Sonoma County has the highest per capita homeless population of any other comparable jurisdiction of its size in the United States. According to the 2019 Homeless Count, chronically, homeless individuals experience more severe, negative, health outcomes due to their prolonged experience of homelessness they often lack access to economic, health, and housing resources and supports. In Sonoma County only 27% of the homeless population are enrolled in Medi-cal. Nearly 80% are unemployed, almost 40% report alcohol and drug abuse, 35% have psychiatric conditions, 23% report chronic health conditions and 1 in 4 report a physical disability. The Centers for Disease Control and Governor Newsom identified the homeless population as a specific high-risk population and recommend alternate temporary housing to support isolation and quarantine. A special focus is seniors, age 65 and older. In the current Coordinated Entry System, 294 individuals (10% of total served) identified as 65 or older.

The Sonoma County Safety Net Collaborative is comprised of the Department of Health Services, Human Services Department, Child Support Services, Probation, Community Development Commission (housing and homeless services department), Sheriff's Office, Public Defender, District Attorney, and the Courts. The Safety Net Collaborative established the County's multi-agency, interdisciplinary team to conduct extensive outreach and intensive care management to homeless individuals. This care delivery model will be employed to coordinate and provide an array of services to homeless individuals to mitigate the spread of COVID-19 amongst homeless individuals and the widespread community. The specific services to the homeless who meet definitions of the target populations is listed below. COVID-19 services include outreach and engagement; health education; referral for social, medical and behavioral services; screening and referral to non-congregate housing;

provision of temporary quarantine/isolation housing; food; transportation and case management, and ultimate placement into permanent supportive housing or affordable housing.

- Uninsured and/or underinsured low-income, homeless adult individuals under 65 years old.
- Specific low-income homeless population groups in the county identified as most at risk of COVID-19 conditions based upon current county data on risk and need.
- Low-income, homeless adult residents with existing health or behavioral health conditions that have housing and/or transportation challenges

**Total estimate for outreach contacts: 350 unique individuals**, with the expectation that many of these will have multiple contacts, and about 30% will go on to receive case management. The total estimate of unique individuals contacted through outreach activities is based on data collected through the Watson database by the homeless encampment outreach team over a period of 10 weeks in 2020, reflecting both community participation behavior and staff capacity.

**Total estimate for case management: 105 unique individuals**, representing approximately 30% of those who were encountered in outreach efforts. This figure reflects the experience of the homeless encampment outreach team, and aligns with the typical case load anticipated for each of the service-providing staff outlined in this grant application (one AODS Counselor II, two Senior Client Support Specialists, one Behavioral Health Clinician, one Housing Navigator, and one Social Services Worker III).

### 3) PROPOSED PARTNER ORGANIZATIONS

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

***Sonoma County Department of Health Services-All staff are employees of DHS, except the for the Community Development Commission (CDC) housing coordinator position. We anticipate that the Eligibility Worker and Social Worker positions will be DHS employees.***

***The Sonoma County Board of Supervisors appointed DHS Director Barbie Robinson as the CDC Interim Director. The Board based its consideration of Robinson to lead the CDC by recognizing how integral housing is to one ' s health and how both agencies serve the same community. Ms. Robinson has been instrumental in leading the County ' s ACCESS Initiative (Accessing Coordinated Care to Enable Self-Sufficiency).***

***This Initiative is designed to help vulnerable populations receive better coordinated care leading to improved and sustainable outcomes for health and well-being, while reducing administrative redundancies across the safety net departments who share this population. The ACCESS Initiative accomplishes this by identifying the most vulnerable residents in the community—those experiencing homelessness and housing insecurity, behavioral health and substance use issues, ongoing economic insecurity, and who may also intersect with the criminal justice system.***

***MOU between the CDC and DHS will be executed as appropriate for the cost of the housing coordinator position.***

#### 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.

Sonoma County will leverage existing funding resources and staff to provide supportive quarantine, outreach and case management services to the target population. Other funding includes \$1.1 million in California State COVID response funds split between CA-504 (CoC) and County of Sonoma. Sonoma County receives Project RoomKey funding in amount of \$500,000. Additional CARES Act funds and State HHAP funds may be deployed.

- 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:**

*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.*

#### **Sonoma County Homeless Population**

Currently in Sonoma County, there are approximately 2000 unsheltered individuals. The 2019 Homeless census and survey found that 23% of this population reports chronic illness, 38% report alcohol and other drug addiction and 35% report psychological and/or emotional conditions. The age breakdown found that 57% are between the ages of 24-54, with 15% over the age of 55. As noted previously, 10% of individuals served in Coordinated Entry in the last year were over the age of 65, reflecting a need for increased services for seniors experiencing homelessness. The demographics of this community point to the need for support and intervention that is multi-disciplinary and well integrated with safety net providers.

#### **Sonoma County Actions**

Sonoma County has taken several bold steps to address the complex issue of homeless since the Board of Supervisors declared a homeless emergency on December 17, 2019. At that time, the largest homeless encampment in county history was deemed a threat to public health, public safety and environmental health. The encampment was cleared, and significant efforts are underway to address the complex issue of homelessness, including new emergency shelters and the expansion of an Interdepartmental Multi-Disciplinary Team (IMDT) of the County's ACCESS Initiative to conduct extensive outreach and intensive care coordination. The county has committed \$12 million to expand housing, in the form of shared homes and master leasing, indoor/outdoor shelters and behavioral health services and residential treatment. Additional actions include: 1) increasing our rapid rehousing stock by over 200% in the last two years which played a key part in placing over 1,000 individuals into permanent housing per the 2019 HUD System Performance Measures submission and 2) redesigning our local Continuum of Care to a more structured system

with representatives from all three HUD entitlement jurisdictions on the new CoC Board, Home Sonoma County, to better coordinate policy and fiscal decision-making.

CERG funds will support activities to protect vulnerable, homeless individuals from COVID-19 in by providing outreach and intensive care coordination to bring these individuals into the safety net delivery system including connecting them with food and cash assistance programs, disability and social security services, substance use disorder and mental health services, primary care services, employment services, transportation services, and other programs to improve the well being and/or self-sufficiency.

**Typical outreach activities include:**

- Provide COVID-19 education materials at point of contact and on an as needed basis after contact is established.
- Conduct COVID-19 screenings (symptoms and contact with known cases) and appropriate referral for medical assessment.
- Conduct outreach ANSA assessment.
- Provide resource information and/ or gift card for food and nutritional support/ diabetes management.
- Provide resource and/or gift card for clothing to ensure hygienic and protective clothing.
- Distribute hotel vouchers to support quarantine and isolation measures.
- Distribute totes for storage as individual move from encampments to COVID-19 safe temporary housing.
- Assist with moving possessions to safe isolative housing, allowing individuals to bring some belongings with them, in a private vehicle, practicing COVID-19 prevention measures.
- Transport to essential target population appointments, such as medical and outpatient rehab appointments.
- Refer for persistent behavioral health needs, and to medical services as needed
- Communicate and coordinate with other safety net department representatives for integrative, comprehensive case management.
- Support to transition individuals to permanent supportive housing and/or affordable housing.

The team addresses substance use, mental health, housing, benefits, and health needs of target members. It provides immediate support in the field and connects target members to longer-term housing and treatment resources. The team screens all individuals for COVID-19, provides education, and when needed facilitates direct connection to medical support. The team collaborates with safety net departments.

**Staffing:**

The CERG funding will be used to fund the following Full Time Equivalent (FTEs) one AODS Counselor II, two Senior Client Support Specialists, one Behavioral Health Clinician, and one Social Services Worker III will each carry a caseload of intensive case management of up to 20 individuals. The Social Services Supervisor will carry a caseload of up to 5 intensive case management individuals. The Public Health Investigator will serve as a communicable disease consultant to help support vulnerable homeless individuals with screening, testing, and linkages to treatment for communicable diseases as well as the COVID-19 virus.

## CERG funds for Supportive Quarantine and Outreach

### Target 350 for outreach/ 105 for case management

• Food Cards: 350 cards @ \$15/card. (Staff will use to purchase meals up to \$15 /client to provide meals for up to 350 individuals during outreach)	\$5,250
• Gift cards for essential personal items ( <i>brush/comb, clothing, OTC medication/first aid</i> : 255 cards @ \$30/card)	\$7,650
• Storage Bins/Totes: 2 bins each for 105 clients	\$2,100
• <u>Hygiene Supplies Estimate</u> : (bulk toiletry sets: toothpaste, toothbrush, soap, shampoo, comb, etc @\$144/case of 48; sun screen 1oz\$30/box plus shipping and tax)	\$5,000
• <u>Food Estimate</u> : Bulk supplies of non-perishables for outreach/engagement incentives (Dried Fruit snacks@\$65/case; Water@\$449/pallet/Nuts in pack@\$12/box; Protein Bars@\$12/box; Granola Bars@\$130/case plus shipping and tax)	\$8,000
• Disposable Face Masks (800) & Hand Sanitizer (400) (Face masks@\$59/box; Hand Sanitizer 4Oz@\$3.50 each plus tax)	\$2,550
• Hotel Vouchers: \$240/day for up to 53 clients @ 14 days each – see comment	\$178,080
<b>Total for Supportive Quarantine Services</b>	<b>\$208,630</b>

### Expected Outcomes:

- Outreach and engagement of up to 350 individuals- see comment, to include COVID-19 assessment & referral for testing and/or medical services.
- Participation of up to 105 individuals in ASNA assessment for needs and strengths, linkage to medical and behavioral services to mitigate risk and support testing for and treatment of COVID-19 and appropriate case management
- Early identification, reporting and treatment of COVID-19 in the homeless population
- Supportive quarantine housing for 50-60 individuals for a period of up to 14 days Increase in client acceptance for rehab treatment, housing, medical and behavioral health and other services
- Limited spread of COVID-19 in the homeless population

### 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.*

CERG funds will support an inter-departmental multi-disciplinary team (IDMT) of nine (9) staff across the Sonoma County Safety Net Departments, all for a period of 6 months from execution of grant during an expected period of high COVID-19 transmission in California.

See staffing plan below for description of staff positions and primary activities. Appendix E, CERG Budget, provides FTE and cost details.

IDTM Staffing Plan - COVID-19 Emergency Response Grant (CERG)		
<i>Note: All positions are funded for a period of 6 months</i>		
Position	Role and Activities	Budget

Health Prog. Manager (0.5 FTE)	Oversees all staff, outreach, engagement, and case management efforts. Responds to mental health crisis/emergencies. Collect data and prepare progress and expenditure reports.	\$51,525
AODS Counselor II (1.0 FTE)	Act as lead specialists for most acute substance use cases and assist all team members with members having substance use needs. Provides intensive case management carrying a caseload of up to 20 individuals. Completes COVID 19 screenings, provides educational materials, and connects to medical professionals when indicated.	\$80,150
Senior Client Support Specialist (2.0 FTE)	Use in depth knowledge of housing program systems and resources to facilitate these applications and connections. Provides intensive case management carrying a caseload of up to 20 individuals. Completes COVID 19 screenings, provides educational materials, and connects to medical professionals when indicated. Completes assessments for individual housing and service needs.	\$121,500
Public Health Investigator (0.5 FTE)	Acts as content matter expert for communicable diseases on team. Acts as a consultant to staff encountering or having had direct contact with COVID-19 positive individuals, COVID-19 exposed, or those at risk with substantial concern needing more intensive education. Explains risks, provides education, and investigates public health needs for these individuals.	\$35,875
Senior Eligibility Specialist (1.0 FTE)	Content matter expert on team for all cases involving economic assistance applications, Medi-Cal, Cal-Fresh, General Assistance, and SSI. Investigates any barriers and needs in these areas. Assists all target population members with completion and tracking of these items. Completes COVID-19 screenings, provides educational materials, and connects to medical professionals when indicated.	\$59,450
BH Clinician (1.0 FTE)	Case management for all higher acuity mental health cases. Specializes in mental health issues, including rehab and living skills. Responds to mental health crisis/emergencies. Provides intensive case management carrying a caseload of up to 20 high acuity individuals. Completes COVID 19 screenings, provides educational materials, and connects to medical professionals when indicated. Completes assessments for individual housing and service needs.	\$90,950
Social Worker III (1.0 FTE)	Specializes in identifying and investigating social service needs. Handles caseload of individuals requiring more complex social services involvement. This may include APS, CPS, family courts, criminal justice involvements, and referrals for legal resources. Informs team members of specific needs in these areas for all target population individuals. Completes COVID 19 screenings, provides educational materials, and connects to medical professionals when indicated.	\$83,358
Housing Navigator (1.0 FTE)	Specializes in negotiating with property owners for placement and support with credit checks, housing location and case management. Completes assessments for individual housing and service needs.	\$72,003

Additional Direct Expenditures:

- Cell phones with data plan for field work \$7,660
- Laptops with data plan for field work \$34,570
- IBM Database upgrade to identify individual serve by CERG project \$10,000
- Transportation for IDTM: use of 3 county-owned passenger vehicles and 1 van \$11,497

**Expected outcomes:**

- Please see above expected outcomes for the targeted populations in Sonoma County.
- The IDMT's coordinated approach will improve outcomes for the homeless population related for COVID-19 and support ongoing efforts to link this population to social, medical and behavioral services.
- Increased capability to access and share data related to homeless individuals at risk for COVID-19, allowing for project evaluation and improvement.
- Expected decreased in utilization of emergency room and hospital services for COVID-19, and for behavioral, substance use issues.
- Expected decrease in the need for crisis stabilization services, psychiatric hospitalizations, and criminal justice services at time when all resources are impacted due to COVID-19.
- Expected increased placement into permanent housing with collaboration from Sonoma County Housing Authority and CoC Lead Agency (Community Development Commission).

**Non-Profit Human Services Providers Needed for Emergency Response:**

CERG funds are not requested

**Public Information and Outreach:**

CERG funds are not requested

**Administration/Overhead Expenses:**

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

Please see Appendix E CERG Budget. Sonoma requests 15% administrative expenditures.

Administration/Indirect charges would include allocations of the following: County Cost Plan charges which is county-wide overhead, Health Services administration division allocation which covers departmental payroll, finance, compliance, storeroom, and office of the director, liability insurance premiums, rent/lease expense, Information Systems Department charges for support of data network infrastructure and support of devices, County-wide finance and human resources systems, County Risk Management services.

Total Administrative Expenses

\$130, 075

**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.*

The Department of Health Services (DHS) utilizes an IBM Integrated Data Hub that combines data from the County's Mental Health, Drug and Alcohol Services, Social Services, housing and criminal justice databases. The Data Hub supports care coordination of the complex and integrated health and human services needs of the county's most vulnerable populations. A recent

CMSP-funded project has resulted in system access for community clinics, partner hospitals and stakeholders. A component of this CERG request is the addition of data fields specific to COVID-19 response activities to allow DHS to identify and track progress of the homeless cohort supported by CERG funding. With this robust data base in place, CERG project activities and impacts can be accurately collected, analyzed and reported to CMSP.

Data collected for Watson database includes: Age, gender, gender identity, race/ethnicity, location, services already in enrolled in/ services requested among other questions pertaining to housing.

The health program manager is responsible for preparing the CERG project progress and expenditure reports to CMSP.

## 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](mailto: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: SONOMA**

**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.

<b>Category</b>	<b>Amount Requested</b>
Personal Protection Equipment (PPE) and Supplies	
Supportive Quarantine Services	\$ 208,630.00
Public Employees Needed for Emergency Response	\$ 658,537.90
Non-Profit Human Services Providers Needed for Emergency Response	
Public Information and Outreach	
Administration/Overhead Expenses (limited to 15%)	\$ 130,075.00
<b>Total Request</b>	<b>\$ 997,242.90</b>

**EXHIBIT D**

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

Grantee's Full Name:	SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES
Grantee's Address:	SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES 1450 NEOTOMAS AVE, SUITE 200 SANTA ROSA, CA, 95405
Grantee's CAO: (Name and Title)	BARBIE ROBINSON DIRECTOR
Grantee's Phone Number:	707-565-4777
Grantee's Fax Number:	
Grantee's Email Address:	barbie.robinson@sonoma-county.org
Grantee's Tax Id# [EIN]:	94-6000539

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: SONOMA COUNTY DEPARTMENT OF HEALTH SERVICES  
***County Administrative Officer:***

By: \_\_\_\_\_  
Title: \_\_\_\_\_

***Applicant:***

By: \_\_\_\_\_  
Title: \_\_\_\_\_