

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

<b>MEETING DATE:</b> July 21, 2020	<b>TYPE OF AGENDA ITEM:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
---------------------------------------	---

**DEPARTMENT:** Public Health  
**APPROVING PARTY:** Vickie Clark, Director  
**PHONE NUMBER:** (530) 993-6700

**AGENDA ITEM:** Grant Agreement County Medical Services Program (CMSP) Governing Board COVID-19 Emergency Response Grant (CERG) Program between County Medical Services Program Governing Board and Sierra County Public Health

**SUPPORTIVE DOCUMENTS ATTACHED:**  Memo  Resolution  Agreement  Other

**BACKGROUND INFORMATION:** Please see attached memo

**FUNDING SOURCE:** 0515610  
**GENERAL FUND IMPACT:** No General Fund Impact  
**OTHER FUND:**  
**AMOUNT:** \$99,309.00 N/A

<b>ARE ADDITIONAL PERSONNEL REQUIRED?</b>  <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	<b>IS THIS ITEM ALLOCATED IN THE BUDGET?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>IS A BUDGET TRANSFER REQUIRED?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

**SPACE BELOW FOR CLERK'S USE**

<b>BOARD ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

**COMMENTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CLERK TO THE BOARD \_\_\_\_\_ DATE \_\_\_\_\_

# Memorandum

To: Sierra County Board of Supervisors

From: Vickie Clark, Director

Reference: Agenda Item

Date of memo: July 10, 2020

Date of Board Meeting: July 21, 2020

**Requested Action:** Grant Agreement County Medical Services Program (CMSP) Governing Board COVID-19 Emergency Response Grant (CERG) Program between County Medical Services Program Governing Board and Sierra County Public Health

**Mandated by:**

## Funding

Budgeted? YesX No

Revenue	\$99,309.00	CMSP COVID-19 Response Grant (CERG)
Expenses	\$99,309.00	CMSP COVID-19 Response Grant (CERG)
Difference	0	

## Background Information:

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.

Sierra County submitted an application and was approved and awarded \$99,309.00 for one year.

**Potential Issues to consider:** None

**Alternatives or Impacts of disapproval:** Sierra County would not receive this funding.

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

**between**

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

**and**

**SIERRA COUNTY PUBLIC HEALTH**  
**("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.

Dated effective July 15, 2020.

BOARD:  
COUNTY MEDICAL SERVICES  
PROGRAM GOVERNING BOARD

GRANTEE:  
SIERRA COUNTY PUBLIC HEALTH  
*County Administrative Officer:*

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

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

***Applicant:***

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

**EXHIBIT A**

GRANTEE: SIERRA COUNTY PUBLIC HEALTH

GRANT FUNDS:

Total Amount To Be Paid to Grantee under Agreement \$ 99,309

Amount to Be Paid Upon Execution Of This Agreement (07/15/20): \$49,655

Amount To Be Paid Following Receipt of Grantee's Interim Report  
(03/15/21): \$39,724

Amount To Be Paid On Board's Determination and Acceptance of Grantee's Final Report  
(08/15/21): \$9,930

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:  
Sierra County Public Health  
Attn: Jim Beard, Chair  
202 Front Street  
Loyalton, CA, 96118

**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:** Sierra County

**2. Funding Request:**  
Requested Amount : \$100,000

**3. Lead Agency Applicant:**

Organization: Sierra County Public Health Tax ID Number: \_\_\_\_\_  
Applicant's Director: Vickie Clark  
Title: Director  
Address: 202 Front Street  
City: Loyalton State: CA Zip Code: 96118 County: Sierra  
Telephone: 530-993-6707 Fax: 530-993-6767  
Email address: \_\_\_\_\_

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

Name: Vickie Clark  
Title: Director  
Organization : Sierra County Public Health  
Address: 202 Front Street  
City: Loyalton State: CA Zip Code: 96118 County: Sierra  
Telephone: 530-993-6707 Fax: 530-993-6790  
Email address: \_\_\_\_\_

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

Name: Jessica Harris  
Title: Public Health Program Manager  
Organization : Sierra County Public Health  
Address: 202 Front Street  
City: Loyalton State: CA Zip Code: 96118 County: Sierra  
Telephone: 530-993-6709 Fax: 530-993-6790  
Email address: \_\_\_\_\_

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

Name: Shawna Graves  
Title: Public Health Accounting Tech  
Organization : Sierra County Public Health  
Address: 202 Front Street  
City: Loyalton State: CA Zip Code: 96118 County: Sierra  
Telephone: 530-993-6734 Fax: 530-993-6790  
Email address: sgraves@sierracounty.ca.gov

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:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Lead Agency Director**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Name: Vickie Clark  
Title: Director  
Organization: Sierra County Public Health  
Address: 202 Front Street  
City: Loyalton State: CA Zip Code: 96118 County: Sierra  
Telephone: 530-993-6707 Fax: 530-993-6767  
Email address: vclark@sierracounty.ca.gov

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

1) COUNTY NAME: Sierra County

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.

***Uninsured and/or Underinsured Low-Income Adults:***

*In Sierra County, about 7% of people under age 65 do not have health insurance; we are confident that this number has increased due to economic instability and occupational layoffs. Additionally, prior to the State restrictions implemented for the pandemic, Sierra County had a civilian unemployment rate of 4%. Sierra County began this health emergency with a 13.3% poverty rate which we expect has jumped to more like a 40-50% poverty rate. Anticipated efforts to aid this population are:*

- Provide care for COVID-19 patients by improving access to hotel rooms for self-isolation, health care, PPE, and essential services and supplies.*
- Prevent/limit exposure to COVID-19 by improving access to hotel rooms for self-quarantine, health care, PPE, and basic needs essential services and supplies.*
- Provide basic needs and wrap around services for those isolated with limited access to resources*
- Work with organizations like CA Workforce Alliance to contract needed positions in the county to continue to provide essential services: cleaning and disinfecting workers, pick-up and delivery services, and extra help for the county, etc.*
- Transportation of this target population to care and/or alternative housing options (i.e. hotels).*

*Strategies around supportive quarantine –*

*Education and outreach to all lodging operations in Sierra County (21) - complete*

*Inventory of lodging operations willing to consider alternative housing options for our low-income, higher risk populations – complete*

*Inventory of supportive services – complete*

*Identify supportive services gaps and explore options – in process.*

*Secure resources to fill gaps – in process*

*Provide updated guidance and education to lodging operators - ongoing*

*Create MOU's with lodging operators – in process*

*Create Roles and Responsibilities Agreement - in process*

- *Link populations to health services, including mental health services, warm lines, supportive care and assisting people with assistance applications.*

*Strategies around resource linkage –*

*Education and outreach efforts on our website*

*Collaborative referrals between interagency departments and community health and human service providers*

- *Provide support for the expanded food and meal delivery and pick up services being provided by partner organizations.*

*Strategies around expanded meal delivery -*

*Subcontract with the Loyaltan Senior Center to provide delivered meals to the Seniors and other shut in vulnerable populations. They also support the local food banks.*

- *Utilize funds for media that can inform this population of new benefits, health measures, corona virus guidance, programming and assistance available in the county.*

*Strategies around media outreach –*

*As the COVID-19 “Road Map” and guidance expands we would like to explore expanding education and outreach efforts that might include signage, postal mailing*

*Capacity to replace equipment being utilized for printing and laminating if needed.*

*Explore equipment purchase for producing educational videos.*

## **Publicly Supported Populations**

*We are experiencing a more than double increase of applications for public assistance in just the first month since the Governor's executive orders. Our tiny frontier county has very limited resources to meet the health and medical needs of our under 3000 residents. We have no hospital and no pharmacy; two very small clinics provide part time hours and are operated by outside county medical organizations as satellite offices; and there is one skilled nursing facility. That said, we are preparing to aide and assist our low income citizens and the COVID-19 response workforce to;*

- Provide care for COVID-19 patients by improving access to hotel rooms for self-isolation, health care, PPE, and essential services and supplies.*
- Prevent/limit exposure to COVID-19 by improving access to hotel rooms for self-quarantine, health care, PPE, and basic needs essential services and supplies.*
- Provide basic needs and wrap around services for those isolated with limited access to resources.*
- Work with organizations like CA Workforce Alliance to contract needed positions in the county to continue to provide essential services: cleaning and disinfecting workers, pick-up and delivery services, and extra help for the county, etc.*
- Transportation of this target population to care and/or alternative housing options (i.e. hotels).*

### *Strategies around supportive quarantine –*

*Education and outreach to all lodging operations in Sierra County (21) - complete*

*Inventory of lodging operations willing to consider alternative housing options for our low-come, higher risk populations – complete*

*Inventory or supportive services – complete*

*Identify supportive services gaps and explore options – in process.*

*Secure resources to fill gaps – in process*

*Provide updated guidance and education to lodging operators - ongoing*

*Create MOU's with lodging operators – in process*

- Link populations to health services, including mental health services, warm lines, supportive care and assisting people with assistance applications.*

### *Strategies around resource linkage –*

*Education and outreach efforts on our website*

*Collaborative referrals between interagency departments and community health and human service providers*

- Provide support for the expanded food and meal delivery and pick up services being provided by partner organizations.*

### *Strategies around expanded meal delivery -*

*Subcontract with the Loyaltan Senior Center to provide delivered meals to the*

*Seniors and other shut in vulnerable populations. They also support the local food banks.*

- *Utilize funds for media that can inform this population of new benefits, health measures, corona virus guidance, programming and assistance available in the county.*

*Strategies around media outreach –*

*As the COVID-19 “Road Map” and guidance expands we would like to explore expanding education and outreach efforts that might include signage, postal mailing*

*Capacity to replace equipment being utilized for printing and lamenating if needed.*

*Explore equipment purchase for producing educational videos.*

*Currently, between the two populations, we will assist approximately 200 people being impacted through the COVID-19 “Stay at Home” orders and protective measures being taken to protect our vulnerable populations.. We are gearing up for the capacity to serve another 25 - 50 should we experience positive COVID-19 cases. Public Education and outreach efforts are reaching our entire population of approximately 3200 people.*

### **3) PROPOSED PARTNER ORGANIZATIONS**

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

*Sierra County collaboratively works to meet the needs of our target populations through Public Health, Social Services, Behavioral Health, Office of Emergency Services, Sheriff’s Office and Community Providers such as our Family Resource Center, Senior Center, Schools, Lodging operators, and others.*

*Referrals for services, sharing of resources, education and training are shared between Sierra County Health and Human Services agencies (Behavioral Health, Public Health, Social Services) and other county offices such as the Sheriff’s Office, Office of Emergency Services and Probation. The collaboration extends to our community partners as well to include our Family Resource Center, the Loyalton Senior Center, the Loyalton Skilled Nursing Facility, Eastern Plumas Health Care, Western Sierra Medical Clinic, the schools, and Alliance for Workforce Development. None of us can manage without the collaboration and sharing.*

*As noted above, lodging operators have been surveyed and met with individually and through a Webex meeting. A Memorandum of Understanding is in draft form to be reviewed by County Counsel for approval for each operator that may provide alternative housing or supportive quarantine. Two weekly lodging vouchers will be used for the 14 day quarantine period as outlined in the agreement and supported by the lodging operator’s rate schedule. Our lodging operations are very small. It is our goal to keep the process as simple as possible for them.*

*We anticipate using CERG funds for a sub-contract between Public Health and the Loylton Senior Center for the provision of meals and food bank activities for our target populations. They will invoice us and provide the appropriate back up documentation for expenses incurred to the cost of food, staffing, and delivery costs above what their current budget can sustain due to the increased needs caused by COVID-19.*

#### **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.  
*Sierra County will leverage funding sources through Public Health the Office of Emergency Services, FEMA, Behavioral Health, Social Services, and others.*

*The CERG funding will be used to fill the gaps and possibly provide match to other funding stream restrictions and/or limitations. Some staff have been pulled off of grants in order to provide COVID-19 response. This funding can assist with covering those costs.*

*Hotel expenses can be shared with Behavioral Health when serving the homeless population with mental health needs. CERG funding will fill gaps for those not meeting the severely mentally ill definition and those ancillary services not covered through the Behavioral Health or other Social Services funding streams. Those could include meals, laundry, cleaning, medication pick up, and PPE needs for clients and/or lodging staff. We are working with Workforce Alliance for staffing for some of these services. When they are unable to fill positions we will consider utilizing volunteers where appropriate or Public Health, Social Services and Behavioral Health staff that this funding my help to offset.*

*Public Health funding is meeting most of our public education and outreach activities for the COVID-19 Health Emergency. We are taxing our equipment and supplies quickly. CERG funding my be used to enhance our efforts to do a postal mailer, create a video, and/or create materials for the schools and other non-profit health and human services agencies.*

*Food banks' usage has almost tripled over the past two months. The Senior Center began delivering meals to an expanded population in order to keep our vulnerable populations away from congregate settings. The CERG funding will help to cover the excess expenses for food preparation, packaging, drivers, and food that are not covered through currently budgeted sources such as the Area Agency on Aging and FEMA.*

*When Medi-Cal or other funding cannot be accessed for transportation, CERG funding may be used to cover gas and staffing time to either help a client access medical care and/or medications/medical supplies as well access to lodging for supportive quarantine services.*

- 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.*

*Current PPE needs for Sierra County are mostly met. We are utilizing our Medical Health Operational Area Coordination (MHOAC) to request those needs for our health care providers and Office of Emergency Services (OES) requests for county and public operations. Priority has been given to health care providers and emergency response workers. As with many small rural areas, we have very limited number of sample collection kits at this time. We anticipate needs for other essential workforce such as child care providers, grocery workers, takeout food facilities, school lunch personnel, transportation services, Health and Human Service workers, etc. As we ramp up for supportive quarantine services we will need to be able to provide PPE to families, lodging staff, and ancillary service providers. This could include masks, face shields, gowns, gloves, hand sanitizer, and disinfectant and cleaning supplies. We are estimating costs associated with supportive quarantine for about 20 people for 14 days each.*

*Our goal is to assure that anyone who needs PPE to protect themselves and others will have easy, quick access to it.*

*Cost of PPE items varies widely depending on volume and supplier. I think our biggest concern is to be sure we have enough on hand in advance, as shortages seem to always occur during an event. For calculation purposes I've assigned number below.*

*Disposable surgical masks – Box of 50 \$40.00*

*Cloth face covers - \$5.00 each*

*Disposable gowns – Box of 50 \$50.00*

*Gloves – Boxes of 100 \$25.00 to \$35.00*

*Reusable Face shields - \$5.00 each*

*Reusable Googles - \$12.00 each*

*Rough estimates for Supportive Quarantine effort, which we are hoping is a little high so that we would have some flexibility to be able to provide PPE to some of our community partners as well.*

*20 people utilizing hotel rooms for 14 days each (cloth masks) \$100*

*2 visitors per day between deliveries and/or support services (full PPE) \$2800*

*Daily lodging staff quick clean/delivery/pick-up (surgical masks/gloves) \$350*

*Three days a week lodging staff deep clean (PPE and cleaning supplies)\$1000*

*Rough Estimate Total = \$4250*

### **Supportive Quarantine Services:**

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

*Due to our large numbers of low income individuals and families much of our housing infrastructure is compromised. For many, their current living arrangements are overcrowded and in such disrepair that their ability to exercise physical distancing and/or appropriate care for a COVID-19 positive patient will be impossible. We will need to provide supportive quarantine services through alternative housing for isolation and/or quarantine efforts. Those efforts will require lodging vouchers, food/meals, transportation, and personal hygiene supplies. We have confirmed access to about twenty hotel rooms across the county for an average cost of \$125 a night. We anticipate an average stay of 14 days for isolation or quarantine. We will plan on \$15 per day for a meal and supplement with other resources to provide additional meals. We will use CERG funds to assist with personal hygiene supplies and other personal items as needed.*

*Our goal is to quickly respond the needs of clients either diagnosed or exposed with Coronavirus by providing a safe and comfortable place for low income adults to isolate, quarantine and/or convalesce in order to decrease the transmission and spread of COVID-19.*

Please include a list of all the services that will be provided to clients and a total summary of the proposed budget for these services. CMSP has provided a template to utilize below:

Lodging vouchers (@ 20 participants x 14 days x \$125 average per night)	\$_35,000__
Food/Meals (@ 20participants x 1meals x 14days x \$15cost)	\$_4200__
Transportation (@participants x #vouchers x cost)	\$__
Other PPE – please see item/cost/use info under 4.c, + Personal items, medical supplies, medications,	\$_4250_
And other incidentals for 20 participants X 14 days. Estimate	\$ 5,000
 TOTAL	 \$__48,450__

**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.*

*Sierra County’s health and human services staffing is small. This health emergency has required us to pull staff off of non-essential program efforts and into the fray of Coronavirus activities. Some programs will allow staffing costs to be absorbed and paid through their current budgeted programs and some will not. Public Health prevention programs have suspended program activities but are not able to allow long-term staffing costs for COVID-19 response. CERG funding will provide salary and fringe benefits for these employees.*

*Our goal is to have the flexibility to cover 10% to 20% of salary and fringe for two to three staff for two to three months spread out of the course of this grant.*

*For purposes of estimating for this grant, we used the Public Health Program Manager, Public Health Educator and Pubic Health Outreach Coordinator as positions that have been*

*pulled off of grant responsibilities from Tobacco Reduction and Oral Health quite a bit in order to support our County DOC and EOC roles with public outreach/media and logistics. The Program Manager has been serving as the coordinator and liaison between the county and the lodging operators for our supportive quarantine capacity building. The Educator and Coordinator have been used to create and distribute orders, press releases, educational materials, through all manner of media and electronic platforms. We used 20% of salary and fringe for a 3 month period for this estimate.*

Jessica 20%- Salary \$2,945.76 - Benefits \$1,767.46 (benefits is depending on percentage in program)

Anne 20%- Salary \$3,225.24 – Benefits \$1,935.14 (benefits is depending on percentage in program)

Kylie 20%- Salary \$2,384.49 – Benefits \$1,430.69 (benefits is depending on percentage in program)

Please include a list of all employees' positions, salary/benefits, and percentage of time dedicated to the grant. CMSP has included a template to utilize below:

Program Manager(Jessica) (@ \$7,998.51 salary/benefits x 10% x 3 months) - \$2,399.55

Public Health Educator(Anne) (@ \$8,264.00 salary/benefits x 15% x 3 months) - \$3,718.80

Public Health Outreach Coordinator (Kylie) (@ \$6,861.73 salary/benefits x 15% x 3 months) - \$3,087.78

TOTAL: \$9,206.13

### **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.*

*Our local Senior Centers have increased their meal delivery operations significantly to meet the new demands caused from the "Stay at Home" Coronavirus orders. These CERG funds will allow them to continue providing a nourishing meal to our vulnerable seniors and other isolated people. Additionally, funds may be used to assist the Commodity Food Distribution, Food Banks and/or other local food dispersal programs. Sub-contracted costs will include staff time, gas, supplies and food. The Senior Center reports needing \$10,000 for the east side of the county where about two thirds of the population resides and another \$5000 to assist the west of the county where smaller populations are much more spread out and isolated.*

*From the Loyalton Center -*

*Loyalton Senior Center began lunch delivery service only on March 16. Since that time, the number of meals served daily has increased over 40%. This is just in the Loyalton area; we have not yet identified participants in Sierraville, Sattley, and Calpine. Numbers could easily greatly increase. Working with APS, we just began sending 30 meals a week over to Downieville. That represents six individuals, five meals a week. This number is anticipated*

*to increase. Additionally, we have just been funded to serve breakfast as a second meal daily. To meet these needs, kitchen staff hours will need to be increased, delivery will be doubled, and resultant costs will be increased.*

*As the Western Sierra County Transportation service, Loyalton Senior Center provides rides to residents to doctor's appointments, to pick up prescriptions, and to shop for groceries. To ensure the health and safety of all participants, numbers of riders have been limited, which can increase the number of trips made to ensure social distancing. This is increasing costs of fuel, as well as drivers, and the scheduling of trips.*

*If the current restrictions on gathering continue as anticipated for the next six weeks, our budget needs are as follows:*

Personnel:	\$6,750 (kitchen and drivers)
Food:	\$1,250
Fuel:	\$ 750
Utilities:	\$ 350
Advertising:	\$ 250
Total requested:	\$10,000

*Our goal is that our partners will have the ability to provide meals and/or food to all of the vulnerable individuals who request the help. People making contact routinely with those isolated at home helps to identify needs before a crisis and keep people healthy and independent in their homes*

Please describe how the \$15,000 requested for services in the budget template ties into the requests here.

We are requesting that \$15,000 be contracted to the Loyalton Senior Center to support costs associated with their delivered meal programming as described above. They are working closely with the west side of the county's community food pantry. This pantry and a small senior congregate meal site are operating on community donations and volunteers. COVID-19 shut down congregate meals which has increased needs and exhausted the small food pantry reserves. We are asking for \$5000 to restock and sustain the pantry into the 2020-2021 fiscal year. They are serving 100-125 individuals monthly.

**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.*

*There are no local radio stations or TV broadcasts in Sierra County. Radio station signal is unavailable on the West Side of the County. There is limited cellular service throughout the county. Much of the County still does not have reliable internet access, and during power outages phone service is compromised as well. There are two local newspapers that are distributed weekly and bi-weekly. Currently public communications are disseminated by posting flyers in the local Post Offices and word of mouth through key community stakeholders. Post Office boards often become cluttered with information from many sources and anybody visiting the Post Office has access to add and remove information at any time. By installing protected/locked central posting boards in remote communities, we would provide improved communications to all of our at-risk populations. Purchasing a large format color printer and related supplies will improve the quality and effectiveness of*

*the flyers and posters placed on community boards. This funding could afford us considering a mass mailer or a video camera as well.*

*Our goal is to increase media reach across the county so that people have accurate and timely information about Coronavirus and county wide response activities.*

Please provide a breakdown of costs and expenses needed to achieve your outreach goals. Please use the template provided below:

Protected/locked central posting boards (@ cost x #posting boards)	\$2,500 (free standing message boards with acrylic glass window: \$800-\$1,500/board x 2)
Large format color printer (@ \$cost)	\$1,400 (\$1,033-\$1,500/copier x 1)
Media supplies (including x, y, and z)	\$1,300 (Media supplies may consist of paper, ink, laminate, etc. or placement of advertisements (TV, radio, newspapers); or digital advertisements (e.g., ads in newspapers websites or other sites including social media channels, online search campaigns, etc.).)
Mass mailer (@ cost/mailer x #mailers)	\$1,300 (\$0.40/flyer (card) x 1700 households = \$680 per mailer x 2)
Video camera (@ cost/camera x #cameras)	\$600 (\$200/camera x 3 cameras)
Other include tripod,	\$400 (miscellaneous items may
Total	\$7500

**Administration/Overhead Expenses:**

*Administrative and/or overhead expenses cannot equal no more than 15% of the total project expenditures. We understand the limit of 15% allowable for overhead expenses and will budget accordingly. This small amount of funding will be applied to the Public Health shared indirect costs associated with day to day operations such as utilities, copier lease, rent, maintenance etc.*

Please include a cost basis for how the indirect cost was totaled? How is this calculation determined?

**Administrative costs include but are not limited to, administrative overhead, utilities, building and equipment maintenance, property and liability insurance and taxes. The administrative costs are calculated on 15% of the total project expenditures.**

Indirect costs include but are not limited to, administrative overhead, utilities, building and equipment maintenance, property and liability insurance and taxes. Indirect costs calculated, each year in December each year for the budget year beginning July1. Sierra County Public Health has qualified for the 25% (calculation based on Salaries, Wages, and Fringe Benefits) maximum allocation for the past seven years, Sierra Counties budgeted indirect for the plan year 2020-21 is based on the Indirect Cost Rate approval that Sierra received from the California Department of Public Health on March 20, 2020.

Indirect administrative support for program activities includes time contributed to grant management by the following county department staff:

- Public Health Director (management, oversight)
- Program Staff (Supervision, MOUs, purchasing, case management, contract monitoring, data collection)
- Accounting Technician (Payroll, Accounts Receivable, Accounts Payable, Financial reporting)
- Fiscal Officer (Budget, Finance management)
- Contract Analyst (Contract/Agreement development, Legal consultation, BOS agenda)
- Plant Manager (Facility, grounds and vehicle maintenance/repairs and project management)
- Front Office Health Assistant (Public Health public contact for phone, face to face, and electronic inquiries, appointment scheduling, resources, generates correspondence and reports, provides general clerical support)

It also includes A-87 or county wide-cost allocations and shared costs, including utilities, insurance, copiers and related matters.

## **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.

*Public Health, Social Services and Behavioral Health are accustomed to collecting data for services provided to include demographic data, needs assessment, resource utilizations, and outcomes. Once we understand the reporting requirements for CERG, we anticipate having to either utilize forms/templates provided or to edit something currently in use to capture those needs. We anticipate having several lead personnel to be assigned to the different components of these funding uses, including Public Health RN and Program Manager, Social Services ICW and Social Work Supervisors, and Behavioral Health Clinical Director and Program Manager. We will coordinate with our partner organization directors to collect data pertinent to the services/goods that they will contribute as well.*

### *PPE and Supplies –*

*Goal – Health and Human Services organizations serving out low income/vulnerable populations will have access to COVID-19 PPE and Supplies necessary to keep staff, customers and the community safe and well.*

*Data to be collected will include:*

- *PPE and Supplies requested by whom and for what*
- *Purchase requests and costs*
- *PPE and Supplies provided*

### *Supportive Quarantine data –*

*Goal – Provide safe and stable living environment for approximately 20 low-income/vulnerable people asked to isolate or quarantine due to COVID-19.*

*Data to be collected will include:*

- *Detailed individual demographics for anyone using alternative housing and collected initially through a contact tracing referral.*
- *People will be matched to lodging facilities most equipped to meet needs taking into consideration convenience to family members and resources as well as facility amenities available.*
- *PPE requested and utilized by lodging staff and individuals served*
- *Health and Safety needs will be identified.*
- *Health insurance and other public assistance eligibility will be assessed and assistance will be provided to access.*
- *Resources will be secured and utilization tracked*
- *Health status will be monitored*
- *Outcome expectation of returning home within 14 days with virus contained*

*Public Employee COVID Response associated with Supportiv Quarantine efforts, contract management of Loyalton Senior Center, PPE supplies purchased and Public Education and Outreach efforts and purchases.*

*Goal – Public Health (2-3) staff will provide COVID-19 supportive services and response in a timely and productive manner.*

*Data to be collected will include and be compiled by Public Health Program Manager, Public Health Educator, Public Health Outreach Coordinator and Public Health Accounting Tech as appropriate to task.*

- *Time study documentation*
- *Payroll associated with time spent on COVID-19 response*
- *Activities completed*
- *Deliverables/Progress Reports*

*Delivered Meals data through subcontract with Loyalton Senior Center.*

*Goal – Provide approximately 300 nutritious meals per week to low income/vulnerable people who are homebound and/or isolated due to COVID-19*

*Data to be collected will include and be collected by Carolyn Widman, Executive Director of the Loyalton Senior Center.*

- *Congregate demographics of people and numbers of meals delivered*
- *Menus of meals*
- *Food purchased*
- *Mileage traveled and geographic area*
- *Staff time sheet activity*
- *Volunteers utilized*
- *PPE and other supplies requested and utilized.*

Please describe who will serve as the lead staff person responsible for preparation of the required progress and expenditure reports.

Carolyn Widman is the Executive Director for the Loyalton Senior Center.

## **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: Sierra**

**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	\$ 4,250.00
Supportive Quarantine Services	\$ 48,450.00
Public Employees Needed for Emergency Response	\$ 9,206.00
Non-Profit Human Services Providers Needed for Emergency Response	\$15,000
Public Information and Outreach	\$ 7,500.00
Administration/Overhead Expenses (limited to 15%)	\$ 14,903.00
<b>Total Request</b>	<b>\$ 99,309.00</b>

**EXHIBIT D**

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

Grantee's Full Name:	SIERRA COUNTY PUBLIC HEALTH
Grantee's Address:	SIERRA COUNTY PUBLIC HEALTH 202 FRONT STREET LOYALTON, CA, 96118
Grantee's CAO: (Name and Title)	JIM BEARD CHAIRMAN
Grantee's Phone Number:	(530) 289-3295
Grantee's Fax Number:	(530) 289-2830
Grantee's Email Address:	jbeard@sierracounty.ca.gov
Grantee's Tax Id# [EIN]:	94-6000536

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: SIERRA COUNTY PUBLIC HEALTH

*County Administrative Officer:*

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

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

*Applicant:*

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

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