

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

**between**

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

**and**

**COUNTY OF MENDOCINO HEALTH AND HUMAN SERVICES AGENCY**  
**("Grantee")**

Effective as of:  
June 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 February 15, 2021. Grantee shall provide to Board the Final Report no later July 15, 2021.

7. Term. The term of this Agreement shall be from June 15, 2020 to December 14, 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 15, 2020.


BOARD:

COUNTY MEDICAL SERVICES  
PROGRAM GOVERNING BOARD

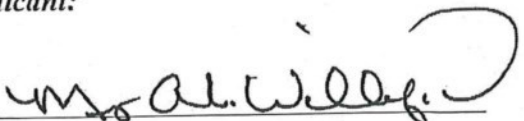
By:   
Kari Brownstein, Administrative Officer

GRANTEE:

COUNTY OF MENDOCINO HEALTH AND  
HUMAN SERVICES AGENCY  
*County Administrative Officer:*

By:   
Title: DCEO

*Applicant:*

By:   
Title: Acting HHSA Assistant Director

**EXHIBIT A**

GRANTEE: COUNTY OF MENDOCINO HEALTH AND HUMAN SERVICES AGENCY  
GRANT FUNDS:

Total Amount To Be Paid to Grantee under Agreement \$ 241,793

Amount to Be Paid Upon Execution Of This Agreement (06/15/20): \$120,896.50

Amount To Be Paid Following Receipt of Grantee's Interim Report  
(02/15/21): \$96,717.20

Amount To Be Paid On Board's Determination and Acceptance of Grantee's Final Report  
(07/15/21): \$24,179.30

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

---

---

---

NOTICES:

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

Grantee:  
County of Mendocino Health and Human Services Agency  
Attn: Carmel Angelo, Chief Executive Officer  
747 South State Street  
Ukiah, CA, 95482  
(707) 463-4441

CERG-012

**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

CERG-012

**EXHIBIT C**  
**APPLICATION**  
**GRANTEE'S APPLICATION**

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

**1. CMSP County to Be Served:** Mendocino

**2. Funding Request:**  
Requested Amount : \$241,793

**3. Lead Agency Applicant:**  
Organization: County of Mendocino Health and Human Services Tax ID Number: 94-6000520  
Applicant's Director: Tammy Moss-Chandler  
Title: Director  
Address: 747 South State Street  
City: Ukiah State: CA Zip Code: 95482 County: Mendocino  
Telephone: 707-472-2333 Fax: 707-472-2335  
Email address: chandlert@mendocinocounty.org

**4. Primary Contact Person (Serves as lead contact for the project):**  
Name: Xuyen Ung  
Title: Administrative Analyst  
Organization : Mendocino County Executive Office  
Address: 501 Low Gap Road  
City: Ukiah State: CA Zip Code: 95482 County: Mendocino  
Telephone: 707-234-6077 Fax: 707-463-5649  
Email address: ungx@mendocinocounty.org

**5. Secondary Contact Person (Serves as alternate contact):**  
Name: Darcie Antle  
Title: Disaster Recovery Finance Director  
Organization : Mendocino County Executive Office  
Address: 501 Low Gap Road  
City: Ukiah State: CA Zip Code: 95482 County: Mendocino  
Telephone: 707-485-2967 Fax: 707-463-5649  
Email address: antled@mendocinocounty.org

**6. Financial Officer (Serves as Fiscal representative for the project):**  
Name: Darcie Antle  
Title: Disaster Recovery Finance Director  
Organization : County of Mendocino  
Address: 501 Low Gap Road, Room 1010  
City: Ukiah State: CA Zip Code: 95482 County: Mendocino  
Telephone: 707-234-6034 Fax:   
Email address: antled@mendocinocounty.org

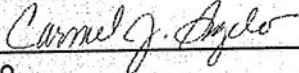
CMSP COVID-19 Emergency Response Grant (CERG) Program

**Agreement:**

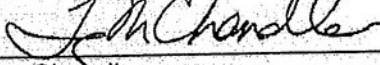
By submitting this application for CMSP COVID-19 Emergency Response Grant, the applicant signifies acceptance of the applicant's responsibility to comply with all requirements stated in the Request for application (RFA) authorized by the County Medical Services Program Governing Board (Governing Board). 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:  Date: 5/21/2020  
Name: Carmel Angelo  
Title: Chief Executive Officer  
Organization: County of Mendocino  
Address: 501 Low Gap Road  
City: Ukiah State: CA Zip Code: 95482 County: Mendocino  
Telephone: 707-463-4441 Fax: \_\_\_\_\_  
Email address: angeloc@mendocinocounty.org

**Lead Agency Director**

Signature:  Date: 5/21/20  
Name: Tammy Moss Chandler  
Title: Director, Health and Human Services Agency  
Organization: County of Mendocino  
Address: 747 South State Street  
City: Ukiah State: CA Zip Code: 95482 County: Mendocino  
Telephone: 707-472-2333 Fax: 707-472-2335  
Email address: chandlert@mendocinocounty.org



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

1) COUNTY NAME: *County of Mendocino*

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.

The County of Mendocino has identified uninsured or underinsured low-income adult County residents seeking health care services and supports, low-income population groups identified as most at risk of COVID-19 conditions based upon current data, **and** low-income adult residents with existing health conditions that have housing challenges as the target populations for CERG funding. These populations include A) individuals experiencing homelessness or at risk of becoming homeless who are also elderly, suffering from a serious underlying chronic condition, parenting children, or fleeing domestic violence, B) elderly or otherwise high-risk individuals who are unable to prepare or obtain meals at home, and C) individuals facing housing or food insecurity crises due to COVID-19 who are ineligible for other aid programs.

Of these populations, those experiencing homelessness face some of the most challenging living conditions with regard to complying with the protective measures required to avoid exposure to and limit subsequent transmission of COVID-19, and have the most limited access to resources to support sheltering in place, self-quarantining, and social distancing. In 2019, the annual point-in-time count estimated 538 unsheltered individuals in Mendocino County, with an additional 107 individuals in emergency or transitional housing. CERG funds for this population will be used to support two activities: 1) local match for temporary housing for these individuals in hotel rooms through the California Governor's Office of Emergency Services (CALOES) Project Roomkey, locally titled the Pandemic Prevention Motel Program; and 2) funding to develop a flexible "Immediate Housing Needs Fund" which will be utilized to provide a variety of small-dollar supports to homeless individuals to help them improve their living situation during this crisis. This could include vouchers for possession storage while they live with a friend or family member,

a bus ticket to a family member, a gas card to help support moving belongings from a homeless encampment, or down payment assistance on a place to live, among other similar activities.

For elderly or otherwise high-risk individuals who are unable to prepare or obtain meals at home, CERG funds will be used as local match for the CALOES Emergency Feeding Program. This program supports partnerships between local governments and restaurants and industrial kitchens to deliver food to this vulnerable population.

The final target population, individuals facing food and housing crises due to COVID-19 consists of individuals who meet the following criteria: 1) do not qualify for unemployment; 2) do not qualify for any federal stimulus packages; 3) have been laid off or are otherwise unable to produce income; and 4) are experiencing food or housing crises as a direct result of COVID-19. CERG funds for this population group will be distributed as small dollar direct grants through a partnership with North Coast Opportunities, Inc. (NCO), a local, non-profit human services provider which has already developed and initiated the program, titled "People Helping People," through direct donations but does not have sufficient funding to meet current needs. Individuals in this program will receive small grants to ease housing or food crises caused by COVID-19.

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

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

CERG funding will support the Mendocino County Executive Office, the County Health and Human Services Agency, and North Coast Opportunities, Inc.

Of these partners, the County Executive Office will provide staffing to support grant management and coordination between funding programs, as Project Roomkey and the Emergency Feeding Program are both being administered through that office. The County Health and Human Services Agency will serve as the eligible grant recipient and acts as "boots on the ground" working with individuals to support access to Project Roomkey, the Immediate Housing Needs Fund, and the Emergency Feeding Program. North Coast Opportunities will continue to administer the People Helping People program, accepting applications, vetting applicants and assessing need, issuing funds, and tracking outcomes.

### **4) BUDGET REQUEST**

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

The County of Mendocino is pursuing a wide range of funding sources to help support COVID-19 response efforts. This includes pursuing FEMA Public Assistance (PA) funding for costs incurred following the federal disaster declaration issued on March 22, 2020, retroactive to January 20, 2020, to support damage to infrastructure and overtime staffing costs associated with the event. The County has secured funds through Project Roomkey for homeless non-congregate sheltering and through the Emergency Feeding Program to offer meal deliveries to elderly or otherwise vulnerable individuals. The County is also pursuing emergency supplemental funding through the US Department of Justice in partnership with Motorola, and cash aid and food assistance funding provided by the California Department of Social Services. The County has accessed approximately \$141,000 in emergency homelessness funding along with approximately \$153,000 allocated to the local Continuum-of-Care through the California Homeless Coordinating and Financing Council. Mendocino County has also received approximately \$210,000 in crisis response funding from the California Department of Public Health. Despite these resources already secured, initial estimates indicate that response costs for Mendocino County, almost none of which were budgeted, will exceed \$4 million, conservatively. As such, there is still significant need for supplemental funding to support County response efforts.

The County also anticipates accessing funding provided for local governments through the passage of the CARES Act. However, as Mendocino County is a local jurisdiction with a population below 500,000, the County cannot access CARES funding directly through the US Department of Treasury and is instead waiting on disbursement from the State of California. As such, the amount of this funding is not yet clear, nor is there a clear timeline established for when that funding will become available.

CERG funds will be heavily leveraged and utilized in coordination with three existing programs, as well as used to seed an additional new program, as discussed in response 2b. The County intends to use CERG funds as local match for Project Roomkey and the Emergency Feeding Program, both of which require a 6% local cost share. The remaining costs for those programs are covered by the State of California (19%) and the Federal Emergency Management Agency (FEMA; 75%). The County also intends to utilize CERG funding to support NCO's People Helping People program to ensure that County residents with the most acute housing and food shortage needs can receive immediate support. The People Helping People program has already been established through private donations and CERG funding will help the program serve many more individuals in need.

The final use of CERG funds will be to develop an "Immediate Housing Needs Fund" for homeless individuals to support small-dollar services which can make a significant impact to help individuals move safely off the streets and into more permanent living situations. CERG funds are currently the only funding available for this service, though the County will pursue other opportunities for the program as they become available.

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

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

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

CERG FUNDS NOT REQUESTED

**Supportive Quarantine Services:**

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

CERG funds will be utilized to provide supportive services to individuals experiencing homelessness or at risk of becoming homeless through temporary housing in motels/hotels. CERG funds will also be utilized to offer meal delivery services to elderly or otherwise high-risk individuals who are unable to prepare or obtain meals at home. Funds for both activities will serve as match for other programs, as discussed previously. The County anticipates providing rooms for up to 200 homeless individuals and 30 children and meals for approximately 2,000 individuals weekly through these programs. The number of individuals served will be prorated for CERG reporting purposes to represent the 6% local cost share for the program, or approximately 12 individuals in motel rooms and 120 individuals fed per week. Please note that all program activities will be oriented around serving adults who meet the qualifying criteria; no services will be provided directly to children, though children of underserved adults may benefit from services provided to those adults.

To participate in Project Roomkey, individuals must meet one of the following criteria: 1) test positive for COVID-19 but do not require hospitalization, but require quarantine or isolation; 2) have been exposed to COVID-19 as documented by a state or local public health official or medical services provider and require quarantine or isolation; or 3) be asymptomatic but high risk, including people over 65, those with

underlying health conditions like respiratory issues, compromised immune systems, or chronic diseases, who require emergency non-congregate sheltering as a social distancing measure. To qualify for the County's Pandemic Prevention Motel Program, individuals must qualify for Project Roomkey OR be homeless and parenting children or homeless and fleeing domestic violence.

To participate in the Emergency Feeding Program, individuals must meet the following criteria: 1) be 65 or older, or otherwise at high-risk, as defined by the CDC; 2) live alone or with one other program-eligible adult; 3) not receiving assistance from any other federal nutrition assistance program and receive no more than \$74,940 in income for a household of one and \$101,460 for a household of two (600% of the federal poverty limit); and 4) affirm an inability to prepare or obtain meals. Food costs charged to the CERG program will be limited to \$15 per meal per person, per the CERG guidelines.

The County of Mendocino, demographically, tends to skew older than the State as a whole, with an estimated 19,656 residents, or 22.3% of the total County population, age 65 or older, as compared to 14.8% of the State as a whole. Of these 19,656 residents, only a small fraction typically receive Meals on Wheels service or similar (140 daily in the Ukiah Valley area, with an additional 35 in the Willits area; data is insufficient estimate the total population served by all Meals on Wheels programs throughout the County). Due to the shelter-in-place orders, the risks COVID-19 poses to this demographic, and the availability to of a coordinated program framework through CALOES, providing an additional meal delivery services to seniors will make a significant impact on a large demographic group within Mendocino County.

To be eligible for the Immediate Needs Fund, individuals must be currently homeless and identify the required support and the expected outcomes of that support. Potential services available for the Immediate Needs Funds will be room rental costs for individuals who do not qualify for Project Roomkey but do qualify for the Pandemic Prevention Motel Program, down payment assistance for a permanent rental space, vouchers for bus tickets or temporary possession storage, and gas cards. With the \$20,000 requested for this program, the County of Mendocino anticipates supporting up to 40 homeless individuals with approximately \$500 each. Services provided, however, will not exceed the individual limits set forth in the CERG guidelines for items like gas cards.

Combined under the Pandemic Prevention Motel Program and Project Roomkey, the County of Mendocino has already provided temporary housing for 184 adults and 20 children. As Shelter-in-Place restrictions loosen, many of these individuals, along with others who are still on the streets because they do not qualify for Project Roomkey or the Pandemic Prevention Motel Program, have indicated that they will not be able to safely transition from the streets to a more permanent living situation without supports like those offered by the Immediate Needs Program. The path to permanent housing can be long and complicated, but with access to a flexible Immediate Housing Needs fund, the County believes we can assist many of these individuals in securing safe housing at the conclusion of their motel stay or as an alternative to the streets. For example, the County recently placed a homeless couple expecting a baby in a local motel through our Pandemic Prevention Motel Program. The couple had secured an apartment but was unable to pay for the down payment. We used a very limited pool of funds to assist this family with the down payment; the baby was born a little bit early; and the family will be able to return to secure housing with their newborn. With support from CMSP for an Immediate Housing Needs fund, we believe we will be able to offer tools and resources for our motel guests to secure permanent or transitional housing. It is critical that this fund be available for flexible and creative needs.

**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 NOT REQUESTED



**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.*

CERG funding will also be utilized to support the "People Helping People" giving program already underway and administered by North Coast Opportunities, Inc. Supporting this program represents a replication of a previous partnership between NCO and Mendocino County following the 2017 Redwood Complex Fire, which destroyed over 300 homes in the County. Following that disaster, the County of Mendocino utilized grant funding provided by the Golden State Financing Authority to bolster a small-dollar giving program administered by NCO which responded to urgent needs faced by fire survivors. This program was very successful in rapidly routing targeted aid to some of the most vulnerable County residents.

In this iteration of the program, the County of Mendocino will enter into contract with NCO and provide \$150,000 in funding for the People Helping People program. These funds will then be administered by NCO, which will accept applications from residents, collect documentation, verify eligibility, provide funding to eligible applicants, and monitor program expenditures and outcomes, reporting this information back to Mendocino County for grant reporting purposes. All of the funds provided will be used as small dollar grants, with no funding going toward staffing costs. The County anticipates NCO will provide grants of approximately \$1,500 each to 100 families requiring urgent support to address housing or food crises caused by COVID-19.

To participate in the People Helping People program, individuals must meet all of the following criteria: 1) do not qualify for unemployment; 2) do not qualify for any federal stimulus packages; 3) have been laid off or are otherwise unable to produce income; and 4) are experiencing food or housing crises as a direct result of COVID-19.

NCO has conducted outreach and internal strategizing, leveraging experiences during the Redwood Complex Fire to identify the target population for the People Helping People program.

**Public Information and Outreach:**

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

CERG FUNDS NOT REQUESTED

**Administration/Overhead Expenses:**

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

The County is requesting ~7% of the total project budget be allocated to the administration and overhead expenses category. This includes pro-rated costs for activities which are crucial for providing an adequate response to COVID-19 but also support other County functions, such as facilities costs, vehicle insurance, maintenance and operation of office equipment, and office supplies.

**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 County of Mendocino and NCO will keep thorough records regarding the demographic characteristics of individuals served, including gender identity, age, race, ethnicity, and income level, the number of individuals supported using CERG funding in each program, the dollar amount of support allocated to each individual (for services like the Immediate Housing Needs Program, Project Roomkey, and meal delivery), and the total amounts expended under each project category, with documentation of all expenditures. The County will also track and report on the extent to which CERG funding was leveraged through Project Roomkey and the Emergency Feeding Program. NCO will track the number of participants in the People Helping People program supported by CERG funding, the dollar amount received by each participant, and the use of those funds by each participant. The County and NCO will also request program enrollees provide an explanation for requesting services, and these responses will also be tracked and provided in grant reporting.

Ms. Xuyen Ung of the Mendocino County Disaster Recover Team under the County Executive Office will be responsible for directing the completion of the required progress and expenditure reporting for the project. Ms. Ung will receive data from NCO for the People Helping People program; NCO, as a non-profit which administers numerous grant- and publicly-funded programs annually, maintains robust reporting procedures and data capture processes which will ensure accurate data regarding the use of CERG funds is available.

## 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:
  - o 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).
  - o Completed CERG Request Form (APPENDIX D).
  - o 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: County of Mendocino**

**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                                    | \$ 75,000.00            |
| Public Employees Needed for Emergency Response                    | \$ -                    |
| Non-Profit Human Services Providers Needed for Emergency Response | \$ 150,000.00           |
| Public Information and Outreach                                   | \$ -                    |
| Administration/Overhead Expenses (limited to 15%)                 | \$ 16,793.00            |
| <b>Total Request</b>  | <b>\$ 241,793.00</b>    |

**EXHIBIT D**

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

|                                    |  |
|------------------------------------|--|
| Grantee's Full Name:               | COUNTY OF MENDOCINO HEALTH AND HUMAN SERVICES AGENCY   |
| Grantee's Address:                 | COUNTY OF MENDOCINO HEALTH AND HUMAN SERVICES AGENCY<br>747 SOUTH STATE STREET<br>UKIAH, CA, 95482 |
| Grantee's CAO:<br>(Name and Title) | CARMEL ANGELO<br>CHIEF EXECUTIVE OFFICER   |
| Grantee's Phone Number:            | (707) 463-4441   |
| Grantee's Fax Number:              |  |
| Grantee's Email Address:           | angeloc@mendocinocounty.org  |
| Grantee's Tax Id# [EIN]:           | 94-6000520   |

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

GRANTEE: COUNTY OF MENDOCINO HEALTH AND HUMAN SERVICES AGENCY  
*County Administrative Officer:*

By: Darcia Antle  
Title: DCFO

*Applicant:*

By: Myal Wiley  
Title: Acting HHS Assistant Director

**IN WITNESS WHEREOF**

**DEPARTMENT FISCAL REVIEW:**

By: *Mary Alice Willeford*  
Mary Alice Willeford, HHS Assistant Director

Date: 6-11-2020

Budgeted:  Yes  No

Budget Unit:

Line Item:

Org/Object Code:

Grant:  Yes  No

Grant No.:

**COUNTY OF MENDOCINO**

By: \_\_\_\_\_  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

Date: \_\_\_\_\_

**ATTEST:**

CARMEL J. ANGELO, Clerk of said Board

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

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

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

**INSURANCE REVIEW:**

By: *Carmel J. Angelo*  
Risk Management

Date: 6/18/2020

**CONTRACTOR/COMPANY NAME**

By: See Page 4  
Kari Brownstein, Administrative Officer

Date: \_\_\_\_\_

**NAME AND ADDRESS OF CONTRACTOR:**

County Medical Services Program  
Governing Board  
1545 River Park Dr., Suite 435  
Sacramento, CA 95815

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**COUNTY COUNSEL REVIEW:**

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,  
County Counsel

By: *Charlotte Scott*  
Deputy

Date: 6/18/2020

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By: *Darcie Antle*  
Deputy CEO

Date: 6/18/2020

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed

Mendocino County Business License: Valid

Exempt Pursuant to MCC Section: \_\_\_\_\_