

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

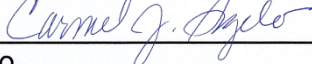
CMSP COVID-19 Emergency Response Grant (CERG) Program

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. 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: 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.

Category	Amount Requested
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
Total Request	\$ 241,793.00