

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

**between**

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

**and**

**NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY**  
**("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 Executive Officer or his/her designee ("CEO") 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 CEO and the Applicant within sixty (60) days of the Effective Date. Should this Agreement and the execution of the CEO 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:  
NEVADA COUNTY HEALTH & HUMAN  
SERVICES AGENCY  
*County Executive Officer:*

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

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

*Applicant:*

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

**EXHIBIT A**

GRANTEE: NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY  
GRANT FUNDS:

Total Amount To Be Paid to Grantee under Agreement \$ 268,946.00

Amount to Be Paid Upon Execution Of This Agreement (07/15/20): \$134,473.00

Amount To Be Paid Following Receipt of Grantee's Interim Report  
(03/15/21): \$107,578.40

Amount To Be Paid On Board's Determination and Acceptance of Grantee's Final Report  
(08/15/21): \$26,894.60

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

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NOTICES:

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

Grantee:  
Nevada County Health & Human Services Agency  
Attn: Alison Lehman, County Executive Officer  
950 Maidu Ave  
Nevada City, CA 95959  
(560) 265-7040  
(530) 265-9839 (facsimile)

**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 Executive 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:** Nevada

**2. Funding Request:**  
Requested Amount : \$268,970

**3. Lead Agency Applicant:**

Organization: Nevada County Health & Human Services Ag Tax ID Number: 94-6000526  
Applicant's Director: Ryan Gruver  
Title: Agency Director  
Address: 950 Maidu Ave  
City: Nevada City State: CA Zip Code: 95959 County: Nevada  
Telephone: 530-265-1627 Fax: 530-265-9860  
Email address: ryan.gruver@co.nevada.ca.us

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

Name: Erin Mettler  
Title: Chief Financial Administrative Officer  
Organization : Nevada County  
Address: 950 Maidu Ave  
City: Nevada City State: CA Zip Code: 95959 County: Nevada  
Telephone: 530-470-2551 Fax: 530-265-9860  
Email address: erin.mettler@co.nevada.ca.us

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

Name: Andrea Lehmkuhl  
Title: Administrative Analyst II  
Organization : Nevada County  
Address: 950 Maidu Ave  
City: Nevada City State: CA Zip Code: 95959 County: Nevada  
Telephone: 530-265-1626 Fax: 530-265-9860  
Email address: andrea.lehmkuhl@co.nevada.ca.us

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

Name: Andrea Lehmkuhl  
Title: Administrative Analyst II  
Organization : Nevada County Health & Human Services Agency  
Address: 950 Maidu Ave  
City: Nevada City State: CA Zip Code: 95959 County: Nevada  
Telephone: 530-265-1626 Fax: 530-265-9860  
Email address: andrea.lehmkuhl@co.nevada.ca.us

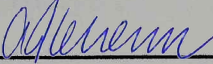
CMSP COVID-19 Emergency Response Grant (CERG) Program

**Agreement:**

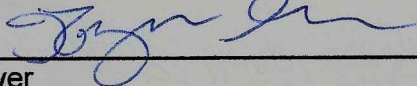
By submitting this application for CMSP COVID-19 Emergency Response Grant, the applicant signifies acceptance of the applicant's responsibility to comply with all requirements stated in the Request for application (RFA) authorized by the County Medical Services Program Governing Board (Governing Board).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

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

**County Administrative Officer**

**Signature:**  **Date:** 4/21/2020  
**Name:** Alison Lehman  
**Title:** Chief Executive Officer  
**Organization:** Nevada County  
**Address:** 950 Maidu Ave  
**City:** Nevada City **State:** CA **Zip Code:** 95959 **County:** Nevada  
**Telephone:** 530-265-7040 **Fax:** 530-265-9839  
**Email address:** ceo@co.nevada.ca.us

**Lead Agency Director**

**Signature:**  **Date:** 4/16/20  
**Name:** Ryan Gruver  
**Title:** Agency Director  
**Organization:** Nevada County Health & Human Services Agency  
**Address:** 950 Maidu Ave  
**City:** Nevada City **State:** CA **Zip Code:** 95959 **County:** Nevada  
**Telephone:** 530-265-1627 **Fax:** 530-265-9860  
**Email address:** ryan.gruver@co.nevada.ca.us



## APPENDIX D: REQUEST FORM

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

1) COUNTY NAME: **NEVADA 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.

***Nevada County is a small rural area that spans the Sierra Nevada mountains. We serve approximately 100,000 residents, 7% of which are uninsured and 27,000 of which received County provided health care coverage in 2018/19. CERG funding will be used to provide supportive quarantine services, outreach and information on available services and supports. This assistance will include distributing 25,000 copies of printed material to provide critical information on available services and support. These materials will be translated as appropriate for our Spanish speaking population. We estimate reaching 25,000 duplicated individuals with this valuable information.***

***Approximately 12% of Nevada County residents have income levels below poverty. Median income in Nevada County is \$56,521 as compared to the state median of \$63,783. During our last homeless point in time county, over 400 individuals were identified as housing insecure. The County has a plan to address homelessness, Better Together Nevada County, which identifies supportive housing as a key goal to be reached through both development of affordable housing units and the strategic use of hotel vouchers for homeless individuals and families. There is a significant funding gap for this plan, which CERG funding will partially fill by providing 38 hotel vouchers to assist an estimated 40 unduplicated individuals who are housing insecure and at risk of COVID-19. The hotel vouchers assist Nevada County in***

***providing supportive quarantine services, public health support, outreach and information, as well as increased support from non-profit organizations that assist this population directly.***

***Our County immunization rate has increased recently, however still sits well below the state average at 82%. In addition, approximately 27% of the County population is over the age of 65. Those publicly supported populations need additional assistance to better understand COVID-19 and how to identify and manage symptoms, as well as prevent contracting the disease. CERG funding will be used to provide our front-line staff who serve these residents with Personal Protective Equipment, increase through part-time staff, the capacity to provide services, and offer supportive quarantine services. This assistance will include over 90,000 pieces of PPE and 1,715 hours of additional support through public health temporary nurses and behavioral health access team.***

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

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

***Nevada County's Health and Human Services Agency includes the Public Health, Housing & Community Services, and Behavioral Health Departments, all of which will participate in this grant. Nevada County will also utilize existing contracts with non-profit organizations that are providing services, housing, shelter, and food to target populations in response to the COVID-19 emergency. Potential key partners include shelter providers (Church of the Mountains, North Gold Senior Mountaineers, Crisis Intervention Services, and SPIRIT), a transitional housing provider (Granite Wellness Center), and food banks (Food Bank of Nevada County, Interfaith Food Ministry). The County has annual contracts with these organizations.***

### **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.

***Nevada County has received and anticipates receiving funding specific to housing for COVID-19 patients and those at higher risk without alternative housing. Much of the funding received is specific to hotel rooms or rental assistance services and does not cover the additional expenses our residents need during this pandemic, particularly if they are unemployed or furloughed and do not have a steady or reliable income source. Nevada County intends to use CERG funds to fill the gaps identified by staff during the course of serving the target populations. This can include personal protective equipment (PPE) for front line employees providing critical services to the target populations as well as providing food, hygiene supplies, information and support services.***

***The speed in which this pandemic has spread, and its devastating potential impacts, have placed a burden on our public services capacity as well as increased the number of residents in need. Nevada County Health & Human Services Agency staff are adept***

**and equipped with knowledge of the wide variety of services available for residents and can assist them in accessing those services as the needs are identified. This can be at the time of initial assessment, or during case management follow-up, or through word-of-mouth between other providers and County staff. The CERG funding will support and supply these efforts and make a difference in the lives of our residents. Specific areas of need are for temporary Public Health nurses who are directly responding to the pandemic, and the Behavioral Health Access team who connect vulnerable citizens, including citizens experiencing homelessness, with mental health, SUD, and other supportive services. Additionally, shelter providers have been responding to this crisis by adapting their practices and helping place high-risk individuals and those exhibiting symptoms of COVID-19 into hotel rooms. It is anticipated that this will be an ongoing need, and these CERG funds will help fill that gap. Finally, non-profit partners that provide other services to low-income or vulnerable individuals have seen a continued need for services. For instance, we anticipate providing additional funding to domestic violence shelters within the county, food banks, and organizations that provide transitional housing.**

**Other funds Nevada County Health and Human Services Agency expects to receive for COVID-19 response are listed in the table below:**

<b>Grant</b>	<b>Amount</b>
<b>COVID Emergency Homeless Funding</b>	<b>\$74,408</b>
<b>CSBG CARES</b>	<b>\$374,190</b>
<b>CDBG</b>	<b>\$273,010</b>
<b>PHEP COVID Supplemental</b>	<b>\$381,370</b>
<b>HOPWA CARES</b>	<b>\$21,607</b>
<b>HIV Care CARES</b>	<b>\$10,604</b>
<b>Project Roomkey</b>	<b>\$50,000</b>

- 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.*

**There continues to be a shortage of PPE, equipment and supplies to assist our public employees who are not front line medical staff, but who provide critical services to our low-income, under-insured, high risk of COVID-19 residents. While much of our work has shifted to over the phone, email, or video, there remains a high number of clients who do not have access to these modalities and still require face-to-face assistance. We anticipate using CERG funds to purchase facemasks, gowns, hand sanitizer, surface disinfectants, and other supplies needed to protect our employees and service providers. It is estimated that \$31,000 will be used to support purchase of PPE equipment and supplies. This PPE will be used both in the County offices who interact with clients as well as those who travel out in the field to**

**assist clients and residents. County food banks have also requested assistance with purchasing paper bags so they can safely distribute food to customers.**

<i>PPE Type</i>	<i>Number</i>	<i>Price</i>
<i>Paper Masks</i>	<i>6,000</i>	<i>\$4,300</i>
<i>Cloth Masks</i>	<i>1,500</i>	<i>\$6,500</i>
<i>Latex Gloves</i>	<i>10,000</i>	<i>\$400</i>
<i>Disposable Gowns</i>	<i>1,000</i>	<i>\$1,700</i>
<i>Hand Sanitizer, large</i>	<i>75</i>	<i>\$1,900</i>
<i>Hand Sanitizer, small</i>	<i>1,800</i>	<i>\$4,500</i>
<i>Disinfecting Wipes, bottle</i>	<i>300</i>	<i>\$2,200</i>
<i>Face Shields</i>	<i>50</i>	<i>\$1,100</i>
<i>Paper Bags for Food</i>	<i>70,000</i>	<i>\$8,400</i>

**Supportive Quarantine Services:**

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

***Nevada County received funds to provide quarantine services (see table in 4c), but much of it expires June 30, 2020. We anticipate a continuing need to purchase hotel rooms to quarantine individuals who test positive for COVID-19, or house high-risk individuals who would otherwise be sheltered by our non-profit partners in congregate settings or who are unsheltered. Food services are fully funded and being provided to individuals in quarantine by one of our non-profit partners, so the gap is funding for the hotel vouchers. We estimate that 14-30 day stays may be needed, and a room may house an individual, couple, or small family unit. It is estimated that \$60,000 will be used to support these efforts.***

<i>Item</i>	<i>Budget</i>	<i>Rooms Purchased, for 14 or 30-day stays</i>
<i>Hotel Vouchers</i>	<i>\$60,000</i>	<i>38</i>

**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.*

***One of the largest areas of need to support the County's response to the COVID-19 pandemic is the temporary Public Health nurses who are expanding our capacity to***

**respond to the pandemic. They play an integral role in contact tracing, advising local businesses and non-profits on how to obtain proper social distancing, and general health and wellness information during this pandemic. In addition, the Behavioral Health Access team is working to connect low-income individuals, including individuals experiencing homelessness, to mental health, SUD, housing, and other supportive services. The Behavioral Health Access team is made up of licensed therapists, and their average hourly rate is about \$64. Estimated cost of these added services is \$70,000.**

<b>Staff</b>	<b>Hours</b>	<b>Amount</b>
<b>Public Health Nurse temps</b>	<b>1500</b>	<b>\$40,000</b>
<b>Behavioral Health Access Team staff</b>	<b>472</b>	<b>\$30,000</b>

**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.*

**Many community-based organizations have experienced an increase in service requests and yet they themselves are having to shift how services are provided. Many have lost staff and volunteers during this time as they are high-risk and need to isolate or require PPE to continue working. The County intends to strategically increase funding to the providers who are most at need and provide services to low-income and under-insured clients. At this time, the County intends to execute a contract with the non-profit Sierra Roots for COVID-19 homeless relocation support services for up to 72-days. Sierra Roots will hire up to two Shelter Coordinators and one Community Liaison to provide support and guidance to at-risk homeless individuals relocated to hotels using a voucher. The County recently completed a 30-day pilot project which included this type of non-profit support with great success. Specific duties of the Shelter Coordinators include overnight on-site availability to address any issues or challenges individuals are experiencing (up to two monitors, depending on number of individuals placed). The Community Liaison will be responsible for leading community and relationship building exercises during the evening hours as well as life skills exercises as a way to help individuals be more receptive to county services, including, but not limited to, substance abuse and mental illness, unemployment, accessing medi-cal benefits, and other health related issues. As part of these support services, it is anticipated that some level of supplies will be needed and an allowance of \$150 per day is estimated for the purposes of the budget. Currently, it is contemplated that some refreshments (cookies, coffee, water) would be purchased and provided, but also may include training materials such as handouts, or PPE such as masks, hand sanitizer, and cleaning supplies. Payment to these organizations would be in arrears on a monthly basis during the grant term and per the terms of the executed contract. Estimated cost for this effort is \$60,000.**

Shelter Coordinators – up to 2, total combined hours not to exceed 18.5 per day	18.5 hours x 72 days = 1,116 hours x \$18 per hour	\$23,976
Community Liaison	17.5 hours x 72 days = 1,260 hours x \$20 per hour	\$25,200
Community building supplies – invoiced monthly	\$150/ day	\$10,800
		\$59,976

**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.*

***Communication to our residents is of utmost importance during this time and it reinforces the gaps in access to services such as high speed internet and reliable cell phone service in our rural County. Funds in this category will be spent developing public messaging in multiple languages and for various means of communication, including handouts and pamphlets. It is anticipated that \$7,624.50 of CERG funds will be expended on information and outreach.***

Public Information Development (staff or existing PI contractor)	\$5,624.50
Printing/Distribution	\$2,000

**Administration/Overhead Expenses:**

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

***The increase in activity required to administer these funds, including identifying participants, organizations, and sourcing products will be covered by this 15% administrative overhead allocation. Costs will cover staff time for contract managers to amend existing contracts and oversee deliverables, fiscal staff, and staff collecting data for evaluation and reporting. Activity will be billed to this item and include a global A-87 charge. The specific positions and estimated hours applicable to grant activities is listed below:***

Title	Hourly Rate	Est. Hours	% to CERG	Total Class I	A-87 Rate	Total to CERG
Chief Fiscal Administrative Officer	\$ 99.41	104	5%	\$ 10,338.25	7%	\$ 11,061.9
Administrative Analyst II	\$ 64.39	104	5%	\$ 6,696.55	7%	\$ 7,165.3
Program Manager	\$ 98.10	41.6	2%	\$ 4,081.16	7%	\$ 4,366.8
Administrative Services Officer	\$ 89.51	41.6	2%	\$ 3,723.72	7%	\$ 3,984.3
Administrative Services Associate	\$ 55.62	41.6	2%	\$ 2,313.90	7%	\$ 2,475.8
Accounting Assistant Senior	\$ 47.54	104	5%	\$ 4,944.05	7%	\$ 5,290.1
Accountant	\$ 60.33	104	5%	\$ 6,274.15	7%	\$ 6,713.3
				\$ 38,371.78		\$ 41,057.8
					Budget	\$ 40,345.9
				Overage covered by local funds		\$ (712.3

## 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 required reporting will be compiled by Nevada County Health & Human Services Agency Administrative Analyst II Andrea Lehmkuhl. The grant funds received and expended will be tracked in the County's financial system with a unique project control number to allow for ease in reporting and demonstrate separation of funds. The expenditure reports submitted to HHSA and subsequently prepared for CMSP will include quantities purchased, hours worked, or counts of people served as applicable for the six expenditure categories as well as the population served based upon the four categories. This data will be transmitted to CMSP as requested for progress reporting.***

**Key measures:**

**1. Number of items of PPE procured and distributed – see table in 4c**

**2. Number of hotel vouchers provided and clients served – see estimate in 4c.**

**Demographics to be reported: age, race, ethnicity, gender, veteran status, and presence of disabling condition**

**3. Hours worked by temporary Public Health nurses and Behavioral Health Access team – see table in 4c. Public health nurses work in an advisory capacity, and reporting on reporting on client counts and demographics is not applicable. Behavioral Health Access team will report on number of contacts in the project period (2019 contacts were 1,081). Demographic data to be reported by the Access team are age, preferred language, and housing status (homeless/housed).**

**4. Clients served by non-profit human services providers – estimated measure to be determined during contract amendment process**

## 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 Executive 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: Nevada**

**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	\$ 31,000.00
Supportive Quarantine Services	\$ 60,000.00
Public Employees Needed for Emergency Response	\$ 70,000.00
Non-Profit Human Services Providers Needed for Emergency Response	\$ 59,976.00
Public Information and Outreach	\$ 7,624.50
Administration/Overhead Expenses (limited to 15%)	\$ 40,345.50
<b>Total Request</b>	<b>\$ 268,946.00</b>

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

Grantee's Full Name:	NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY
Grantee's Address:	NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY 950 MAIDU AVE NEVADA CITY, CA 95959
Grantee's CEO: (Name and Title)	ALISON LEHMAN COUNTY EXECUTIVE OFFICER
Grantee's Phone Number:	(560) 265-7040
Grantee's Fax Number:	(530) 265-9839
Grantee's Email Address:	CEO@co.nevada.ca.us
Grantee's Tax Id# [EIN]:	94-6000526

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: NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY**  
***County Executive Officer:***

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

***Applicant:***

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