

## APPENDIX D: REQUEST FORM

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

1) COUNTY NAME: LAKE

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.

a. 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.

**Individuals eligible to receive services shall be low income individuals from all four specific target categories who are identified by local health facilities as needing non-congregate quarantine or isolation out-of-home in order to protect family members and the community at large from exposure to the coronavirus. Beyond meeting income limitations, individuals will be either:**

- Exposed, high risk and/or awaiting COVID test results with a need to isolate until results are received
- Testing positive for COVID19, not yet symptomatic but have a need to isolate
- Symptomatic but not a level requiring hospitalization and have a need to isolate

**Each eligible individual will be provided with a hotel room to self-isolate (clients testing positive and/or showing symptoms housed apart from clients that are awaiting test results and are asymptomatic), all meals during quarantine, any PPE products deemed necessary to protect clients, staff and healthcare workers, and a comfort kit. Healthcare nursing staff shall monitor and attend to client**

healthcare needs and other assigned staff shall assist clients with non-healthcare related needs and site supervision.

CERG funding will provide:

- PPE supports to healthcare staff working directly with clients, other staff in support positions, partner agency staff and non-profits involved in COVID19-related disaster assistance and in turn, those partners shall provide the peripheral non-healthcare related staffing necessary and/or other assistance to support the program.
- Hotel accommodations for identified clients to self-isolate away from family members and the community.
- Meal provisions for clients
- Comfort kits and related items as needed
- Laundry, disinfection and janitorial services
- Stipends to encourage volunteer participation in support roles

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

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

**All CMSP grant funding shall flow through Lake County Health Services as the lead agency and purchaser in order to administer this project as well as coordinate services that are aligned with, and run parallel to, Project Room Key and other programs assisting in the effort to fight COVID19.**

**The CMSP grant project will be part of a collaborative effort between Lake County Health Services and Lake County Social Services in partnership with local agencies and non-profits to provide clearly defined isolation pathways for our community in order to protect, respond to and reduce the spread of COVID19.**

### **4) BUDGET REQUEST**

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

1. **COMMUNICABLE DISEASE GRANT – CDPH recently approved the utilization of this grant to fund COVID-19 response activities. This grant will fund the Public Health’s administrative expenses (salary, benefits and operating expenses) that are not covered by and/or in excess of CERG grant allocation.**

**2. COVID-19 RESPONSE GRANT – This grant funds the salaries, benefits, office supplies, inventory and indirect cost of the Lake County Public Health Emergency Preparedness staff in excess of PHEP, HPP and PANFlu base program allocations. No CERG grant will be used to pay for EPO programs related to COVID-19 activities.**

- 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.*

**TOTAL ESTIMATED PPE ALLOCATION: \$72,187.83**

**Personal Protection Equipment (PPE) is vital to ensuring this program succeeds in meeting the overarching goal of slowing the spread and reducing the impact of COVID19 on the community. Therefore, a significant percentage of the budget is allocated to the purchase of PPE.**

**PPE shall be provided (and will be required to be worn/used) to every first responder assisting this project, staff working directly with clients and/or indirectly in support positions. In addition, PPE shall be provided to clients and offered to any person in regular contact with those listed above, including partner agency staff.**

**Local partner agencies supporting this effort include:**

**Non-profits:**

- **North Coast Opportunities - providing volunteer staffing support,**
- **American Red Cross, local chapter providing meal delivery services**
- **CalFIRE, preparing meals**
- **Lake County Continuum of Care (LCCoC) agencies involved in the provision of homeless services**

**Other City/County departments and entities:**

- **Lake County Department of Social Services**
- **Lake County Behavioral Health Department**
- **City Police Departments of Lakeport and Clearlake, assistance as needed**
- **Lake County Sheriff’s Department, assistance as needed**
- **Pacific Union College providing soon-to-be graduating nursing student volunteers**

**Supportive Quarantine Services:**

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

**TOTAL ESTIMATED QUARANTINE SERVICES ALLOCATION: \$78,400.00**

**This program is designed to be scalable based on community need.**

- A. Placements: Contract (2.5 months x \$24,000/month includes up to 16 rooms)**  
Local hotel rooms have been secured initially for a two month period of time to house clients. Overflow space has been procured in a currently unused facility that was recently home to Lake County's juvenile hall. This facility is self-contained with private rooms and kitchen facilities, and is uniquely situated to house those who may require a higher level of care or supervision in order to remain quarantined.
- A. Meals: 288 meals x approx. \$15/meal. Meals for all clients with dietary needs/restrictions and/or meals procured from check-in time until meal delivery is scheduled. Meals will be delivered to each client's room to ensure clients stay isolated and are not out in public.**
- B. Incidental kits: 34 kits x approx. \$30.59/kits One per client, and related items**
- C. Janitorial and disinfection services:**  
Janitorial Services 8-hour day x 2 days/wk x 8 weeks x approx. \$15/hr  
Disinfection services 16 rooms x \$195/room as needed during and after placements. This is necessary to ensure the lowest possible risk of viral transmission.
- D. Laundry services: 16 laundry pickup x approx. \$500/pickup**  
Professional cleaning/disinfection of linens

**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 are not requested. All identified funding streams shall be braided and coordinated to provide efficient use of funding to support the countywide effort to reduce the impact of COVID19 and protect the health of our community. County staff salaries and benefits shall be covered via outside funding streams in order to allocate all CMSP funds where they will have the most impact -- direct client-related supports and services. This includes staff assisting in this project from County departments including Social Services, Behavioral Health and Public Health departments.**

**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 funds are not requested to cover salaries/benefits for non-profit staff. As with County staff, all non-profit staff salaries and benefits will come from other available funding streams.**

**If, over time, the project expands in response to growing coronavirus outbreaks, stipends have been added to encourage volunteer participation, if necessary. Stipends: 1 - 16 volunteers x \$200 stipend per volunteer for the entire duration of the grant**

**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.*

**Lake County Public Health has a close relationship with all healthcare providers countywide and will provide important program information directly to all providers throughout the county. Providers will refer patients who meet program qualification criteria directly to Public Health for intake and placement.**

**Ongoing County coordination of COVID-related programs and services with partner agencies and healthcare providers will ensure each client receives the appropriate pathway for self-isolation measures and ensures funds are braided for maximum efficient use of funding to support the entire community.**

**In order to protect the identity and safety of each individual as well as ensure facility security, no public information regarding location of placements shall be provided to media agencies and no self-referrals will be accepted from individuals in the community.**

**Administration/Overhead Expenses:**

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

**TOTAL ESTIMATED ADMINISTRATIVE EXPENSE ALLOCATION: \$23,068.17**

**Administrative/overhead expenses includes salary and benefits of administrative staff assisting in this project from County departments including Social Services, Behavioral Health and Public Health departments.**

**ADMINISTRATION/OVERHEAD  
EXPENSES 15%**

	# of staff	Est. Hours	Average Salary & Benefits Rate	Total Estimated Salary and Benefits Cost
DSS Staff 34% FTE in 2.5 months	3	147	\$31.57	\$13,922.37
DSS/PH Staff-on call 24-hr shift	1	30 shifts	\$75.00	\$2,250.00
DSS Director	1			in-kind

PH Staff (Nurses) 34% FTE in 2.5 months	multiple	148	\$44.19	\$6,540.14
Nursing or MPH Students (volunteer)	multiple			in-kind
PH Admin (Fiscal Staff)	1	8.5	\$41.84	\$355.64
HS Director	1			in-kind
PH Director of Nursing	1			in-kind
HS Admin Manager	1			in-kind
HS Program Manager	1			in-kind
HS Program Coordinator	1			in-kind
<b>TOTAL ADMIN/OVERHEAD EXPENSE COST</b>				<b>\$23,068.17</b>

## 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.

**Data collection will include any data necessary to administer services as well as track outcomes including:**

- **Demographics of clients served:** race, age (or age bracket), ethnicity, language, etc.
- **Income and household information:** earned/unearned income, ages and numbers of other family members living in the household, hometown
- **Client health related information:** risk factors, diseases, current symptoms, medications
- **Target population segments:** symptomatic, awaiting test results, etc.,
- **Placements:** total clients placed, number of placement days per client, average stay
- **Services received/provided:** total program referrals, PH visits per client, referrals to other agencies, meals provided per day, total meals provided
- **Release information:** Designation of discharge location (to home, hospital, etc.), health status at time of discharge, numbers and reasons for clients leaving the program on their own despite advisement, and reasons for terminations from the program.
- **Fiscal data:** expenditures by type and amount

**Note:** only aggregate non-identifiable data shall be shared outside the program in order to protect confidentiality of clients.

**Contact for data collection:** Denise Pomeroy, Health Services Director, Public Health

**Contact for fiscal expenditure reporting:** Josefine Chester, Administrative Manager, Public Health

## 6) APPLICATION CHECK LIST

- ☐ Only **one** application will be considered from each CMSP County.
- ☐ Please read the CMSP COVID-19 Emergency Response Grant (CERG) Program Request for Applications available at <https://www.cmspcounties.org/covid-19-county-grants/>.
- ☐ Applications may be submitted beginning April 10, 2020 through June 10, 2020 at 5:00 PM PST.
- ☐ Submit application via email to [grants@cmspcounties.org](mailto:grants@cmspcounties.org). Please include the “County Name” and “CERG Application” in the subject line of the email.
- ☐ Application must be complete at the time of submission and must use the required forms provided.
- ☐ The required forms are available for [download](#):
  - Completed CERG Cover Sheet (APPENDIX C). The cover sheet must be signed by the Applicant Agency and by the County Administrative Officer, or their designee, of the County requesting the CERG.
    - Please include a PDF of the signed version of the CERG Cover Sheet (APPENDIX C).
    - Please also include an Excel file of the unsigned version of the CERG Cover Sheet (APPENDIX C).
  - Completed CERG Request Form (APPENDIX D).
  - Completed CERG Budget Template (APPENDIX E).
- ☐ Do not provide any materials that are not requested, as reviewers will not consider the materials.