



**COUNTY OF EL DORADO
Procurement & Contracts**

ATTN: Purchasing Agent
330 Fair Lane
Placerville, CA 95667

REQUEST FOR PROPOSAL #18-952-040

DUE: 3:00 PM – March 6, 2018

Sealed Proposals must be clearly marked on the outside of the package with:
“RFP #18-952-040 – DO NOT OPEN”

Oral Health Needs Assessment

The County of El Dorado Office of Procurement and Contracts, through its Health and Human Services Agency (also referred to as “County”), is requesting proposals for an assessment of available data to determine the current overall oral health status with the County including, the oral health needs and availability of dental services and other resources capable of supporting future services aimed at meeting the oral health needs in underserved areas and vulnerable population groups.

This request for proposal (RFP) defines the scope of services and outlines the requirements that must be met by Proposers interested in providing such services. Proposers shall carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the nature and the conditions to be encountered in performing the service. **Proposers are advised to read all sections of this RFP prior to submitting a proposal.**

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Notice to Proposers

The Procurement and Contracts Division does not mail out hard copy letters advising participating Proposers of RFP results. For RFP results, please visit our website at

<http://edcapps.edcgov.us/contracts/bidresults.asp>

RFP results will be posted within approximately fourteen business days after the RFP opening deadline date. The timeline for posting RFP results may vary depending on the nature and complexity of the RFP.

- I. **Background:** El Dorado County is located in Northern California and is bordered by Sacramento, Placer, Amador and Alpine counties in California, and Douglas County, Nevada. The two incorporated Cities in El Dorado County are Placerville and South Lake Tahoe. In the 2000 census, El Dorado County's population was determined to be 156,299. El Dorado County's population is projected to reach 243,000 by 2025, an increase of over 80,000 new residents.

In August of 2017, the California Department of Public Health (CDPH) released guidelines for a Local Oral Health Grant Program, attached hereto as Exhibit "B" for reference. The purpose of the grant program is to assist local health jurisdictions in the development or expansion of a local oral health program, as designated by the California Health and Safety Code Sections 104750 - 104765, 104770 - 104825, 104865 & 131085, as well as the Revenue and Taxation Code Section 30130.50 - 30130.58 (also known as the California Healthcare, Research and Prevention Tobacco Tax Act of 2016). El Dorado County submitted a proposal in response to the grant announcement; as a result of the proposal, El Dorado County will establish a local oral health program. In accordance with the grant program objectives, the County is now tasked with conducting a Needs Assessment to determine the current oral health status within the County.

Based on the requirements and limitations of the grant funding, the assessment will need to begin immediately after the award of this RFP and be completed as soon as possible thereafter. Ideally, the majority of the work should be completed and invoiced to the County no later than June 30, 2018. Proposers who are able to complete the majority of the work described herein by June 30, 2018, or sooner will be evaluated favorably. That being said, any contracts resulting from the RFP process will be contingent upon the final execution of the funding agreement by the County and CDPH. This solicitation is being released prior to a formally executed agreement in the interest of time and in anticipation of the upcoming award, which is currently moving through the approval process with CDPH. No services or activities described herein can begin until the funding agreement between the County and CDPH has been finalized.

The County is interested in identifying a vendor with prior experience conducting community based needs assessments for public health agencies, hospitals, medical facilities, or similar entities. Additionally, the County would prefer a vendor whose principally involved staff members have a sufficient level of public health, public administration, and/or statistics related education and the ability to perform the services described herein with professional level expertise. While no minimum credential or degree is required to submit a proposal, a Proposer's background, experience, and qualifications are competitive factors that will be evaluated as a part of this competitive process.

- II. **Scope of Services:** The successful Proposer will be required to enter into a one (1) year agreement for services with the County substantially similar in form to that attached hereto as Exhibit "A," marked "Sample Agreement for Services." Any reference in this Request for

Proposal to specific terms of the agreement are for illustrative purposes only and shall not limit the scope of the obligations to be assumed by the successful Proposer under the agreement. In the event of any conflict between a provision of this Request for Proposal and the provisions of the agreement attached as Exhibit "A," the terms of the agreement shall govern.

A. Mandatory Program Components:

The Mandatory Program Components as identified in this RFP must be completed regardless of any additional program components that are proposed. Ideally, the Mandatory Program Components identified below should be completed by June 30, 2018, but no later than September 30, 2018. Proposer's will be evaluated on their plan for accomplishing the activities by the time periods specified. At a minimum, the Contractor selected as the result of this RFP process will be required to provide the following:

1. Needs Assessment:

Conduct a Needs Assessment of the overall oral health status in El Dorado County including the oral health needs and the availability of dental services and other resources capable of supporting future services aimed at meeting the oral health needs in underserved areas and vulnerable population groups.

a. The Needs Assessment should include the following activities:

- Identify all available data resources;
- Determine the need for additional primary data based on available data resources and analysis of identified gaps in data;
- Select methods for gathering additional primary data to fill the identified gaps;
- Conduct the needs assessment;
- Collect data resulting from the needs assessment; and
- Analyze the data collected and prepare a Summary Analysis.

b. The Needs Assessment Summary Analysis should include a focus on underserved areas and vulnerable population groups.

B. Additional Program Components

While proposers are not required to propose the following services to be considered competitive for this RFP, said services must be accomplished as a part of the County's implementation of the Local Oral Health Grant Program. Ideally, the Additional Program Components identified below should be completed by September 30, 2018, but no later than December 31, 2018. Proposers will be evaluated on their plan for accomplishing the activities by the time periods specified. As a result, the County will evaluate proposals that include the following activities favorably:

2. Asset and Resource Identification:

In collaboration with the County's Public Health Officer and the Health Education Coordinator assigned to the County's Oral Health Program, the proposer may propose the following activities:

- a. Take an inventory of all groups (associations, organizations, and institutions) that exist within El Dorado County and identify how they are currently serving underserved and vulnerable populations within the County.
- b. Conduct interviews and surveys to determine the level of need compared to the available resources.

- c. Create a map of assets and resources within the County and identify within the map where gaps exist.
 - d. Publish a list of assets, resources, and gaps as identified either by way of a website, newsletter, or as a part of the Needs Assessment Summary Analysis.
3. Community Health Improvement Plan (CHIP) and Action Plan
- In collaboration with the County's Public Health Officer and the Health Education Coordinator assigned to the County's Oral Health Program, the contractor selected as the result of the RFP process may propose to participate in the development of the creation of a Community Health Improvement Plan (CHIP) and an Action Plan that are based on the oral-health Needs Assessment. A proposal to develop the CHIP and Action Plan should include the following activities:
- a. Develop a timeframe for the steps required to develop the CHIP and Action Plan.
 - b. Facilitate the process whereby the Advisory Committee is consulted for identification of prioritized objectives and strategies for meeting needs identified through the Needs Assessment, and produce the CHIP.
 - c. Determine which resources and assets available within the County are most suitable for performing the objectives and strategies identified.
 - d. Facilitate formation and resulting meetings of a workgroup that will develop a timeline to address and implement the priority objectives and strategies identified in the CHIP, and produce the Action Plan. The workgroup should include inventoried groups (associations, organizations, and institutions) in addition to the County and members of the Advisory Committee.
 - e. Produce a written Action Plan based on input from the workgroup that clearly summarizes answers to the following questions:
 - What actions will be taken and changes made within the timeframe of the plan?
 - What organization will be responsible for performing the actions identified?
 - When will the identified actions take place and for how long will those actions be taken?
 - What resources will be necessary to carry out the actions and changes?
 - What communication channels need to be established in order for the plan to be effective?
 - f. The written summary of the Action Plan must also address the priorities identified in the California Department of Public Health's Community Health Improvement Plan, in addition to summarizing the key strategies necessary to address vulnerable populations. The summary should specifically indicate how local and state oral health objectives will be met and describe key objectives and indicators that will be used in order to determine a measurable success of efforts.

III. Eligibility:

To be eligible to submit a proposal in response to this RFP, Proposer's must provide the following:

- A. A written statement of your firm's ability to comply with the insurance requirements set forth in Exhibit "A".

- B. A written statement indicating the organization understands that if selected, they will be required to negotiate and enter into an agreement with terms and conditions substantively similar to those in Exhibit "A".

Statements must be included in the cover letter, as specified in Section IV. Proposal Content, A – Cover letter. **Failure to provide any of the written statements will result in the proposal not being evaluated or given further consideration in this competitive process.**

IV. Proposal Content: Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal. Use 8-1/2 x 11 sheets (foldouts are acceptable for charts, etc.) and font size large enough to be easily legible, but not smaller than 10 point. The original proposal and each subsequent copy must be submitted on paper, bound with a binder clip, and labeled in the following order:

A. Cover letter: Provide a "cover letter" and introduction, including the name and address of the organization or individual submitting the proposal, together with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization, and an expression of the Proposer's ability and desire to meet the requirements of this Request for Proposal. **The letter must be signed by an individual authorized to bind the firm contractually, and should include statements certifying the following:**

1. The organization is able and willing to comply with the insurance requirements set forth in Exhibit "A"; and
2. The organization understands that if selected they will be required to negotiate and enter into an agreement an agreement with terms and conditions substantively similar to those in Exhibit "A".

B. Table of Contents: This section shall include a detailed "Table of Contents" and an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

C. Proposal Narrative: Describe the firm's resources, experience and capabilities as they relate to scope of services described hereinabove. Submit in the order identified below:

1. Executive Summary:

The executive summary shall not exceed three (3) pages. The proposer should provide responses to each of the directives identified below:

- a. Summarize the Proposer's understanding of the California Department of Public Health's Local Oral Health Program goals as they relate to El Dorado County;
- b. Describe how the activities proposed would assist El Dorado County in contributing to the State's oral health program goals; and

- c. Describe the Proposer's overall history and experience conducting community needs assessments.

2. Detailed Discussion:

The detailed discussion is a general, but complete narrative identifying the Proposer's plans, strategies, and intended activities that will be performed in order to accomplish the work to be performed. This narrative should clearly:

- a. Describe the Proposer's plan for performing all activities identified in II. Scope of Services, A. Mandatory Program Components;
- b. Describe the Proposer's plan for performing all activities identified in II. Scope of Services, B. Additional Program Components, 2. Asset Resource Identification;
- c. Describe the Proposer's plan for performing all activities identified in II. Scope of Services, B. Additional Program Components, 3. Community Health Improvement Plan (CHIP) and Action Plan;
- d. Describe the Proposer's plan for completing all activities related to the Mandatory Program Components as soon as possible after award, but no later than September 30, 2018; and
- e. Describe the Proposer's plan for completing all activities related to the Additional Program Components as soon as possible after award, but no later than December 31, 2018.

3. Background, Experience, and Capabilities:

Proposers should provide responses as indicated below. Resumes, copies of certificates and/or degrees, and stock biographies will not be evaluated in lieu of narrative responses describing the following:

- a. The Proposer's background and organizational history conducting community health assessments for public health agencies, hospitals, medical facilities, or similar entities;
- b. The education and credentials of principal staff who are proposed to be performing the activities identified in this RFP;
- c. The Proposer's experience performing services similar to those identified in this RFP in counties with similar demographics;
- d. The Proposer's ability to perform the majority of the services identified in this RFP by June 30, 2018, as well as which activities will be completed before said date and which will be completed after; and
- e. The Proposer's past experience working on projects with similar goals and activities with organizations located in El Dorado County.

4. References:

Proposers should provide a minimum of two (2) letters of reference from clients, preferably from public health agencies, hospitals, or medical facilities, with whom the Proposer's organization has or previously had contracts with within the last five (5) years for the provision of services similar to those identified within this RFP. Each reference letter shall include company or organization name, contact person, title, telephone number, length of business relationship, and summary of services performed. Additionally, each letter shall address the following:

- a. How well the proposer performed the services identified in their contract;
- b. The reference's level of satisfaction with the quality of services performed; and
- c. The extent to which the reference would choose to contract with the proposer for similar services in the future.

5. Cost Proposal:

For the purposes of this RFP, Proposers should provide a cost proposal that addresses the following:

- a. Identify a total cost for all services identified herein, for the one-year term of the agreement; and
- b. Describe how costs are calculated, including a cost for each of the activities proposed along with the hourly rates of the principle staff involved in said activities.

V. Proposers' Questions: Questions regarding this RFP must be submitted in writing to the Procurement and Contracts Office and must be received no later than **5:00 PM – on February 20, 2018**. All envelopes or containers must be clearly labeled "**RFP #18-952-040 – QUESTION**" for convenience purposes. Envelopes or containers not clearly labeled may be overlooked and not responded to. Questions will **not** be accepted by telephone, facsimile (fax), electronically, or orally. The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be posted on the Procurement and Contracts website on or about **February 27, 2018**.

All inquiries shall be submitted by U.S. mail to:

Procurement and Contracts
330 Fair Lane
Placerville, California 95667
RFP #18-952-040 – Question

Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the County Purchasing Agent and shall not contact the requesting department directly regarding any matter related to this Request for Proposal.

VI. Proposal Submittal: Proposers must submit one (1) original, six (6) copies, and one (1) flash drive of their proposal, along with any addenda, in a sealed envelope or container, clearly marked “RFP #18-952-040 – DO NOT OPEN”, no later than 3:00 PM – March 6, 2018, to:

County of El Dorado
Procurement and Contracts
330 Fair Lane
Placerville, CA 95667

A Proposer may withdraw its final proposal at any time **prior** to the opening deadline date and time by submitting a written request for its withdrawal to the County Purchasing Agent, signed by an authorized agent of the firm. Proposers may thereafter submit a new or modified proposal **prior** to the opening deadline date and time. Modifications offered in any manner, oral or written, will not be considered.

Proposers submitting less than the required number of copies of their proposal will be rejected and considered “non-responsive.” Proposals received beyond the deadline will not be considered, and will be returned unopened.

It is the responsibility of the Proposer to assure that the proposal is received in the Procurement & Contracts Division prior to the proposal opening deadline date and time. Proposals received beyond the proposal opening deadline will not be accepted and will be returned unopened. The time stamp clock located in the office of the Procurement and Contracts Division will serve as the official time clock.

For questions regarding the Request for Proposal process, contact Ashley Wells, Department Analyst at (530) 621-5804.

VII. Public Records Act: All proposals and materials submitted shall become property of the County and will not be returned. All responses, including the accepted proposal and any subsequent contract, become public records per the requirements of the California Government Code, Sections 6250 - 6270, “California Public Records Act”. Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information. Proposers which indiscriminately identify all or most of their proposal as confidential or proprietary without justification may be deemed unresponsive.

The County will treat all information submitted in a proposal as available for public inspection once the County has selected a Contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information **separately** as part of your response package.

The final determination as to whether the County will assert your claim of confidentiality on your behalf shall be at the sole discretion of the County. If the County makes a

determination that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

Upon receipt of a request for disclosure pursuant to the California Public Records Act for information that is set apart and marked as proprietary, County will notify you of the request for disclosure. You shall have sole responsibility for the defense of the proprietary designation of such information. Failure to respond to the notice and enter into an agreement with County providing for the defense of and complete indemnification and reimbursement for all costs incurred by the County in any legal action to compel the disclosure of such information, shall constitute a complete waiver of any rights regarding the information designated proprietary and such information will be disclosed by County pursuant to applicable procedures under the California Public Records Act.

VIII. Valid Offer: Proposals shall remain valid for 120 days from the due date. The County reserves the right to negotiate with the successful Proposer any additional terms or conditions not contained in their proposal which are in the best interest of the County or to otherwise revise the scope of this RFP.

This RFP does not constitute a contract nor an offer of employment. The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of the County and will not be returned. Unnecessarily elaborate responses, enclosures and specialized binding are not desired, and may be construed as an indication of Proposer's lack of cost consciousness.

IX. County's Rights: The County reserves the right to:

1. Request clarification of any submitted information
2. Waive any informalities or irregularities in any qualification statement
3. Not enter into any agreement
4. Not select any consultant
5. Cancel this process at any time
6. Amend this process at any time
7. To award more than one contract if it is in the best interest of the County
8. Interview consultants prior to award
9. To request additional information during an interview

X. El Dorado County Web Site Requirements: It is the bidder's responsibility to monitor the County's website for possible addenda to this bid to inform him/herself of the most current specifications, terms, and conditions, and to submit his/her bid in accordance with the original bid requirements and all addenda. All available bids and related addenda can be found at:

<http://edcapps.edcgov.us/contracts/invite.asp>

Failure of bidder to obtain this information shall not relieve him/her of the requirements contained therein. Those bidders not acknowledging and returning Addenda as required will not be considered and will be rejected as “non-responsive.”

- XI. Evaluation:** Proposals shall be evaluated by a team composed of County personnel representing the El Dorado County Health and Human Services Agency on the basis of:

Evaluation Criteria	Maximum Points Possible
Executive Summary	30
Detailed Discussion	90
Background, Experience, and Capabilities	80
References	36
Cost Proposal	64
Total Points Possible:	300

- XII. Award:** Award shall be recommended to the Proposer whose proposal best meets the needs of the County. The County reserves the right to reject any or all proposals, and to solicit additional proposals if deemed in the best interest of the County to do so. The decision of the County Board of Supervisors shall be final in making such determination.

The successful Proposer will receive written notification of the award, along with instructions for finalizing the agreement documents. Receipt of the fully executed agreement will serve as Proposer’s notice to proceed with services.

- XIII. Business License Requirement:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070. Contact the Tax Collector’s Office at 360 Fair Lane, Placerville, CA 95667, or phone (530) 621-5800, for further information. El Dorado County is an equal opportunity employer (EOE). Minorities, females, and handicapped are encouraged to participate (M/F/H).

It is not a requirement to possess a County business license at the time of proposal submittal. Successful Proposers may be required to possess a County business license to award contract.

The County of El Dorado is an equal opportunity employer (EOE). Minorities, Females and Handicapped are encouraged to participate.

XIV. Public Agency: It is intended that other public agencies (i.e., city, special district, public authority, public agency and other political subdivisions of the State of California) shall have the option to participate in any agreement created as a result of this Request for Proposal to Bid with the same terms and conditions specified there in, including pricing. The County shall incur no financial responsibility in connection with any agreement from another public agency. The public agency shall accept sole responsibility for contracting for services and making payment to the vendor.

Failure to comply with any of the requirements contained herein may result in disqualification. It is the responsibility of all Proposers to read ALL sections of this RFP prior to submitting a response.

Your participation in the RFP process is important to El Dorado County!

Exhibit "A"

SAMPLE ONLY

AGREEMENT FOR SERVICES #____-_____

THIS AGREEMENT made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and _____, a _____, duly qualified to conduct business in the State of California, whose principal place of business is _____, and whose Agent for Service of Process is *Company name, physical address*, (hereinafter referred to as "Contractor");

RECITALS

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide _____; and

WHEREAS, Contractor has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provision of these services provided by Contractor is in the public's best interest, and that these services are more economically and feasibly performed by outside independent Contractors as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services: Contractor agrees to furnish the personnel and equipment necessary to provide

_____.

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall expire

_____.

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County's acceptance of work, monthly in arrears and within forty-five (45) days following the County's receipt and approval of itemized invoice(s) identifying services rendered.

For the purposes of this Agreement, the billing rate shall be

_____.

Total amount of this Agreement shall not exceed _____.

Itemized invoices shall follow the format specified by County and shall reference this Agreement number on their faces and on any enclosures or backup documentation. Copies of documentation attached to invoices shall reflect Contractor's charges for the specific services billed on those invoices. Invoices shall be mailed to County at the following address:

County of El Dorado
Department
Address
Placerville, California 95667

or to such other location as County directs.

In the event that Contractor fails to deliver the documents or other deliverables required by the individual Work Orders issued pursuant to this Agreement, County at its sole option may delay the monthly payment for the period of time of the delay, cease all payments until such time as the deliverables are received, or proceed as set forth herein below in Article _____, Default, Termination, and Cancellation.

ARTICLE IV

Taxes: Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by Contractor to County. Contractor agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE V

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE VI

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

ARTICLE VII

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VIII

Independent Contractor/Liability: Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates, and subContractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

ARTICLE IX

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE X

Audit by California State Auditor: Contractor acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Contractor shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XI

Default, Termination, and Cancellation:

- A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

ARTICLE XII

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be addressed as follows:

COUNTY OF EL DORADO
(Department Name)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)

or to such other location as the County directs.

with a carbon copy to

COUNTY OF EL DORADO
Chief Administrative Office
Procurement and Contracts Division
330 Fair Lane
Placerville, CA 95667
ATTN: Purchasing Agent

Notices to Contractor shall be addressed as follows:

(COMPANY NAME)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)

or to such other location as the Contractor directs.

ARTICLE XIII

Change of Address: In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor shall notify County in writing pursuant to the provisions contained in this Agreement under the Article titled "Notice to Parties". Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XIV

Indemnity: The Contractor shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations, or performance

hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subContractor(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XV

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Contractor shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 - 1. The insurer will not cancel the insured's coverage without prior written notice to County, and;
 - 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.

- I. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

ARTICLE XVI

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XVII

Interest of Contractor: Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

ARTICLE XVIII

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees.

Contractor attests that it has no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under this contract and will not enter into any such business or financial relationship with any such employee(s) during the term of this Agreement. County represents that it is unaware of any financial or economic interest of any public officer or employee of Contractor relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in the Article in the Agreement titled, "Default, Termination and Cancellation".

ARTICLE XIX

Nondiscrimination:

- A. County may require Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex; Contractor shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, Sections 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Sections 7285.0 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.
- B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.
- C. Contractor's signature shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.

ARTICLE XX

California Residency (Form 590): If Contractor is a California resident, Contractors must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XXI

Nonresident Withholding: If Contractor is not a California resident, Contractor shall provide documentation that the State of California has granted a withholding exemption or authorized reduced withholding prior to execution of this Agreement or County shall withhold seven (7%) percent of each payment made to the Contractor during term of the Agreement as required by law. This requirement applies to any agreement/contract exceeding \$1,500.00.

Contractor shall indemnify and hold the County harmless for any action taken by the California Franchise Tax Board.

ARTICLE XXII

Taxpayer Identification Number (Form W-9): All independent Contractors or corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XXIII

County Business License: It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

ARTICLE XXIV

Licenses: Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ARTICLE XXV

Administrator: The County Officer or employee with responsibility for administering this Agreement is (name), (title), (department), or successor.

ARTICLE XXVI

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXVII

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXVIII

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXIX

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.

ARTICLE XXX

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By: _____
Name
Title
Department

Dated: _____

Requesting Department Head Concurrence:

By: _____
Name
Title
Department

Dated: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____
Purchasing Agent
Chief Administrative Office
"County"

OR

-- COUNTY OF EL DORADO --

Dated: _____
By: _____
Chair
Board of Supervisors
"County"

ATTEST:
James S. Mitrisin
Clerk of the Board of Supervisors

By: _____ Dated: _____
Deputy Clerk

-- CONTRACTOR --

IF CORPORATION, LLC, ETC.
(COMPANY NAME, INC.)
(A [NAME OF STATE] CORPORATION)
IF SOLE PROPRIETOR, ETC., DELETE THIS TEXT

By: _____
Name
Title
"Contractor"

Dated: _____

By: _____
Corporate Secretary

Dated: _____

(insert contract preparer's initials)

(insert purchasing assigned contract #)

**2017-2022
LOCAL HEALTH JURISDICTION
LOCAL ORAL HEALTH PROGRAM
GUIDELINES FOR GRANT APPLICATION**



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ORAL HEALTH PROGRAM**

August 23, 2017

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ATTACHMENTS

i. REQUIRED DOCUMENTS

DOCUMENT A: *APPLICATION CHECKLIST*

DOCUMENT B: *GRANTEE INFORMATION FORM*

DOCUMENT C: *NARRATIVE SUMMARY FORM*

DOCUMENT D: *SCOPE OF WORK AND DELIVERABLES*

DOCUMENT E: *DOCUMENTATION CHECKLIST FOR ESTABLISHED LOHPs ONLY*

DOCUMENT F: *SUPPLEMENTAL DOCUMENTATION CHECKLIST (DUE 10/4/17)*

DOCUMENT G: *WORK PLAN (TEMPLATE) (DUE 10/ 4/17)*

DOCUMENT H: *DETAILED BUDGET AND BUDGET JUSTIFICATION (TEMPLATE)
(DUE 10/ 4/17)*

ii. SUPPORTING APPENDICES

APPENDIX 1. *LOCAL HEALTH JURISDICTION FUNDING TABLE*

APPENDIX 2. *STATUS OF ORAL HEALTH IN CALIFORNIA: ORAL DISEASE BURDEN AND PREVENTION 2017*

[HTTPS://WWW.CDPH.CA.GOV/PROGRAMS/CCDPHP/DCDIC/DCGB/CDPH%20DOCUMENT%20LIBRARY/ORAL%20HEALTH%20PROGRAM/STATUS%20OF%20ORAL%20HEALTH%20IN%20CALIFORNIA_FINAL_04.20.2017_ADA.PDF](https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/DCGB/CDPH%20DOCUMENT%20LIBRARY/ORAL%20HEALTH%20PROGRAM/STATUS%20OF%20ORAL%20HEALTH%20IN%20CALIFORNIA_FINAL_04.20.2017_ADA.PDF)

APPENDIX 3: *RESOURCES LIST AND LINKS*

APPENDIX 4: *LOCAL ORAL HEALTH PROGRAM LOGIC MODEL*

APPENDIX 5: *WORK PLAN INSTRUCTIONS*

APPENDIX 6: *DETAILED BUDGET AND BUDGET JUSTIFICATION INSTRUCTIONS*

APPENDIX 7: *CDPH COUNTY INDIRECT RATES FY 17/18*

APPENDIX 8: *CALIFORNIA ORAL HEALTH PLAN SUMMARY*

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ORAL HEALTH PROGRAM
2017-2022 LOCAL HEALTH JURISDICTIONS
LOCAL ORAL HEALTH PROGRAM GUIDELINES**

I. INTRODUCTION

A. BACKGROUND

The California Oral Health Program (OHP) was established in July 2014. Prior to 2014, the OHP was known as the Oral Health Unit and the Office of Oral Health. The program's mission is to improve the oral health of all Californians through prevention, education, and organized community efforts. To achieve these goals, the OHP is providing strategic advice and leadership to oral health stakeholders throughout the state, building oral health workforce capacity and infrastructure, and implementing and evaluating evidence-based best practices in oral disease prevention. Initial steps to build capacity and address the burden of oral disease are to develop a state burden report, a state oral health plan, and an oral health surveillance plan. The state oral health plan is currently under development. The California Oral Health Plan Summary will serve to identify priorities, goals, and objectives to address the burden of disease, increase access to oral health services for high risk populations, and to increase the oral health status of all Californians.

In November 2016, California voters approved the passage of Proposition 56, the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Prop 56). This initiative increased the state cigarette tax by \$2 per pack and added an equivalent amount on other tobacco products.

The annual State Budget, California Health and Safety Code (HSC) Sections 104750-104765, 104770-104825, 104865 & 131085, and the Revenue and Taxation Code Section 30130.50-30130.58 (California Healthcare, Research and Prevention Tobacco Tax Act of 2016) provide OHP with the legislative authority to build capacity and infrastructure for the development, implementation, and evaluation of best practices and evidence-based programs in oral disease prevention. Under the leadership of the State Dental Director, OHP works to address the burden of oral disease, increase access to oral health services for high-risk populations, and improve the oral health status of all Californians.

B. PURPOSE AND GOAL

PURPOSE

The purpose of these Guidelines is to assist each of the 61 designated Local Health Jurisdictions (LHJ)¹ in the development or expansion of their Local Oral

¹ LHJs include: 58 county health departments, and 3 city health departments (Berkeley, Long Beach, and Pasadena).

Health Program (LOHP) as designated by HSC, using Prop 56 funds that will be awarded through the grant process. The 2017-2022 grant term consists of two phases: Planning and Implementation.

GOAL

The goal of the LOHP is to create and expand capacity at the local level to educate, prevent, and provide linkages to treatment programs, including dental disease caused by the use of cigarettes and other tobacco products. LHJs shall establish or expand upon existing LOHPs by including the following program activities related to oral health in their communities: education, disease prevention, linkage to treatment, case management and surveillance. These activities will improve the oral health of Californians. This goal shall be achieved by providing funding for activities that support demonstrated oral health needs, and prioritize underserved areas and populations. Development, submission, and implementation of the grant are required to comply with the HSC, and these OHP LHJ Guidelines.

C. KEY ACTION DATES

SCHEDULE

Key activities and times are presented in **Table 1**. Any updates to this schedule will appear as an addendum.

TABLE 1. SCHEDULE OF 2017-22 LHJ GRANTS

Activity	Action Date
Release Plan Guidelines	August 23, 2017
Informational Webinars	August 30 & 31, 2017
Grant Applications Due	September 20, 2017
Supplemental Documentation Due	October 4, 2017
CDPH Grant Application Review	October 5-20, 2017
Anticipated Grant Term Start Date	January 1, 2018* or upon execution of grant agreement.
Grant Term End Date	June 30, 2022

D. LOCAL ORAL HEALTH PROGRAM TERM

The term for the grant is January 1, 2018, to June 30, 2022.

E. AVAILABLE FUNDING

Each LHJ will receive an annual funding amount to plan, implement, and evaluate a LOHP that serves its LHJ. The LHJs are grouped into three funding tiers to describe differences in work performance requirements based on the anticipated annual funding; **Table 2** lists each LHJ by tier.

Funding amounts have been determined using the estimated low-income population based on the 2015 American Community Survey Five-Year Estimates, which can be found at:

https://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_15_5YR_S1701&prodType=table

The maximum annual funding amount for each LHJ is provided in the Funding Table provided in these Guidelines (see *Appendix 1, Local Health Department Funding Table*). Unexpended funds cannot be rolled-over or carried forward from year-to-year. Please note: The Indirect Cost Rate is subject to change pending the determination of the California State Auditor on the definition and limits of “administrative costs” for Prop 56 funds.

These funds may not be used to supplant existing oral health efforts funded by other local, state, federal, private, or other funding sources. Objectives and activities included in the SOW must clearly be distinguishable from other oral health efforts funded in the jurisdiction with accountability measures.

F. FUNDING TIERS AND SCOPE OF WORK REQUIREMENTS

LHJ application must conform to the Scope of Work (SOW) minimum requirements described below in Table 2 LHJ 2017-22 Minimum SOW Requirement Summary by Funding Tier. All Planning Objectives 1-5 are required (unless completed previously with supporting documentation), and Implementation Objectives 6-7 and selected Objectives 8-11 are required to be included in the SOW for the entire grant term. (*Please refer to Document D*)

TABLE 2. LHJ 2017-22 MINIMUM SOW REQUIREMENTS BY FUNDING TIER

Requirement	Tier 1 LHJs projected to receive funds less than \$200,000 per year.	Tier 2 LHJs projected to receive funds of \$200,000 or more and less than \$700,000 per year.	Tier 3 LHJs projected to receive funds of \$700,000 or more and less than \$900,000 per year.	Tier 4 LHJs projected to receive funds of \$900,000 or more per year.
	Tier 1	Tier 2	Tier 3	Tier 4
Required Objectives: Planning: Objectives 1-5.	5	5	5	5
Required Objectives: Implementation: Objectives: 6-7 for the entire grant term.	2	2	2	2
Additional Implementation Objectives: Required additional objectives to be selected by the LHJ from Objectives 8-11, for the entire grant term.	1	2	3	4
Applicable LHJs	Alpine, Amador, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Placer, Plumas, San Benito, San Luis Obispo, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Tuolumne, Yuba, City of Berkeley, City of Pasadena	Alameda, Butte, Contra Costa, Fresno, Imperial, Kern, Merced, Monterey, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Stanislaus, Tulare, Ventura, Yolo, City of Long Beach.	Orange, Riverside, San Bernardino, San Diego	Los Angeles

II. GRANT REQUIREMENTS

A. INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

1) APPLICATION CHECKLIST

The Application Checklist will serve as the cover sheet for your grant application. Use the Checklist to ensure all required components are submitted. Must be completed in its entirety. (*Document A*)

2) GRANTEE INFORMATION FORM

The Grantee Information Form will provide CDPH OHP with the LHJ organization, grant signatory, project director, and annual funding information. Must be completed in its entirety. This will be the second document to include in your grant application package. (*Document B*)

3) NARRATIVE SUMMARY

Include a Narrative Summary about your LOHP to provide an overview of your county or jurisdiction's current status of oral health, your vulnerable and/or underserved population(s), demographics, and geography. Include whether your LHJ has an Oral Health Program currently in place, and if so, please describe. Please provide a general description of how you envision the LOHP evolving over the five-year grant term, and how you shall accomplish these activities.

The Narrative Summary cannot exceed 2 pages, using 12 pt. font, with one-inch margins on all sides. Please use the Narrative Summary Form to prepare this application component. This will be the third document to include in your grant application. (*Document C*)

4) SCOPE OF WORK AND DELIVERABLES

The CDPH OHP shall grant funds to LHJ from Prop 56 for the purpose and goal of educating about oral health, preventing dental disease, and providing linkages to treating dental disease including dental disease caused by the use of cigarettes and other tobacco products. LHJs shall establish or expand upon existing LOHP to include the following program activities related to oral health in their communities: education, disease prevention, developing linkages to disease treatment, case management and surveillance. These activities will improve the oral health of Californians.

Many LHJs will be in the beginning phase of establishing a new LOHP. The Scope of Work Objectives 1-5 represent public health best practices for planning and establishing new LOHPs. LHJs are required to complete these

preliminary Objectives before moving into the implementation Objectives 6-11.

Once LHJs have completed the planning phase for their new LOHP, LHJs may move forward in implementing the SOW Objectives they selected from the menu of options presented in Objectives 6-11. Objectives 6-7 are required for the implementation phase of the LOHPs. See **Table 2, LHJ 2017-22 Minimum SOW Requirements by Funding Tier**, for clarification.

LHJs that have already completed the planning activities reflected in *Document D, Scope of Work and Deliverables* must submit supporting documentation to CDPH OHP for review and approval, before moving into the implementation phase of the LOHP. In this case, please see *Item 5, Documentation Supporting Completion of Planning for Established LOHPs* below for instructions.

To complete this portion of the grant application, LHJs will use *Document D, Scope of Work and Deliverables*, to select the SOW Objectives for their LOHP. As stated previously, the planning Objectives 1-5 and Implementation Objectives 6-7 must be completed by all LHJs, so these boxes on *Document D* must be selected for all of these Objectives. For the SOW implementation Objectives 8-11, please see Table 2 for the minimum number of additional Objectives you must select, and then mark the boxes of those Objectives which your LHJ selects to accomplish during the grant term. If the LHJ's LOHP Advisory Committee later agrees that it would like to change direction, CDPH OHP will negotiate changes on a case-by-case basis.

5) DOCUMENTATION SUPPORTING COMPLETION OF PLANNING FOR ESTABLISHED LOHPs ONLY

As stated above, LHJs may begin the implementation activities (Objectives 6-11) in Year 1 of the grant agreement if the LHJ has already completed the activities for the planning stage for the jurisdiction (Objectives 1-5). In this case, the documentation identified below is required and must be submitted to CDPH OHP as supporting evidence of the completion of Objectives 1-5. These materials must be submitted with your initial grant application (Documentation Checklist for Established LOHPs only – *Document E*). Please be sure to check this box on your Application Checklist, *Document A*. However, if an LHJ is not able to submit all required documentation or has completed most of the planning objectives; CDPH OHP will negotiate moving to implementation on a case by case basis.

Objective 1 documentation:

- Organizational chart showing where the LOHP resides within the County structure
- Detailed staffing pattern of the LOHP

- Member list of the LOHP advisory group/task force

Objective 2 documentation:

- Member list of workgroup that performed needs assessment
- Copy of published needs assessment results document, including data gaps identified, data gaps filled, and prioritized issues and findings
- Logic model
- Evaluation questions and justified conclusions

Objective 3 documentation:

- Inventory of assets and resources
- Survey instruments used
- Mapping

Objective 4 documentation:

- Key staff member identified for guiding the community health improvement plan process
- The Action Plan document, including a timeframe, objectives, strategies, resources needed, and communication
- Member list of workgroup that engaged to design the Action Plan.

Objective 5 documentation:

- Evaluation Plan

B. INSTRUCTIONS FOR COMPLETING THE SUPPLEMENTAL DOCUMENTATION

The Supplemental Documentation that must be submitted by each LHJ is not due with your application package. Instead, LHJ applicants will separately complete and submit their supplemental documentation via trackable mail to CDPH OHP by **October 4, 2017**, as follows:

- Document F, Supplemental Documentation Checklist
- Document G, Work Plan
- Document H, Detailed Budget and Budget Justification

1) SUPPLEMENTAL DOCUMENTATION CHECKLIST

The Supplemental Documentation Checklist will serve as the cover sheet for your Supplemental Documentation to ensure all required components are submitted. Please fill this out completely. (*Document F*)

2) WORK PLAN

The Work Plan will serve as the Action Plan to complete the Objectives for the LOHP. The Work Plan reflects the Objectives that your LHJ intends to accomplish during the term of this grant, and provides the details about how you will accomplish these objectives. Please follow the instructions provided for the Work Plan (*Appendix 5, Work Plan Instructions*), and use the template to prepare your Work Plan for submission. This document is due October 4, 2017. (*Document G*)

3) DETAILED BUDGET AND BUDGET JUSTIFICATION

The Detailed Budget and Budget Justification will serve as the LHJ's funding expenditure plan for their LOHP. The Detailed Budget documents reflect the funds needed in different budget categories to complete the SOW Objectives that your LHJ intends to accomplish during the term of this grant. The Budget Justification provides the narrative description and justifies why you need funds in this budget category, and how funds will be used to accomplish the SOW objectives in your Work Plan.

Please follow the instructions provided for the Detailed Budget and Budget Justification (*Appendix 6, Detailed Budget and Budget Justification Instructions*), and use the template to prepare your Detailed Budget and Budget Justification for submission. This document is due October 4, 2017. (*Document H*)