

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

**1. CMSP County to Be Served:** County of El Dorado

**2. Funding Request:**  
Requested Amount : \$521,873

**3. Lead Agency Applicant:**

Organization: County of El Dorado, Health and Human Serv Tax ID Number: 946000511  
Applicant's Director: Don Semon  
Title: Director  
Address: 3057 Briw Rd, Suite B  
City: Placerville State: CA Zip Code: 95667 County: El Dorado  
Telephone: 530-621-6270 Fax: 530-653-2229  
Email address: don.semon@edcgov.us

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

Name: Cathy Larsen  
Title: Health Educator  
Organization : Health and Human Services Agency  
Address: 931 Spring Street  
City: Placerville State: CA Zip Code: 95667 County: El Dorado  
Telephone: 530-621-6313 Fax: 530-653-2229  
Email address: cathy.larsen@edcgov.us

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

Name: Nancy Williams  
Title: Public Health Officer  
Organization : Health and Human Services Agency  
Address: 931 Spring Street  
City: Placerville State: CA Zip Code: 95667 County: El Dorado  
Telephone: 530-621-6277 Fax: 530-653-2229  
Email address: nancy.williams@edcgov.us

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

Name: Yvonne Kollings  
Title: Chief Fiscal Officer  
Organization : Health and Human Services Agency  
Address: 3057 Briw Rd, Suite B  
City: Placerville State: CA Zip Code: 95667 County: El Dorado  
Telephone: 530-295-6917 Fax: 530-653-2229  
Email address: yvonne.kollings@edcgov.us

**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 Chief Administrative Officer**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Name: Don Ashton  
Title: Chief Administrative Office  
Organization: County of El Dorado  
Address: 330 Fair Lane  
City: Placerville State: CA Zip Code: 95667 County: El Dorado  
Telephone: 530-621-5567 Fax: 530-626-5730  
Email address: don.ashton@edcgov.us

**Lead Agency Director**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Name: Don Semon  
Title: Director  
Organization: Health and Human Services Agency  
Address: 3057 Briw Rd, Suite B  
City: Placerville State: CA Zip Code: 95667 County: El Dorado County  
Telephone: 530-621-6270 Fax: 530-653-2229  
Email address: don.semon@edcgov.us

## APPENDIX D: REQUEST FORM

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

1) COUNTY NAME: **EL DORADO 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.

**Homeless Population:** *In 2019, El Dorado County experienced a 1.8% increase in homelessness, raising the estimated number of homeless people in the county to 613. Among the 613 estimated homeless people are veterans, teens, seniors and families. About 42 percent suffer from a mental health disability and 30 percent suffer from drug or alcohol abuse. Recent figures demonstrate 78% of the county's homeless individuals are unsheltered and 82% are located on the western slope of the county. With the advent of COVID-19, we expect this number to increase due to the significant rise in unemployment.*

*CERG funding will be used to expand staffing of the County's recently formed COVID-19 Homeless Community Response Team (CHCRT). The CHCRT is currently comprised of sheriff personnel, community volunteers and a nurse (position currently unfunded) from Marshall Medical Center. Additional staffing is required to address the many and complex needs of this high-risk population during the COVID-19 crisis; and to fully realize a cohesive support system of care. With the CERG funding, we will add a Public Health Nurse, a Community Health Advocate and a Social Worker/Behavioral Health Specialist.*

*The expanded CHCRT will provide homeless individuals with medical assessments and COVID-19 testing in a proactive effort to minimize the spread of COVID-19 among the target population and the community. As positive individuals are identified, efforts will be made to provide proper medical attention to include appropriate shelter and monitoring until they are medically cleared.*

*Additional essential support services will be provided to homeless individuals, including social/behavioral health services and referrals to other existing programs such as mental health, eligibility, food, permanent housing, substance use, transportation, etc. Personal protective equipment and supplies for the team will also be provided by CERG funding.*

*CERG funding, along with existing revenues, will provide short-term housing assistance (hotel vouchers) for homeless individuals during the COVID-19 crisis. Results of the COVID-19 testing will be used to determine housing placement in an effort to further isolate positive individuals and coordinate medical and support services. Food and security services for the homeless will be provided by the county's Continuum of Care Program funding.*

*CERG (non-profit human services) funding will also be used to support a Registered Nurse from Marshall Medical Center as a member of the COVID-19 Homeless Community Response Team. In addition to providing medical support, this funded position will facilitate the care coordination for this vulnerable population on behalf the Marshall Medical Center system.*

*CERG funding will be used to provide printed materials and digital media as part of the county's effort to provide public information and outreach within our communities.*

*As a result of these efforts, HHSa believes we can make a significant impact that will translate to a measurable outcome of reducing the transmission of COVID-19 in homeless and other individuals within the county, and create a better, healthier, and more integrated system of community support.*

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

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

*El Dorado County Health and Human Services Agency (HHSa) Public Health and Social Services Divisions will receive CERG funding to support the activities described in this Request. With administrative support from HHSa, the Public Health Division will provide nursing, community health and referral services and project coordination to promote and protect the health of El Dorado County residents and its most vulnerable population. The Social Services Division will provide comprehensive social/behavioral support and referral services to the target population.*

*Our key partner that will receive CERG funding is Marshall Medical Center. Marshall Medical Center is an independent, nonprofit community healthcare provider located on the western slope of the Sierra Foothills. Marshall Medical Center includes Marshall Hospital, a fully accredited acute care facility with 125 beds in Placerville; several outpatient facilities in Cameron Park, El Dorado Hills and Georgetown; and many community health and education programs. The Marshall Medical Center division collaborating on this project is the Population Health for Vulnerable Populations.*

*Together, along with our collaborating partners and volunteers, we propose to expand the delivery of services that support local preparedness, containment, recovery and response activities in the county affected by the novel coronavirus.*

#### **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.

***Anticipated COVID-19 funding sources include:***

***California Executive Order N-32-20:*** El Dorado County received \$109,909 for housing at-risk and COVID-19-positive homeless individuals. Hotel contracts are currently in the works.

***Continuum of Care (CoC) Program Funding:*** El Dorado County CoC Program received an additional \$119,463 to provide housing, services, or other necessities.

*We propose to collaborate with the existing funding sources to maximize use of funds and to avoid duplication. The existing funds do not provide for staffing support needed to provide health and social services support. CERG funding will coordinate with these efforts to provide medical, social and other services support to homeless individuals identified through CHCRT and other housing efforts.*

- 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: \$39,399***

*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.*

***Personnel Protective Equipment: \$19,399***

- *N95 masks \$10,000 (1,000);*
- *Face Shields \$950 (2 cases of 200)*
- *Bunny Suits \$1,250 (3 cases of 25)*
- *Gloves \$375 (3 cases of 1,000)*
- *Other PPE \$6,824 (hand sanitizer, etc.)*

**Healthcare Equipment and Supplies: \$20,000**

- Temporal Thermometers \$1,500 (6)
- Medical Outreach Kit \$450 (6)
- Other Healthcare Equipment and Supplies \$3,050 (Sanitizing Wipes, etc.)
- COVID-19 Test Kits \$15,000 (150)

*The above listed PPE will be used by CHCRT members for personal protection while conducting homeless outreach activities. Healthcare equipment and supplies will be used to provide services to homeless individuals during outreach encounters.*

**Supportive Quarantine Services: \$90,000**

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

**Hotel Vouchers: \$75,000**

*CERG funding will be used to provide 750 hotel vouchers (at \$100 each). This will provide hotel room quarantine services for the equivalent of 25 individuals for 30 days. Additional hotel vouchers will be obtained through county funding received from the Continuation of Care (CoC) for Homeless Program.*

**Food: \$15,000**

*1,000 meal days at \$15 per day are budgeted under CERG funding to provide meals for the homeless. Additional meals will be obtained through county funding received from the Continuation of Care (CoC) for Homeless Program.*

**Personal Hygiene Supplies: \$0**

*CERG funds are not requested. Provided by other sources.*

**Public Employees Needed for Emergency Response: \$212,193**

*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.*

**Public Health Nurse II: \$88,253**

*Will provide a full range of professional nursing practices promoting and protecting the health of homeless populations, including delivery of clinical, community, field, and population based intervention. This 0.8 FTE position will be filled by existing public health employee(s). Salary is budgeted at \$63,348 and Benefits at \$24,904.*

**Community Health Advocate: \$56,302**

*Will perform a variety of public health duties related to COVID-19 homeless outreach and education regarding basic public health practices; perform referral based client follow-up; gather and disseminate health education information and provide instruction regarding basic public health practices relating to communicable disease, immunization, nutrition, and sanitation. This 1.0 FTE position will be filled by existing public health employee(s). Salary is budgeted at \$43,368 and Benefits at \$27,010.*

**Social Worker/Behavioral Health Specialist: \$49,012**

*The Social Work Clinician will have responsibility for a complex caseload involving homeless individuals; provide counseling, preventative, and intervening treatment plans; provide support to complex client situations; provide specialized social & behavioral services including consultation, support, and coordination to professional and other support staff. This 0.5 FTE position will be filled by existing health and human services employee(s). Salary is budgeted at \$34,081 and Benefits at \$14,931.*

**Health Education Coordinator: \$18,626**

*Responsible for project coordination and grant management, including reporting requirements. This 0.2 FTE position will be filled by existing public health employee(s). Salary is budgeted at \$12,755 and Benefits at \$5,871.*

**Non-Profit Human Services Providers Needed for Emergency Response: \$92,000**

*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.*

**Registered Nurse/Vulnerable Populations Specialist: \$92,000**

*Will provide a full range of professional nursing practices promoting and protecting the health of homeless populations, including delivery of clinical, community, field, population-based intervention and case management services. This 0.6 FTE position will be filled by existing Marshall Medical Center employee. Salary and Benefits is budgeted at \$92,000.*

**Public Information and Outreach: \$10,000**

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

*This includes development of public messaging regarding personal hygiene and protection, social distancing, etc. through printed materials (\$2,500) and digital media campaign (\$7,500).*

**Administration/Overhead Expenses: \$78,281**

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

*Administrative costs are general expenses related to the operation of the overall administration of the project. As the RFP specifically limits the billable costs for the program to 15% of the total award, the Administrative/Overhead Expense is calculated at \$78,281.*

*Indirect Cost include, Building Use, Central Administration, Auditor-Controller, County Counsel, Human Resources, Employee Benefit, IT, Support Services, Property Management, Facility Services, Staff Ration Communications, Annual Audit allocations and Revenue Recovery Comes in as A-87 cost (A-87 Cost is calculated each year as a countywide indirect cost allocation plan and is approved for use by the California State Controller's Office.*

## 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 will be collected to document the services provided with CERG funding. The following data will be used to demonstrate the impact of services provided:*

- *Number of Homeless Outreach Events*
- *Total Number of homeless encounters (contacts)*
- *Number of unduplicated homeless encounters (contacts)*
- *Number of services provided by type (medical, social, referral, etc.)*
- *Number of COVID-19 tests administered to target population by results*
- *Number of homeless individuals placed in emergency shelter*

*The Health Education Coordinator will be responsible for preparation of the required progress and expenditure reporting.*

## 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.



**APPENDIX E: BUDGET TEMPLATE  
CMSP COVID-19 EMERGENCY RESPONSE GRANT (CERG) PROGRAM**

**County: El Dorado**

**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	\$ 39,399.00
Supportive Quarantine Services	\$ 90,000.00
Public Employees Needed for Emergency Response	\$ 212,193.00
Non-Profit Human Services Providers Needed for Emergency Response	\$ 92,000.00
Public Information and Outreach	\$ 10,000.00
Administration/Overhead Expenses (limited to 15%)	\$ 78,281.00
<b>Total Request</b>	<b>\$ 521,873.00</b>