

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

936



FROM: Department of Public Health

SUBMITTAL DATE:
December 6, 2012

SUBJECT: Ratify the Agreement between The California Endowment and the County of Riverside Department of Public Health (DOPH)/Epidemiology and Program Evaluation Branch for the "Improving Community Health and Promoting Health in All Policies" program. Contract #20122231.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Agreement between the County of Riverside Department of Public Health (DOPH) and the California Endowment for the period of December 1, 2012 through November 30, 2014 in the amount of \$200,000; and
- 2) Approve and direct the Auditor-Controller to make the budget adjustments to the FY12/13 budget as specified on the attached Schedule A; and
- 3) Authorize the Riverside County Purchasing Agent to sign ministerial amendments and extensions through November 30, 2014.
- 4) Authorize the Chairperson to sign two (2) originals of said Agreement on behalf of the County.

FISCAL PROCEDURES APPROVED

WBH:al/ys PAUL ANGULO, CPA, AUDITOR-CONTROLLER

BY: Samuel Wong 12/6/12
SAMUEL WONG

Susan D. Harrington
Susan Harrington, Director of Public Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 60,000	In Current Year Budget:	NO
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	YES
	Annual Net County Cost:	\$ 0	For Fiscal Year:	12/13

SOURCE OF FUNDS: 100% grant funded by The California Endowment.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: Debra Courmoyer
Debra Courmoyer

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
 BY: Neal R. Kipnis
 DATE: 12/5/12
 Departmental Concurrence
 Purchasing: Mark Seiler, Assistant Director
 Policy Policy
 Consent Consent
 Dept't Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.:

ATTACHMENT DISTRICT A (A)

Agenda Number:

WITH THE CLERK OF THE BOARD

3.42

SUBJECT: Ratify the Agreement between The California Endowment and the County of Riverside Department of Public Health (DOPH)/Epidemiology and Program Evaluation Branch for the "Improving Community Health and Promoting Health in All Policies" program. Contract #20122231.

BACKGROUND: The California Endowment has granted the County of Riverside, Department of Public Health funds in the amount of \$200,000 to execute what is known as "Improving Community Health and Promoting Health in All Policies". The purpose of this grant will be to assist DOPH to achieve the goal of applying for and ultimately attaining national recognition as an accredited health department by the Public Health Accreditation Board (PHAB). Accreditation is a process to measure DOPH performance against nationally recognized standards. It is a way to identify performance improvement opportunities, to improve management, develop leadership, and improve relationships with the community. As part of the accreditation process, the grant will provide assistance for the following activities: 1) Developing a department-wide performance management and quality improvement (PMQI) plan; 2) establishing the organizational infrastructure necessary to implement a PMQI system across the department; and 3) completing the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP) pre-requisites for the accreditation application.

FINANCIAL INFORMATION: The entire amount awarded based on the Comprehensive agreement is \$200,000. \$100,000 will be received in FY 12/13 with \$60,000 budgeted in FY 12/13. The remaining \$100,000 will be budgeted and expended as part of the County's FY 13/14 and 14/15 budget processes. 100% grant funded through The California Endowment.

ACO

SCHEDULE A

Department of Public Health
Public Health Epidemiology and Program Evaluation Branch
The California Endowment
HS340077

Budget Adjustment
Fiscal Year 2012/13

INCREASE IN APPROPRIATIONS:

10000- 4200100000-	510040	Salaries	\$	28,901
10000- 4200100000-	518100	Budgeted Benefits		9,250
10000- 4200100000-	523700	Office Supplies		175
10000- 4200100000-	520330	Communication Services		420
10000- 4200100000-	528140	Conference/Registration Fees		204
10000- 4200100000-	529040	Private Mileage Reimbursement		389
10000- 4200100000-	528960	Lodging		145
10000- 4200100000-	527780	Special Program Expense		2,762
10000- 4200100000-	525440	Professional Services		11,667
10000- 4200100000-	524500	Admin Support - Direct		6,087
TOTAL INCREASE IN APPROPRIATION				<u>\$ 60,000</u>

INCREASE IN ESTIMATED REVENUE:

10000- 4200100000-	781480	Local-Program Revenue		<u>\$60,000</u>
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THE CALIFORNIA ENDOWMENT
RESTRICTED PROJECT GRANT AGREEMENT

County of Riverside Department of Public Health

EIN 95-6000930

Grant Number 20122231

This Restricted Project Grant Agreement (“Agreement”), upon execution on behalf of Grantee in the spaces provided for signature, will evidence Grantee’s agreement with and commitment to The California Endowment (“The Endowment”) as follows:

I. GRANTEE’S STATUS

This grant is specifically conditioned upon Grantee’s status as an eligible grantee of The Endowment in accordance with this Section. Grantee warrants and represents that it is one of the following: (a) a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and is not a private foundation as defined in Section 509(a) of the Code, (b) a governmental unit referred to in Section 170(c)(1) of the Code, or (c) a college or university that is an agency or instrumentality of a government or political subdivision of a government, or owned or operated by the same, within the meaning of Section 511(a)(2)(B) of the Code. If grantee is a Section 501(c)(3) organization described in (a), Grantee has provided The Endowment with a copy of IRS determination letter(s) evidencing its status as an eligible grantee and Grantee warrants and represents that such determination letter(s) are currently in full force and effect. Regardless of Grantee’s current tax status, Grantee will notify The Endowment immediately of any actual or proposed change in tax status.

II. PURPOSE OF GRANT

Epidemiology and Program Evaluation Branch - Improving Community Health and Promoting Health in All Policies: To build capacity for public health accreditation and to improve community engagement and health equity in public health practice in Riverside County.

This grant is made only for the specific charitable purposes described in this Agreement. The grant funds, which includes any interest earned on the funds, may not be used for any other purpose without prior written approval from The Endowment.

III. EXPECTED OUTCOMES OF GRANT

1. Strengthened capacity of the County of Riverside Department of Public Health to implement a coherent, organization-wide framework for monitoring performance objectives and improving quality as well as prepare for national accreditation as evidenced by a) the creation of Performance Management and Quality Improvement (PMQI) plan that includes process and program indicators, b) the creation of a department-wide PMQI implementation plan, and c) training of 75 DOPH mangers,

program coordinators, and supervisors (approximately 80%) in performance management and quality improvement.

2. Increased understanding of community health status, health equity, and opportunities for community health improvement in Riverside County among County leaders and staff, community members, health coalitions and neighborhood groups as evidenced by: a) the design and implementation of a countywide Community Health Assessment (CHA) required for accreditation, b) use of a Health Equity Index in the CHA, c) the engagement of at least 20 coalitions and partner agencies as well as 1500 community members in the development of the Community Health Improvement Plan (CHIP), and, d) the development of an evaluation plan for monitoring CHIP progress.

3. DOPH has served as the leader in the development of the new County Strategic Plan and Vision in helping create Riverside County as a model for healthy living. Increased awareness among California and national public health departments about accreditation experiences, successes and challenges as evidenced by a) presentations to at least five professional public health organizations, and b) the joint development of a case study/white paper with NACCHO that will be published electronically on the DOPH website and distributed through public health professional listservs. The paper will also be submitted to a peer-reviewed journal such as Journal of Public Health Management & Practice for publication.

IV. AMOUNT OF GRANT

\$200,000, payable as follows.

\$100,000 upon The Endowment's receipt of this executed Agreement; \$100,000 on November 30, 2013.

First payment is contingent upon receipt of this original signed Agreement. Subsequent payments are contingent upon compliance with this Agreement, including timely receipt of progress reports, as outlined in the Terms and Conditions of Grant Section.

V. PERIOD OF GRANT

Grant funds are to be applied to expenses incurred for the period from December 1, 2012 to November 30, 2014, unless otherwise agreed upon in writing by The Endowment.

VI. TERMS AND CONDITIONS OF GRANT

Grantee agrees that the grant is subject to the following conditions:

A. Expenditure of Grant Funds.

1. Use of Funds. Grantee must spend the grant funds only for the purposes described above.
2. Prohibited Uses. Grantee shall not use any of the funds from this grant in a manner inconsistent with Section 501(c)(3) of the Code, including:

- a. carrying on propaganda, or otherwise attempt to, influence legislation,
 - b. influencing the outcome of any specific public election,
 - c. carrying on, directly or indirectly, any voter registration drive,
 - d. inducing or encouraging violations of law or public policy, or
 - e. causing any private inurement or improper private benefit to occur.
3. Payment of Funds to Related Parties of The Endowment. No part of these grant funds shall be paid to any director, officer, or employee (or their family members) of The Endowment for any purpose.
- B. Return of Funds. Grantee shall return to The Endowment any grant funds under the following conditions:
1. If The Endowment, in its reasonable discretion, determines that the Grantee has not performed in accordance with this Agreement; or
 2. Any portion of the funding is not used for grant purposes.
- C. Records, Audits, Site Visits. Funds provided by The Endowment, together with any interest thereon, shall be accounted for separately in the Grantee's books and records. A systematic accounting record shall be kept by the Grantee of the receipt and disbursement of such funds. The Grantee shall retain original substantiating documents related to restricted grant expenditures and make these records available for The Endowment's review upon request. Grantee shall be responsible for maintaining adequate financial records of this grant program. The Endowment, or a designated representative, reserves the right, upon written notice, to audit Grantee's books and records relating to the expenditure of any funds provided by The Endowment as a restricted grant.
- D. Reports. Grantee shall make interim written reports to The Endowment according to the schedule set forth below. Each such written report shall describe in detail the use of the granted funds, compliance with the terms of the grant, and the progress made by the Grantee toward achieving the purposes for which the grant was made, during the period covered by such report. All such reports must be signed by an officer of the Grantee.
- The schedule of due dates for such written reports is:
- 1st interim report: August 31, 2013;
- 2nd interim report: April 30, 2014;
- Final Report: December 31, 2014.
- E. Budget Variance and Grant Outcomes. Except as otherwise provided in this Section, Grantee's expenditure of grant funds must be made substantially in accordance with the grant budget attached hereto ("Grant Budget"). Grantee's expenditure of grant funds may vary from the Grant Budget, provided that (1) Grantee's Board of Directors or its designee has determined that the specific charitable purpose(s) of the grant can be accomplished more effectively or efficiently by modifying the allocation of grant funds; (2) despite such modification, Grantee shall remain able and obligated to accomplish the specific charitable purpose(s) and outcome(s) specified in Sections II and III, respectively,

of this Agreement; and (3) no variance is permitted of the following line items without the prior written approval of The Endowment: benefits; indirect costs; subcontracts; or capital and equipment.

- F. Licensing and Credentials. The Grantee hereby agrees to maintain, in full force and effect, all required governmental or professional licenses and credentials for itself, its facilities, and for its employees and all other persons engaged in work in conjunction with this grant.
- G. Management and Organizational Changes. The Grantee agrees to provide immediate written notice to The Endowment if significant changes or events occur during the term of this grant which could potentially impact the progress or outcome of the grant, including, without limitation, changes in the Grantee's management personnel or losses of funding.
- H. Public Reporting. The Grantee agrees to disseminate to the public, by using established channels of communication, pertinent information relating to the results, findings, or methods developed through this grant.
- I. Publications; License. Any information contained in publications, studies, or research funded by this grant shall be made available to the public following such reasonable requirements as The Endowment may establish from time to time. Grantee grants to The Endowment an irrevocable, nonexclusive license to publish any publications, studies, or research funded by this grant at its sole discretion.
- J. Knowing Assumption of Obligations. Grantee acknowledges that it understands its obligations imposed by this Agreement, including but not limited to those obligations imposed by reference to the Code. Grantee agrees that if Grantee has any doubts about its obligations under this Agreement, including those incorporated by reference to the Code, Grantee will promptly contact The Endowment or legal counsel.
- K. Terrorist Activity. The Grantee agrees that it will use the grant funds in compliance with all applicable anti-terrorists financing and asset control laws, regulations, rules, and executive orders, including, but not limited to the USA Patriot Act of 2001 and Executive Order 13224.
- L. Identification of The Endowment. Grantee shall ensure that The Endowment is clearly identified as a funder or supporter of Grantee in all published material relating to the subject matter of the grant. Grantee shall list The Endowment as a funder or supporter in its annual report (if any). All proposed Grantee external communications regarding The Endowment shall be submitted first to The Endowment for its review and approval.
- M. The Endowment Letterhead and Logo. Use of The Endowment letterhead or logo is prohibited without prior written consent from the Communications Department of The Endowment.
- N. Subgrantees. With regard to the selection of any subgrantees to carry out the purposes of this grant, Grantee retains full discretion and control over the selection process, acting completely independently of The Endowment. There is no agreement, written or oral, by which The Endowment may cause Grantee to choose any particular subgrantee.

- O. No Agency. Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.
- P. No Waivers. The failure of The Endowment to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.
- Q. No Further Obligations by The Endowment. This grant is made with the understanding that The Endowment has no obligation to provide other or additional support or grants to the Grantee.
- R. Remedies. If The Endowment determines, in its reasonable discretion, that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, The Endowment may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement, and The Endowment may demand the return of all or part of the grant funds not properly spent or committed to third parties, which Grantee shall immediately repay to The Endowment. The Endowment may also avail itself of any other remedies available by law.
- S. Indemnification. Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless The Endowment, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of The Endowment, its officers, directors, employees, or agents.
- T. Captions. All captions and headings in this Agreement are for the purposes of reference and convenience only. They shall not limit or expand the provisions of this Agreement.
- U. Entire Agreement; Amendments and Modifications. This Agreement constitutes the entire agreement of the parties with respect to its subject matter and supersedes any and all prior written or oral agreements or understandings with respect to the subject matter hereof. This Agreement may not be amended or modified, except in a writing signed by both parties.
- V. Governing Law. This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of California, applicable to contracts to be performed wholly within said state.

VII. ACCEPTANCE OF AGREEMENT

The Endowment reserves the right to withhold or suspend payments of grant funds if the Grantee fails to comply strictly with any of the terms and conditions of this Agreement or any other grant agreement between The Endowment and Grantee.

If this Agreement correctly sets forth your understanding and acceptance of the arrangements made regarding this grant, please countersign and return to The Endowment.

“THE ENDOWMENT”

“GRANTEE”

THE CALIFORNIA ENDOWMENT, a
California nonprofit public benefit
corporation.

**COUNTY OF RIVERSIDE DEPARTMENT
OF PUBLIC HEALTH**

By: _____	DocuSigned by: B. Kathlyn Mead	By: _____
Name: _____	B. Kathlyn Mead	Name: _____
Title: _____	Executive Vice President and COO	Title: _____
Date: _____	12/1/2012	Date: _____

FORM APPROVED COUNTY COUNSEL
 BY: Neal R. Kipnis
 DATE: 12/1/12



Payment Form

The California Endowment issues electronic payments via an ACH credit directly to your bank account. In order to process your payment, please enter your Bank Name, Bank Routing Number and Bank Account Number in the fields below.

Please note that fees of \$.10-\$.20 cents may be imposed by your bank for each ACH transaction. Please refer to your bank representative for details.

If you prefer not to receive payment electronically, please enter "N/A" in the fields, and The Endowment will issue a paper check that will be mailed via US post.

Grantee Organization Name	County of Riverside Department of Public Health
Project Title and File Number	Epidemiology and Program Evaluation Branch - Improving Community Health and Promoting Health in All Policies (20122231)
Grantee Organization Address	4065 County Circle Drive Riverside, CA 92503
Payee Organization Name	County of Riverside Department of Public Health
Bank Name	N/A
Bank Routing Number	N/A
Bank Account Number	N/A
Confirm Bank Account Number	N/A

By signing this form, I confirm that the above bank information is accurate and that I authorize The California Endowment to issue an ACH credit to the above named account:

Signed by:

Title:





Monitoring Form

County of Riverside Department of Public Health

4065 County Circle Drive

Riverside, CA 92503

Project Title and File Number: Epidemiology and Program Evaluation Branch -
Improving Community Health and Promoting Health in All Policies (20122231)

The California Endowment uses online submission of monitoring reports for grantees. Upon receipt of this completed form and your signed Grant Agreement, we will establish an online account for you. Only one accountholder per grant is allowed. Thereafter, you will be able to log into that account, establish a permanent password, view reporting requirements and submit reports.

Should you have any questions, please contact tcegrantreports@calendow.org

Reporting Contact – person responsible for submitting reports

Name: *Margo Arispuro*

Title: *Accountant*

Phone number: *951-358-5451*

Fax number: *951-358-5292*

Email address: *marispuro@rivcocha.org*

Organization website: *www.rivcocha.org*

WORK PLAN
 File Number 20122231
 County of Riverside Department of Public Health

Activities/Objective and Indicators	Outcomes and Indicators	Timeline
<ol style="list-style-type: none"> 1. Create and conduct a RFP for and contract with a Performance Management and Quality Improvement (PMQI) consultant to develop a PMQI plan. (Months 1-3) 2. Select Department of Public Health (DOPH) staff for participation on PMQI team. (Months 1-3) 3. Coordination of monthly convening of PMQI consultant and PMQI team to assess progress towards development of PMQI plan. (Ongoing) 4. Conduct Train-the-Trainer course on quality improvement principles for community partners and educate DOPH personnel through in-house training courses. (Months 6-12) 5. Conduct a thorough evaluation of the current DOPH quality improvement policies and procedures. (By Month 8) 6. Develop a written PMQI plan. (By Month 12) 7. Create and conduct a RFP for and contract with a Performance Management and Quality Improvement (PMQI) consultant to implement PMQI plan developed in Year 1. (Months 13-15) 8. Coordination of monthly convening of PMQI consultant and PMQI team to assess implementation of PMQI plan. (Ongoing) 9. Conduct relevant trainings to build capacity among DOPH programs and staff. (Months 16-20) 10. Evaluate implementation of PMQI plan. (By Month 24) 	<ol style="list-style-type: none"> 1. Strengthened capacity of the County of Riverside Department of Public Health to implement a coherent, organization-wide framework for monitoring performance objectives and improving quality as well as prepare for national accreditation as evidenced by a) the creation of Performance Management and Quality Improvement (PMQI) plan that includes process and program indicators, b) the creation of a department-wide PMQI implementation plan, and c) training of 75 DOPH mangers, program coordinators, and supervisors (approximately 80%) in performance management and quality improvement. 	<p>Months 1-24</p>

<ol style="list-style-type: none">1. Hire a Research Analyst (Months 1-3)2. Identify and organize existing data sources to evaluate the health status of the community along objective measures and indicators. Collaborate with the California Department of Public Health, Office of Health Equity, Community Indicators Project staff to develop standard indicators. (Months 1-3)3. Create a Health Equity Index using standard social determinants of health indicators for use in the Community Health Assessment (CHA). (By Month 6)4. Design data collection instruments to manage the collection of quantitative and qualitative data to monitor and process community input to the community health status. (Months 6-8)5. Leverage existing community coalitions (e.g. Building Healthy Coachella, Riverside County Health Coalition, Ryan White HIV/AIDS Planning Council) to present CHA to the community and to collect input. (Months 8-12)6. Identify additional community groups throughout the county to inform and engage residents in responding to the CHA and identifying opportunities to provide feedback/input to the CHA. (Months 8-12)7. Design and deliver progress reports and presentations to community groups, partners, and organizations as part of the CHA. (Months 8-12)8. Write and publish CHA (By Month 12)9. Design data collection instruments to manage the collection of quantitative and qualitative data to monitor and process community input to the Community Health Improvement Plan (CHIP). Ensure engagement of all community groups and residents in this process. (Months 12-14)10. Create countywide process evaluation plan which includes community feedback to assist in evaluating CHIP. (Months 12-14)11. Distribute and use the Community Health Assessment (CHA) developed in Year 1 to community groups and coalitions to collect community input for the CHIP. (Months 14-18)12. Design and deliver progress reports and presentations to community	<p>2. Increased understanding of community health status, health equity, and opportunities for community health improvement in Riverside County among County leaders and staff, community members, health coalitions and neighborhood groups as evidenced by: a) the design and implementation of a countywide Community Health Assessment (CHA) required for accreditation, b) use of a Health Equity Index in the CHA, c) the engagement of at least 20 coalitions and partner agencies as well as 1500 community members in the development of the Community Health Improvement Plan (CHIP), and, d) the development of an evaluation plan for monitoring CHIP progress.</p>	<p>Months 1-12</p>
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<p>groups, partners, local non-profit hospitals, residents and organizations as part of the CHIP. (Months 16-20)</p> <p>13. Write and publish CHIP report. Distribute CHIP to our partner coalitions, community leaders and community members. Present CHIP to the County of Riverside Board of Supervisors. (By month 24)</p>		
<p>1. Provide technical assistance within Riverside County to support and implement health in all policies initiatives to position DOPH as the leader in the new County Strategic Plan and Vision. (Ongoing)</p> <p>2. Convene monthly DOPH Accreditation Steering Committee meetings at which documentation and information collected thus far will be discussed. (Ongoing)</p> <p>3. Design and deliver presentations to colleagues, partners, and professional public health organizations (e.g. CHEAC, CCLHO, CCLHDM) and the Southern California Chronic Disease Collaborative to share experiences with the accreditation process. (Ongoing)</p> <p>4. Design data collection instruments to manage the collection of qualitative data to monitor experience of County of Riverside Department of Public Health (DOPH) programs and staff through the accreditation process. (Months 1-3)</p> <p>5. Partner with NACCHO to document process. (By Month 3)</p> <p>6. Publish and share white paper documenting the DOPH accreditation experience (successes and challenges) by presenting at professional public health conferences and meetings (e.g. APHA, NACCHO). (By month 24)</p> <p>7. Distribute white paper electronically through public health professional listservs. (By month 24)</p> <p>8. Submit white paper to at least one peer-reviewed journal for publication (by month 24)</p> <p>9. Publish and distribute at least three Epidemiology Data Briefs on the effect of certain conditions such as air quality and food deserts on place-based health (asthma, obesity and chronic diseases). Work with The California Endowment Communications group to assist in</p>	<p>3. DOPH has served as the leader in the development of the new County Strategic Plan and Vision in helping create Riverside County as a model for healthy living. Increased awareness among California and national public health departments about accreditation experiences, successes and challenges as evidenced by a) presentations to at least five professional public health organizations, and b) the joint development of a case study/white paper with NACCHO that will be published electronically on the DOPH website and distributed through public health professional listservs. The paper will also be submitted to a peer-reviewed journal such as <i>Journal of Public Health Management & Practice</i> for publication.</p>	<p>Months 1-24</p>

distribution and media releases regarding these publications.