

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

826



**FROM:** County of Riverside Department of Public Health

**SUBMITTAL DATE:**  
March 12, 2013

**SUBJECT:** Ratify the Fourth Amendment between the County of Riverside Department of Public Health (DOPH) and Coachella Valley Association of Governments (CVAG) for Public Health Nursing services to the homeless population. #10-036 (A4).

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Ratify the Fourth Amendment between the County of Riverside Department of Public Health and the Coachella Valley Association of Governments to extend the period of performance from October 1, 2012 through September 30, 2013 in the amount of \$134,741;
- 2) Authorize the Purchasing Agent to sign subsequent amendments that make only ministerial changes to the MOU not to exceed the amount stated of \$134,741;
- 3) Authorize the Chairperson to sign three (3) originals of said Amendment on behalf of the County; and
- 4) Approve and direct the Auditor-Controller to make the budget adjustment as specified on the attached Schedule A.

**BACKGROUND (Continued on Page 2):**

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER

HP:rc:ys

BY: Lisette Rose 3/14/13

Susan D. Harrington  
Susan D. Harrington, Director of  
Department of Public Health

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 90,000	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

<b>SOURCE OF FUNDS:</b> 100% funded by Coachella Valley Association of Governments.	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

**County Executive Office Signature**

BY: Debra Cournoyer  
Debra Cournoyer

Policy  Policy

Consent  Consent

Dept's Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.: 03-22-10 – 3.4;  
12-22-09 – 3.8; 08-16-11 – 3.18

District: 4/4

Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3-14

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS  
 DATE: 3/13/13  
 Department of Public Health  
 Purchasing: Mark Seiler, Assistant Director

**SUBJECT:** Ratify the Fourth Amendment between the County of Riverside Department of Public Health (DOPH) and Coachella Valley Association of Governments (CVAG) for Public Health Nursing services to the homeless population. #10-036 (A4).

**BACKGROUND (Continued):**

The Board of Supervisors approved the original MOU in the amount of \$174,629 from Coachella Valley Association of Governments (CVAG) to provide public health nursing services to the homeless population at the Roy's Desert Resource Center (RDRC) on December 22, 2009, Agenda Item #3.8.

(CVAG) would like the DOPH to continue to provide Public Health Services with regards to basic first aid, screening for hypertension, diabetes, TB, pregnancy test, etc., and make referrals for advanced medical needs.

This Fourth Amendment is to extend the period of performance to begin October 1, 2012 through September 30, 2013 in the amount of \$134,741.

**PERSONNEL:**

Pursuant to Board Policy A-30, these positions will be eliminated once funding is exhausted.

**FINANCIAL DATA:**

This grant is 100 percent funded by Coachella Valley Association of Governments. The award amount of \$134,741 covers the performance period October 1, 2012 through September 30, 2013. Of the \$134,741, only \$90,000 will be requested for budget adjustment for FY 12/13 based on current spending trend. The remaining \$44,741 will be budgeted in FY 13/14 during the annual County budgeting process.

**SCHEDULE A**  
**Department of Public Health**  
**Budget Adjustment**  
**Fiscal Year 2012/2013**  
**July 1, 2012 - June 30, 2013**

**Increase in Appropriations:**

10000-4200100000-510040	Regular Salaries	\$ 13,685
10000-4200100000-510240	Per Diem Salaries	\$ 35,064
10000-4200100000-518100	Budgeted Benefits	\$ 6,158
10000-4200100000-522860	Medical-Dental Supplies	\$ 5,251
10000-4200100000-522890	Pharmaceuticals	\$ 4,000
10000-4200100000-523620	Books/Publications	\$ 2,063
10000-4200100000-523700	Office Supplies	\$ 750
10000-4200100000-523760	Postage-Mailing	\$ 37
10000-4200100000-524500	Administrative Support-Direct	\$ 14,867
10000-4200100000-525100	Medical-Lab Services	\$ 3,000
10000-4200100000-525440	Professional Services	\$ 3,750
10000-4200100000-529040	Private Mileage	\$ 1,375
	<b>Total Increase in Appropriations:</b>	<b>\$ 90,000</b>

**Increase in Estimated Revenue:**

10000-4200100000-781580	CVAG	\$ 90,000
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IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	
CONTRACTOR'S NAME	
County of Riverside	
BY (Authorized Signature)	DATE SIGNED (Do not type -signor must date)
PRINTED NAME AND TITLE OF PERSON SIGNING	
John J. Benoit, Chairman Board of Supervisors	
ADDRESS	
County Administration Center · 4080 Lemon St. Riverside, California 92501	
AGENCY NAME	
Coachella Valley Association of Governments (CVAG)	
BY (Authorized Signature)	DATE SIGNED
ADDRESS	
73-710 Fred Waring Drive, Suite 200, Palm Desert, CA 92260-2516	

FORM APPROVED COUNTY COUNSEL  
BY: Neal R. Kipnis 3/14/13  
NEAL R. KIPNIS DATE

ATTEST:

\_\_\_\_\_  
Kecia Harper-Ihem  
Clerk of the Board

\_\_\_\_\_  
Date

**Coachella Valley Association of Governments**

Palm Desert, CA 92260

**MOU AMENDMENT #4**

MEMORANDUM OF UNDERSTANDING: 10-036 (A4)

CONTRACTOR: County of Riverside Department of Public Health

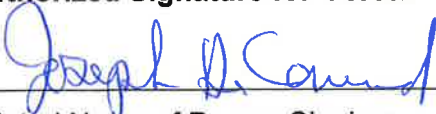
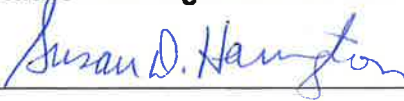

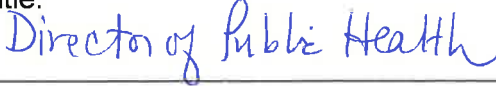


AGREEMENT TERM: October 1, 2012 – September 30, 2013

MAXIMUM REIMBURSABLE AMOUNT \$134,741

The agreement between the Coachella Valley Association of Governments, hereinafter referred to as CVAG, and the County of Riverside Department of Public Health hereinafter referred to as DOPH, as previously amended, is further amended in the following particulars and no others:

1. Amend the "Agreement Term" to begin (and/or be retroactive to) October 1, 2012 through September 30, 2013.
2. The maximum reimbursable amount for this period is approximately \$134,741 in accordance with action taken by the Desert Healthcare District Governing Board on September 25, 2012.
3. All other terms and conditions shall remain the same as stated in the original MOU Agreement and Amendments #1, #2 and #3.

The undersigned, as authorized representatives of CVAG and DOPH, respectively certify the establishment of the Amendment #4 to the Agreement.

<b>Authorized Signature for CVAG:</b> 	<b>Authorized Signature for DOPH:</b> 
Printed Name of Person Signing: Joseph De Coninck	Printed Name of Person Signing: 
Title: CVAG Chairman	Title: 
Address: 73-710 Fred Waring Dr., Suite 200 Palm Desert, CA 92260-2516	Address: 4065 County Circle Drive Riverside, CA 92503-7600
Date Signed: 	Date Signed: 

**RECEIVED**

OCT 12 2012

Grant No.: 740

Desert Healthcare District

DESERT HEALTHCARE DISTRICT GRANT AGREEMENT

This agreement is entered into by the Desert Healthcare District ("DISTRICT"), a California health care district organized and operating pursuant to Health and Safety Code section 32000 et seq., and Coachella Valley Association of Governments ("RECIPIENT") and is effective upon execution by both parties.

1. Grant

Purpose and Use of Grant: Expand services provided by Roy's Desert Resource Center Nurses' Station

Amount: \$134,741

2. Term of Agreement

The term of this agreement is from October 1, 2012 through September 30, 2013, subject, however, to earlier termination as provided in this agreement.

3. Legal Responsibility/Liability

In authorizing execution of this agreement, the governing body of RECIPIENT accepts legal responsibility to ensure that the funds provided by DISTRICT are allocated solely for the purpose for which the grant was intended. RECIPIENT agrees to be knowledgeable of the requirements of this agreement and to be responsible for compliance with its terms. In no event shall DISTRICT be legally responsible or liable for RECIPIENT's performance or failure to perform under the terms of the grant or this agreement.

RECIPIENT agrees that DISTRICT may review, audit, and/or inspect DISTRICT-funded program operated by RECIPIENT under this agreement for compliance with the terms of this agreement.

4. Reduction/Reimbursement of Awarded Funds

DISTRICT may reduce, suspend, or terminate the payment or amount of the grant if the District determines in its sole discretion that RECIPIENT is not using the grant for the intended purposes or meeting the objectives of the grant. RECIPIENT hereby expressly waives any and all claims against DISTRICT for damages that may arise from the termination, suspension, or reduction of the grant funds provided by DISTRICT.

DISTRICT  RECIPIENT 

RECIPIENT further agrees to reimburse any funds received from DISTRICT, where the DISTRICT determines that grant funds have not been utilized by RECIPIENT for their intended purpose.

5. Other Funding Sources

If requested by DISTRICT, RECIPIENT shall make information available regarding other funding sources or collaborating agencies for the programs or services provided by RECIPIENT.

6. Attribution Policy

RECIPIENT agrees to comply with the DISTRICT'S attribution policy, which is attached to this agreement as Exhibit "A."

7. Payment Schedule

Unless RECIPIENT and DISTRICT agree upon alternative arrangements, grant funds shall be allocated and paid according to the schedule and requirements described on Exhibit "B." In the event RECIPIENT fails to provide report(s) and/or appropriate supporting documentation in a timely manner, RECIPIENT may be subject to a delay or discontinuance of funding, at DISTRICT'S sole discretion.

8. Program Budget

RECIPIENT shall also submit, prior to the DISTRICT entering into this agreement, a program budget, which shall be subject to review and approval of DISTRICT. A copy of RECIPIENT'S program budget shall be attached to this agreement as Exhibit "C."

9. Scope of Services/Recipient Activities

Prior to the DISTRICT entering into this agreement, RECIPIENT shall include in its application, subject to review and approval by the DISTRICT, details of the RECIPIENT'S scope of service(s), activities or program(s) proposed for funding.

10. Evaluation/Outcomes Reporting

Prior to the District entering into this agreement, RECIPIENT shall include in its application, subject to review and approval of the DISTRICT, details of its plan for evaluation and reporting.

DISTRICT  RECIPIENT 

RECIPIENT shall cooperate in efforts undertaken by DISTRICT to evaluate RECIPIENT'S effectiveness and use of the grant funds. RECIPIENT shall participate in and comply with all on-site evaluation and grant monitoring procedures including interviews with RECIPIENT'S staff by DISTRICT. RECIPIENT, at the request of the DISTRICT, shall also provide progress reports to DISTRICT according to the schedule contained on Exhibit "B" in a format to be provided by DISTRICT.

11. Use of Subcontractors

RECIPIENT may not subcontract any portion of the duties and obligations required by this agreement without the written consent of the DISTRICT. A copy of the proposed subcontract between RECIPIENT and the subcontractor shall be provided to DISTRICT for review. In the event DISTRICT consents to subcontract, the subcontractor shall be required to execute an agreement assuming all rights and obligations of this agreement, including the DISTRICT'S right to inspect the subcontractor's books and records and the right to monitor and evaluate the effectiveness of the use of the grant funds. Notwithstanding the forgoing, RECIPIENT shall remain primarily responsible for compliance with all terms and conditions of this agreement.

12. Use of Funds

The funds received pursuant to this agreement may not be used by RECIPIENT for general operating expenses or any other programs or services provided by RECIPIENT without the written consent of DISTRICT.

Upon request, RECIPIENT shall make available for the DISTRICT and members of the public, a detailed description of the program(s) and/or service(s) funded by DISTRICT. This program description may be a separate document or may be incorporated into the overall program materials developed by the RECIPIENT.

13. Independent Contractor Status

The relationship between DISTRICT and RECIPIENT, and the agents, employees, and subcontractors of RECIPIENT in the performance of this agreement, shall be one of independent contractors, and no agent, employee, or subcontractor of RECIPIENT shall be deemed to be an officer, employee, or agent of DISTRICT.

14. Use of Funds for Lobbying or Political Purposes

RECIPIENT is prohibited from using funds provided by DISTRICT herein for any political campaign or to support attempts to influence legislation by any governmental body.



15. Compliance with Applicable Law and Regulations

RECIPIENT shall comply with all federal, state, and local laws and regulations, including but not limited to labor laws, occupational and general safety laws, and licensing laws. All licenses, permits, notices, and certificates as are required to be maintained by RECIPIENT shall be in effect throughout the term of this agreement.

Where medical records, and/or client records are generated under this agreement, RECIPIENT shall safeguard the confidentiality of the records in accordance with all state and federal laws, including the provisions of the Health Insurance Accountability and Portability Act of 1996 (HIPAA), and the laws and regulations promulgated subsequent thereto.

RECIPIENT shall notify DISTRICT in writing within 5 (five) days if any required licenses or permits are canceled, suspended, or otherwise terminated, or if RECIPIENT becomes a party to any litigation or investigation by a regulatory agency that may interfere with the ability of RECIPIENT to perform its duties under this agreement.

16. Changes or Modifications to the Use of DISTRICT Grant Funds

RECIPIENT shall submit to DISTRICT, in writing, any requests for proposed changes in the use of DISTRICT grant funds. DISTRICT must receive such requests at least thirty (30) days prior to the date the proposed changes are to be implemented and the proposed changes shall be subject to DISTRICT Board approval.

Notwithstanding the foregoing, requests for transfers between budget categories or line items less than ten percent (10%) of the total grant amount that do not change the total grant amount or generate additional line items may be directed to the DISTRICT's Program Department for consideration.

17. Conflict of Interest/Self Dealing

RECIPIENT and RECIPIENT'S officers and employees shall not have a financial interest or acquire any financial interest, direct or indirect, in any business entity or source of income that could be financially affected by, or otherwise conflict in any manner or degree with, the performance of programs or services required under this agreement.

18. Indemnity and Hold Harmless

RECIPIENT agrees to indemnify, defend, and hold harmless DISTRICT and its officers, agents, employees, volunteers, and servants from any and all claims and losses accruing or resulting to any and all employees, contractors, subcontractors, laborers, volunteers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or

DISTRICT  RECIPIENT 

supplies in connection with the performance of this agreement and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by RECIPIENT in the performance or execution of this agreement, or in the expenditure of grant funds provided by DISTRICT.

19. Fiscal/Accounting Principles

RECIPIENT shall maintain an accounting system that accurately reflects and documents all fiscal transactions for which grant funds are used. The accounting system must conform to generally accepted accounting principles and upon request, DISTRICT shall have the right to review, inspect and copy all books and records related to the accounting system.

20. Documentation of Revenues and Expenses

RECIPIENT shall maintain full and complete documentation of all revenue and expenses (including subcontracted, overhead, and indirect expenses) associated with use of the grant funds covered by this agreement. During the term of this agreement and thereafter, DISTRICT or its authorized representative(s) shall have the right to review all RECIPIENT financial records including records related to the use or disbursement of the grant funds, upon request by DISTRICT. DISTRICT shall also have the right to audit, if necessary, RECIPIENT'S use of grant funds and any and all programs or services that were provided through the use of the DISTRICT funds. In the event of an audit or financial review, RECIPIENT agrees to provide DISTRICT access to all of RECIPIENT'S books and records.

21. Records Retention

All records of RECIPIENT pertaining to the use of grant funds shall be maintained at RECIPIENT'S main local office for at least five (5) years following the year in which grant funds were first provided by DISTRICT.

22. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of California.

23. Assignment or Transfer

RECIPIENT may not assign or transfer any interest in this agreement or entitlement to grant funds without the written consent of District.

24. Entire Agreement, Amendment

This agreement contains the entire understanding and agreement of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements not contained herein. This agreement may only be amended or modified by a writing signed by both parties.

25. Notices

Any notice required or permitted pursuant to this agreement may be given by a party to the other party at the address set forth in the signature block of this agreement. Either party may change its address for purposes of notice by complying with the requirements of this section.

26. Signatories

The persons executing this agreement on behalf of the RECIPIENT have been designated by the governing body or fiscal agent of the RECIPIENT as the official signatories of this agreement and all related documents. At least one of these persons is a member of the RECIPIENT'S governing board, and both persons have the authority to execute this agreement on behalf of RECIPIENT.

RECIPIENT:  
Coachella Valley Association of Governments  
73-710 Fred Waring Drive  
Suite 200  
Palm Desert, CA 92260

Name: President/Chair of RECIPIENT  
Governing Body

JOSEPH DE CONINCK  
PLEASE PRINT

Joseph De Coninck  
SIGNATURE

10-10-12  
DATE

Name: Executive Director

TOM KIRK  
PLEASE PRINT

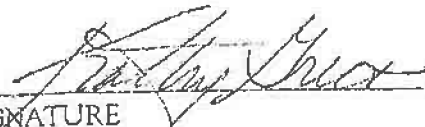
[Signature]  
SIGNATURE

10/10/12  
DATE

DISTRICT [Signature] RECIPIENT [Signature]

Authorized Signatory for Desert Healthcare District:

Name: Kathy Greco  
Title: Chief Executive Officer

  
SIGNATURE

10/15/2012  
DATE

Desert Healthcare District  
1140 N. Indian Canyon Dr.  
Palm Springs, CA 92262

DISTRICT  RECIPIENT 

EXHIBIT A

DESERT HEALTHCARE DISTRICT ATTRIBUTION POLICY

1. Attribution Wording  
Attribution for District-funded programs shall be as follows:  
"Made possible by funding from Desert Healthcare District" / "Echo posible por medio de fondos de Desert Healthcare District" or "Funded by Desert Healthcare District" / "Fondado por Desert Healthcare District"
2. Educational Materials  
Educational materials are items such as brochures, workbooks, posters, videos, curricula, or games. Materials (in print or electronic formats) produced and distributed for Desert Healthcare District-funded programs shall include the approved wording.
3. Promotional Materials  
District attribution shall be included on promotional items such as flyers, banners and other types of signage. However, acknowledgement may be omitted when space limitation is an issue (e.g., buttons, pencils, pens, etc.)
4. Media Materials and Activities  
Attribution to the District shall be included in any information distributed to the media for the purpose of publicizing a District-funded program. This information may include news releases and advisories, public service announcements (PSAs), television and radio advertisements, and calendar/event listings.  
  
Media and publicity activities, such as news conferences, story pitching, press interviews, editorial board meetings and promotional events shall include reference to the District's program support. As a courtesy, the District would appreciate notification of these activities at least two (2) weeks in advance, whenever possible. Please send to the District copies of any press coverage of District-funded programs.
5. Logo Usage  
Use of the Desert Healthcare District logo is permitted and encouraged. Logos can be provided in print and electronic formats. Logos will be provided by DISTRICT upon initial grant funding and at RECIPIENT's request thereafter. Graphic standards for logos shall be adhered to as provided by DISTRICT. Requests for logo should be directed to the Program Department of Desert Healthcare District.
6. Photograph Consent  
RECIPIENT shall permit photographs of District-funded program to be taken by District-designated photographer at District expense, and consents to usage of such photographs on District Web site and other materials designed to inform and educate the public about District.

DISTRICT  RECIPIENT 

**EXHIBIT B**

Project Title  
 Expand services provided by Roy's Desert Resource Center  
 Nurses' Station

Start/End  
 10/1/2012  
 9/30/2013

**PAYMENTS:**

(4) Payments: \$30,316.75  
 10% Retention: \$13,474.00

Total request amount: \$134,741.00

**GRANT AND PAYMENT SCHEDULE REQUIREMENTS:**

Scheduled Date	Grant Requirements for Payment	Payment
10/01/2012	Signed Agreement submitted & accepted	Advance of \$30,316.75 for time period 10/01/2012 - 12/31/2012
01/01/2013	1 <sup>st</sup> quarter (10/01/2012 - 12/31/2012) ✓ progress report, budget reports and receipts submitted & accepted	Advance of \$30,316.75 for time period 01/01/2013 - 03/31/2013 ✓
04/01/2013	2 <sup>nd</sup> quarter (01/01/2013 - 03/31/2013) ✓ progress report, budget reports and receipts submitted & accepted	Advance of \$30,316.75 for time period 04/01/2013 - 06/30/2013 ✓
07/01/2013	3 <sup>rd</sup> quarter (04/01/2013 - 06/30/2013) ✓ progress report, budget reports and receipts submitted & accepted	Advance of \$30,316.75 for time period 07/01/2013 - 09/30/2013 ✓
10/01/2013	4 <sup>th</sup> quarter (07/01/2013 - 09/30/2013) ✓ progress report, budget reports and receipts submitted & accepted	\$0
10/31/2013	Final report (10/01/2012 - 09/30/2013) and final budget report submitted & accepted	\$13,474.00 ✓ (10 % retention)

TOTAL GRANT AMOUNT: \$ 134,741

**DELIVERABLES:**

- PHN personnel will provide case management, assessments, basic first aid, shelter surveillance, TB testing, screening for diabetes and hypertension, referrals for treatment, assistance with finding medical homes, provision of flu shots, as well as identification and

DISTRICT  RECIPIENT 

assistance to clients utilizing the Urban Community Action Project clinic for on-site medical care.

- 1.0 full time equivalent Public Health Nurse (PHN), whose focus will be on referring clients to qualified medical service providers
- Part time Nurse Manager to oversee the program and supervise the staff. Please note that the one full time equivalent PHN may be staffed with part time PHNs.
- Operating costs will include: office supplies, transportation of clients, training, basic first aid items, basic health kits, basic dental kits containing toothbrushes, toothpastes, tongue cleaner, dental mirror, floss, stain eraser and mouthwash; inexpensive reading glasses, health information brochures on various topics,
- a display rack for the brochures which will also ensure easier access by clients, health classes on how to manage chronic diseases,
- funding for documents e.g. birth certificates required to enroll in county health insurance
- funding for medications prescribed by outside providers and dispensed by local pharmacies

EXHIBIT C

PROGRAM BUDGET ATTACHED AS SUPPLEMENTAL PAGE(S)

DISTRICT  RECIPIENT 



**Line Item Budget - Sheet 1 Operational Costs**

Year 1

October 1, 2012 - September 30, 2013

*Approved budgets are the basis for reporting all grant expenditures. Line items may not be added or changed without grant amendment. Prior authorization is required for transferring funds (<10%) between existing line items. Describe budget narrative in cell B38. You may insert rows or create additional worksheets if more space is needed to fully describe your budget.*

PROGRAM OPERATIONS		Total Program Budget	Funds from Other Sources Detail on sheet 3	Amount Requested from DHCD
Total Labor Costs	Detail on sheet 2	119962	46752	73210
Equipment (itemize)				
1	N/A	0	0	0
2		0	0	0
3		0	0	0
4		0	0	0
Supplies (itemize)				
1	Nurse's Station Supplies/Equipment	2000	500	1500
2	Books/Supplies	2750	0	2750
3	Office Supplies	1000	0	1000
4	Medical, Dental, Misc. Supplies	5250	0	5250
Printing/Duplication		0	0	0
Mailing/Postage/Delivery		50	0	50
Travel - Transportation		4500	0	4500
Education/Training		0	0	0
Facilities (Detail)				
	Office/Rent/Mortgage	0	0	0
	Meeting Room Rental	0	0	0
	Telephone/Fax/Internet	0	0	0
	Utilities	0	0	0
	Insurance	0	0	0
	Maintenance/Janitorial	0	0	0
	Other Facility costs (itemize)			
1		0	0	0
2		0	0	0
3		0	0	0
4		0	0	0
Other Program Costs not described above (itemize)				
1	Vision Care	250	0	250
2	Pharmaceuticals	14748	2748	12000
3	Medical Lab - Radiology Services	8000	0	8000
4	Clinic Visits	5000	0	5000
5	County Overhead-Admin. Support, etc.	34789	13558	21231
<b>Total Program Budget</b>		<b>198299</b>	<b>63558</b>	<b>134741</b>

Budget Narrative	<p><b>Supplies: Nurse's Station Supplies/Equipment</b> - Items necessary for carrying out nursing duties and client care such as, but not limited to, wound care, physical assessments. Examples are, but not limited to, probe covers, basic first aid supplies, glucose test strips, glucose monitor, etc.</p> <p><b>Books/Publications</b> - Educational and training materials for clients and nurses.</p> <p><b>Office Supplies</b> - General office supplies, printer supplies, brochure stand, etc.</p> <p><b>Medical, Dental, Misc. Supplies</b> - Supplies related to items such as, but not limited to medical/dental kits, reading glasses, shower shoes, etc.</p> <p><b>Mailing/Postage/Delivery</b> - Costs for sending letters to request medication discounts, birth certificates, etc.</p> <p><b>Travel/Transportation</b> - Mileage reimbursement when nurses use their own private vehicle to drop off/pick-up client prescription from pharmacy, client's medical records from a medical facility, etc. Transportation costs for Roy's DRC clients to attend medical, dental, lab, etc., appointments.</p> <p><b>Other Program Costs Not Described Above:</b> <b>Vision care</b> - cost to provide clients with vision care, such as, but not limited to reading glasses.</p> <p><b>Pharmaceuticals</b> - Funds used to assist clients with obtaining their prescribed medication from their medical provider by establishing an agreement with local pharmacy who will dispense medication. Examples are, but not limited to, antibiotics, wound care ointments, insulin, etc.</p> <p><b>Medical Lab - Radiology Services</b> - Comprised of diagnostic work prescribed by a medical provider and may include, but not limited to, blood tests and x-rays, etc.</p> <p><b>Clinic Visits</b> - To cover co-pay costs not waived such as, but not limited to medical exams.</p> <p><b>County Overhead-Admin. Support, etc.</b> - County overhead covers support costs for the Department of Public Health (DOPH). The amount is calculated based on 29 percent of total labor costs. This percentage varies year-to-year and is an estimate of actual overhead costs based on the most recent fiscal year data available. Overhead is comprised of external and internal overhead costs. External costs are County costs outside DOPH that may include workers compensation, liability insurance, property insurance, county support services, personnel services, oasis processing, etc. Internal costs are DOPH overhead costs allocated to DOPH departments for administrative support services provided by general administration, fiscal, information technology and internal support services.</p>
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**Line Item Budget  
Sheet 2 - Labor Costs**

**Year 1**

**October 1, 2012-September 30, 2013**

<b>Staff Salaries</b>		<b>Annual Salary</b>	<b>% of Time Allocated to Program</b>	<b>Actual Program Salary</b>	<b>Amount of Salary Paid by DHCD Grant</b>
<b>Employee Position/Title</b>					
1	Nurse Manager (full time)	140933	0.15	14093	21140
2	RN/PHN I-V (per diem) **	93504	0.50	46752	46752
3	Health Services Assistant (FTE)	53183	0.10	5318	5318
4					
5					
6					
7					
8					
<i>Enter this amount in Section 1, Employee Salaries</i>				<b>Total &gt;</b>	73210
<b>Budget Narrative</b>	Annual salary includes a 45 percent assumption for fringe benefits which is an average for County of Riverside, Department of Public Health permanent employees. Due to the economic climate, the County may be subject to temporary staffing restrictions; therefore, the 45 percent fringe benefit assumption is recommended as permanent employees may be working to fulfill grant objectives. Temporary and per diem employees work at a reduced fringe benefit rate of 18.3 percent as medical, dental, and other benefits are not applicable to these employees. **Split with TCWF				
<b>Consultants/Contractors</b>		<b>Hourly Rate</b>	<b>Hours/Week</b>	<b>Monthly Fee</b>	<b>Amount of Salary Paid by DHCD Grant</b>
<b>Consultant/Contractor Name</b>					
1	N/A				
2					
3					
4					
5					
6					
7					
8					
<i>Enter this amount in Section 1, Professional Services/Consultants</i>				<b>Total &gt;</b>	0
<b>Budget Narrative</b>	N/A				

**Line Item Budget  
Sheet 2 - Labor Costs**

Year 1

October 1, 2012-September 30, 2013

Funding for this program received from other sources		Amount
Fees		0
Donations		0
Grants (List Organizations)		
1	The California Wellness Foundation - Year 1	50000
2		0
3		0
4		0
Fundraising (describe nature of fundraiser)		
N/A		0
Other Income, e.g., bequests, membership dues, in-kind services, investment income, fees from other agencies, etc. (Itemize)		
1	County of Riverside Department of Public Health	13558
2		0
3		0
4		0
<b>Total funding in addition to DHCD request</b>		<b>63558</b>
<b>Budget Narrative</b>	<p>The California Wellness Foundation approved a \$150,000 grant over 36 months to Coachella Valley Association of Governments for project support to provide health services to homeless adults and families at Roy's Desert Resource Center. Payment scheduled as follows:</p> <p>Year 1 July 25, 2012 = \$50,000                      Year 2 July 25, 2013 = \$50,000                      Year 3 July 25, 2014 = \$50,000</p> <p>TCWF grant funds are for personnel and operating expenses.</p> <p>In-kind services toward County overhead, administrative support, etc.</p>	

*[Faint, illegible text]*

**ITEM 6B**

Coachella Valley Association of Governments  
Executive Committee  
September 24, 2012



**Staff Report**

**Subject:** Receive and file this report regarding grant applications submitted to Union Pacific Foundation and Weingart Foundation, and authorization to submit grant application to the Desert Health Care District

**Contact:** Mary Kazungu through Aurora Wilson, Director, Community Resources ([awilson@cvag.org](mailto:awilson@cvag.org))

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**Recommendation:** That the Executive Committee: 1) receive and file this report on the grant applications submitted by CVAG to the Union Pacific and Weingart Foundations; 2) authorize submittal of a grant application to the Desert Health Care District; and, 3) authorize the Executive Director to execute the subsequent agreements should CVAG receive any award of funds: all contingent upon approval action by the Homelessness Committee on September 19.

**Technical Advisory Committee:** Concurs (9/10/12)

**Background:** In an effort to continually search for funding to supplement operations at Roy's Desert Resource Center (RDRC), CVAG identified the following grant opportunities and submitted applications over the summer months:

1. Union Pacific Foundation-\$103,000 for general operations at RDRC. This national foundation recently awarded a grant to Olive Crest, a local organization that seeks to meet the needs of children in crisis by providing safe homes, counseling and education, for both youth and parents. The application was submitted mid- July and notification of outcome is expected in February 2013.
2. Weingart Foundation-\$25,000 to reinstate the "sack lunch" program at Roy's. Staff had previously contacted this Los-Angeles based foundation but Roy's did not meet one of the criteria requiring the organization have been in existence at least three years. With Roy's now eligible, staff has applied for funding to reinstate the sack lunch program which was eliminated as part of cost cutting measures. Reinstatement of the sack lunch program would make Roy's eligible for the USDA Child and Adult Care Food Program (CACFP) meal reimbursements which would reduce food costs. Deadline for submittal was August 22 and notification of outcome is expected early December.

Staff is seeking authorization to submit another grant application to the Desert Health Care District (DHCD) to continue the nursing program at Roy's and expand it to include a dental component. CVAG uses this funding to contract with the County's Community Health Agency (CHA) to provide the public health nurse services. The dental component would enable the nurses to refer clients to We Care Dental in Rancho Mirage which has agreed to provide

emergency dental services to Roy's clients at reduced prices. Total funding being requested from the DHCD is \$164,741 for year one and \$171,087 for year two.

Given that two of the grants have already been submitted, staff requests receive and file of the submittals and authorization to submit the DHCD application. Should CVAG be awarded funds, staff also recommends that the Executive Director be authorized to execute the agreements.

**Fiscal Analysis:** Reinstatement of the sack lunch program would make Roy's eligible for the CACFP which would reduce food costs at Roy's. There is no impact to the CVAG general fund.