

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

224



FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:

August 31, 2010

SUBJECT: Ratify the Agreement from the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver, Practice Change Fellowship Program award AP18279 for the Director of Public Health Nursing to develop leadership skills and content expertise in order to positively influence care for older adults.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Ratify the Agreement from the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver, Practice Change Fellowship in the amount of \$90,000 from September 1, 2010 through August 31, 2012; and
- 2) Authorize the Chairperson of the Board to sign five (5) originals of the Agreement on behalf of the County of Riverside.

BACKGROUND: The Board of Supervisors accepted this award on July 27, 2010, Agenda Item #3.17 to receive the ninety thousand dollars (\$90,000) for the performance period of September 1, 2010 through August 31, 2012. This Form 11 is requesting the Board of Supervisors to sign the subcontract agreement with Regents of the University of Colorado.

Susan D. Harrington

Susan Harrington, Director Public Health

SM:hp:rc:ys

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 45,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	-0-	Budget Adjustment:	No
	Annual Net County Cost:	-0-	For Fiscal Year:	FY 10/11

SOURCE OF FUNDS: 100% funded by the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

BY: *Debra Cournoyer*
Debra Cournoyer

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Buster and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: September 28, 2010
xc: CHA-Public Health

Kecia Harper-Ihem
Clerk of the Board

By: *Kecia Harper-Ihem*
Deputy

Prev. Agn. Ref.: 3.17

District: ALL

Agenda Number:

3.20

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

FORM APPROVED BY COUNTY COUNSEL
BY: *Neal R. Kipnis* DATE: *9/28/10*
Neal R. KIPNIS
Departmental Concurrence

Policy Policy

Consent Consent

Dept Recomm.:
Per Exec. Ofc.:

SUBJECT: Ratify the Agreement from the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver, Practice Change Fellowship Program award AP18279 for the Director of Public Health Nursing to develop leadership skills and content expertise in order to positively influence care for older adults.

BACKGROUND: Continued from Page 1

The Department of Public Health (DOPH) Public Health Nursing branch was selected to receive an award from the Regents of the University of Colorado, a body corporate, for and on behalf of the University of Colorado Denver, Practice Change Fellows, to expand the number of health care leaders who can effectively promote high quality care to older adults in a wide range of health and health care organizations.

Practice Change Fellows are selected following a highly competitive national selection process. This year eight Fellows were selected to participate in the prestigious program, aimed at building leadership capacity among nurses, physicians, and social workers who have operational responsibility for geriatric care. Hermia Parks, Director of Public Health Nursing is one of the eight Fellows selected. Through participation in this two-year program, Fellows receive \$90,000 and the support of local and national Mentors to further develop their leadership skills and to complete a project aimed at implementing a new geriatric service line or aging program.

FINANCIAL INFORMATION:

The \$45,000 for FY 2010/2011 was approved by the Board of Supervisors on July 27, 2010, agenda number 3.17.

YEAR	AMOUNT
2010-2011	\$45,000
2011-2012	\$40,000
2012/2013	\$5,000
TOTAL	\$90,000

June 2009 FDP

SUBCONTRACT

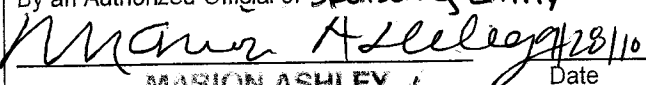
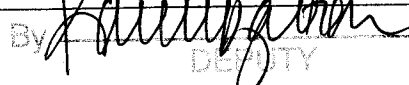
Institution/Organization ("Prime Recipient") Regents of the University of Colorado, a body corporate, for and on behalf of the UNIVERSITY OF COLORADO DENVER	Institution/Organization ("Subcontractor") Name: RIVERSIDE COUNTY, COMMUNITY HEALTH AGENCY, DEPT. OF PUBLIC HEALTH – PH NURSING ("Sponsoring Entity") and HERMIA PARKS, RN, PHN, MA ("Fellow") . Together, Fellow and Sponsoring Entity shall be referred to as "Subcontractor."
Sponsor: Atlantic Philanthropies	Prime Award No.: AP18279
Prime Recipient Principal Investigator: Eric Coleman, MD	Amount Funded This Action: \$90,000.00
Current Period of Performance: Budget Period From: To: September 1, 2010 August 31, 2012	Anticipated Subcontractor Participation Period: Project Period From: To: September 1, 2010 August 31, 2012
Subcontract No.: FY11.111.006	Project No.: 2-5-22528

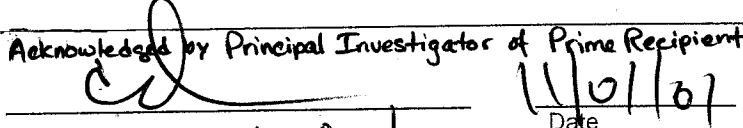

Project Title: "Practice Chance Fellowship Program"

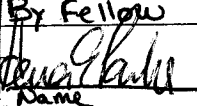
Reporting Requirements detailed in Attachment 1.


Terms & Conditions

- 1) Prime Recipient hereby awards a fixed rate Subcontract, as described herein, to Subcontractor. The statement of work and budget for this Subcontract are as specified in Subcontractor's proposal and as shown in Attachment 4. In Subcontractor's performance of the work, Subcontractor shall be an independent entity and not an employee or agent of Prime Recipient.
- 2) Prime Recipient shall pay Subcontractor according to the terms of this Subcontract not to exceed the Amount Funded. All invoices shall be submitted using Subcontractor's standard invoice, but at a minimum shall include current and cumulative costs, Budget Period, Subcontract Number, Project Number, and certification as to truth and accuracy of invoice. *Invoices that do not reference Prime Recipient's Subcontract Number shall be returned to Subcontractor.* Invoices and questions concerning invoice receipt or payments should be directed to the Prime Recipient's Administrative Contact, as shown in Attachment 3A.
- 3) A final statement of cumulative costs incurred marked "FINAL" must be submitted to Prime Recipient's Administrative Contact, as shown in Attachment 3A, NOT LATER THAN sixty (60) days after Subcontract end date. The final statement of costs shall constitute Subcontractor's final financial report.
- 4) All payments shall be considered provisional and subject to adjustment within the total amount funded in the event such adjustment is necessary as a result of an adverse audit finding against the Subcontractor. Financial obligations of Prime Recipient are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available and authorized by the Sponsor.
- 5) Matters concerning the technical performance of this Subcontract should be directed to the appropriate party's Principal Investigator, as shown in Attachments 3A and 3B. Technical reports are required as detailed in Attachment 1.
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subcontract, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachments 3A & 3B. Any such changes made to this Subcontract require the written approval of each party's Authorized Official as shown in Attachments 3A & 3B.
- 7) Each party agrees to be responsible for the acts or omissions of its employees, officers, or directors except that the Prime Recipient's liability is expressly limited by the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., and the Eleventh Amendment to the United States Constitution and nothing herein shall be construed as a waiver of such immunity.
See also Attachment 1.
- 8) Either party may terminate this Subcontract with thirty (30) days written notice to the appropriate party's Administrative Contact as shown in Attachments 3A & 3B. Prime Recipient shall reimburse Subcontractor for termination costs based on federal principles as established under OMB Circular A-21 or A-122 or 45 CFR Part 74 Appendix E, "Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals" as applicable, or as allowable by the Sponsor.
- 9) No-cost extensions require the approval of the Prime Recipient. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3A.
- 10) The Subcontract is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachments 1 and 2 incorporated herein.
- 11) By signing below Subcontractor makes the certifications and assurances shown in Attachments 1 and 2 and will comply with the Reporting Requirements as found in Attachment 1. Subcontractor also assures that it will comply with applicable statutory and regulatory requirements specified in the Research Terms & Conditions Appendix C found at <http://www.nsf.gov/bfa/dias/policy/rtc/appc.pdf>.

By an Authorized Official of **Sponsoring Entity**

 _____ Date
MARION ASHLEY
CHAIRMAN, BOARD OF SUPERVISORS
 ATTEST: _____ Date 7/28/10
KECIA HARPER-NEM Clerk
 By:  _____
 _____ DEPUTY

By an Authorized Official of **Prime Recipient**
 _____ Date
 Acknowledged by Principal Investigator of Prime Recipient

 _____ Date 11/01/07
 By: 
NEAL R. KIPNIS DATE

By Fellow

 _____ Date 10/18/10
 Name _____ Date _____

FORM APPROVED COUNTY COUNSEL
 BY: 
NEAL R. KIPNIS DATE

By an Authorized Official of Prime Recipient

Bernadine Sena

11/4/10

Date

**Bernadine Sena
Sub-Contract Specialist
Grants and Contracts**

SUBCONTRACT ATTACHMENT 1

Subcontract Number:
FY11.111.006

Certifications, Assurances, and Reporting

By signing the Subcontract, the Subcontractor's Authorized Official certifies, to the best of his/her knowledge and belief that:

Certification Regarding Lobbying

(In the event that this project does not involve federal funds this provision does not apply.)

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subcontractor shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", to the Prime Recipient.
- 3) The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

Subcontractor certifies by signing this Subcontract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

Subcontractor assures Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings which impact this Subcontract. If Subcontractor is not subject to A-133 Audit Requirements, Subcontractor will still be required to certify that all expenditures reported or payments requested under this Subcontract were for the appropriate purposes and in accordance with the provisions of the Prime Award document. See Attachment 2. Said A-133 certification form will be provided by Prime Recipient.

Prime Recipient Institutional Requirements

Subcontractor further certifies that it will comply with the following special terms and conditions:

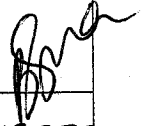
- 1) Sole Source Contracts (applicable to Subcontracts > \$100k) Because of a presumption of impropriety between contributions to any campaign and sole source government contracts, contract holders shall contractually agree, for the duration of the contract and for two years thereafter, to cease making, causing to be made, or inducing by any means, a contribution, directly or indirectly, on behalf of the contract holder or on behalf of his or her immediate family member and for the benefit of any political party or for the benefit of any candidate for any elected office of the state or any of its political subdivisions. This provision does not apply to political contributions given to political candidates and political parties outside the State of Colorado.
- 2) It is specifically understood and agreed that nothing contained in this Agreement shall be construed as an express or implied waiver by the University of its governmental immunity or of the governmental immunity of the State of Colorado, as an express or implied acceptance by the University of liabilities arising as a result of actions which lie in tort or could lie in tort in excess of the liabilities allowable under the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq. or as a waiver of the University's immunity under the Eleventh Amendment to the United States Constitution.

Reporting Requirements

- 1) Subcontractor shall periodically submit formal report(s) to the Prime Recipient Principal Investigator on the progress of the work and results being obtained. Subcontractor shall make available to Prime Recipient all information relative thereto.
- 2) Reporting is to be done annually during the term of this Subcontract and at the termination of the Subcontract, unless quarterly or other special reports are also requested by the Prime Recipient Principal Investigator.
- 3) Progress and final reports shall be due within 30 days following the end of the defined period and submitted to the Prime Recipient Principal Investigator. Such reports shall fully and promptly disclose to Prime Recipient any ideas, concepts, designs, methods, inventions, modifications, improvements, new uses, and discoveries which are conceived and/or made in the performance of the work by one or more of Subcontractor's personnel (hereinafter referred to as "Intellectual Property"), whether or not patentable.
- 4) Subcontractor shall submit any report requested or required by the Sponsor. See Attachment 2.

SUBCONTRACT
ATTACHMENT 2
Sponsor Terms and Conditions

Subcontract Number:
FY11.111.006



AP18279

All applicable provisions of the agreement between Prime Recipient and Sponsor named in Prime Award Number AP14783, attached hereto, and by this reference made a part hereof for all purposes, shall be binding on the Subcontractor, and Subcontractor agrees thereto.

The point of contact for the Subcontractor under this award will be Prime Recipient. Subcontractor will contact Prime Recipient regarding the programmatic aspects of this award, including all requests for information or clarification regarding Sponsor requirements, and requests requiring prior approval.

ATLANTIC

Application Number: 18279

December 8, 2009

Eric Coleman, M.D.

Associate Professor

University of Colorado Denver

~~University of Colorado at Denver and Health Sciences Center~~

13611 East Colfax Ave, Suite 100

Aurora, CO 80045

Dear Dr. Coleman,

It is my pleasure to report that The Atlantic Philanthropies have approved a grant to ~~University of Colorado at Denver and Health Sciences Center~~ ^{University of Colorado Denver} of \$900,000 over 23 months beginning January 1, 2010. The purpose of this grant is to develop skills relevant to implementing and sustaining clinical practice change in US health systems by funding clinicians in medicine, nursing and social work.

Payment Schedule

We have scheduled payment of the grant as set out below. In order to receive your January 2011 payment, we need to receive a copy of this letter signed by you no later than December 17, 2009. We may delay payments until you need them to fund your pending expenditures.

January 2011	\$450,000
July 2011	\$450,000

All payments are subject to the terms and conditions set out in this letter.

Requirements

Each fellow must receive a match from his or her home institution of \$45,000.

Matching Payments:

You will receive a payment subject to a matching condition only to the extent that you raise *eligible matching funds* on or before the due date of the matching funds report preceding the payment. By way of example, if a payment is subject to a 2:1 match, you will have to raise twice that amount in eligible matching funds to receive the full Atlantic payment. Eligible matching funds consist of money committed after the date of this letter for the same purpose as Atlantic's grant. The funds may take the form of cash, cash equivalents, or binding commitments that are likely, in our view, to be satisfied in full. However, to the extent that Atlantic makes payment on the strength of a commitment that is not honoured as and when promised, you will, at our request, promptly return the payment in full. Atlantic may reduce a future grant payment in lieu of reclaiming an earlier one.

Expected Outcomes and Evaluation Plan

Exhibit A sets forth the expected outcomes, logic model, and evaluation plan for our grant and your work. By countersigning this letter, you confirm that you share our commitment to these outcomes and that you will help Atlantic, as and when requested, to carry out this evaluation.

Reporting

Importance:

We need accurate and timely reporting from you so that we can evaluate the results of this grant and your work effectively. Effective evaluation can inform Atlantic and other funders about how best to support their programmes, provide useful lessons for you and your peers, influence policymakers, and help all of us realise our common goals for the field.

Contact Information:

Stephen McConnell is handling this grant for us. Please mail one hard copy of all reports to Stephen McConnell, as well as an electronic copy to Sarah Handley.

Please address all inquiries regarding terms and reporting to Sarah. You can reach Stephen in our Washington DC office at phone: (202) 842-9203 and e-mail: s.mcconnell@atlanticphilanthropies.org. You can reach Sarah in our New York office at phone: +1 (212) 916-7338; fax: +1 (212) 338-4074; and e-mail: s.handley@atlanticphilanthropies.org. Our mailing address is: The Atlantic Philanthropies, 75 Varick Street, 17th Floor, New York, NY 10013.

Reporting Schedule:

You should send us the following reports by the due dates set forth below:

May 15, 2011	Progress Report	
December 31, 2012	Final Report	This final report will be for the entire project, including grant 14783. Final Financial report will be submitted in March of 2013, in order to comply with University process.
March 31, 2013	Financial Report	This will serve as the final financial report on the entire project.

Reporting Guidelines:

Exhibit B describes the content and format of these reports and our other information requirements.

Please note that incomplete, inaccurate, or late reports may delay or prevent scheduled payments and adversely affect your prospects for renewed funding.

Other Terms and Conditions

Representations:

You represent that (a) all government authorities with jurisdiction over you and your activities recognise you as a charitable organisation; (b) the information that you have provided to us is accurate and complete and does not omit anything relevant to an informed decision to make this grant; and (c) the grant, its proposed uses, and your agreements with us do not conflict with any of your obligations or any of those of your affiliates.

Undertakings:

You will (a) use this grant solely for the purposes set forth in this letter, and only as permitted by law; (b) ensure that the information that you provide to us is accurate and complete; (c) limit expenditures on any significant line item to 125% of the amount budgeted in your grant proposal, except as agreed by Stephen McConnell; (d) separately account for Atlantic funds, although you may commingle them with your other assets; (e) invest Atlantic funds only in secure, liquid assets pending their expenditure; (f) use any interest or other earnings on Atlantic funds only for the purposes of this grant; and (g) return any unexpended Atlantic funds to us promptly after the grant's conclusion.

Expectations:

We expect that (a) you will use your best efforts to make progress as planned toward the expected outcomes; (b) all of your representations in this letter, your grant proposal, and your budget, as last approved by us, are accurate and complete; (c) you will comply with all of the undertakings you have given to us, including all of the reporting requirements set forth in this letter; (d) you will suffer no material adverse change in your financial condition, operations, or prospects; (e) you will remain committed to your mission and programmes; and (f) your current executive and programmatic leadership will remain in place and will retain our confidence. Atlantic may suspend or cease payment upon the failure of any of these conditions.

Publicity

You may disclose Atlantic's support freely, but please let us review, in advance, any press release or similar announcement that mentions Atlantic before its publication. We plan to list your grant on our website, unless you give us a compelling reason for confidentiality. If you want to link your site and our site, please write your website address in the space provided on the signature page to this letter.

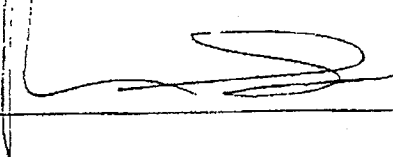
Confirmation

Please sign this letter below and return it to our Grants Management team to show that you agree to the grant terms and conditions. You may fax this letter to us at +1 (212) 504-2679 or send a scanned copy by e-mail to grantsmanagement@atlanticphilanthropies.org. We need to receive a copy of this letter signed by you before we can make any grant payment.

If you have questions or concerns about this letter or grant, please contact Stephen McConnell. We are pleased to support your goals and look forward to working with you and your colleagues.

Sincerely,

THE ATLANTIC PHILANTHROPIES by:



cc: Stephen McConnell

Accepted and Agreed ^{sm 2/10/10} University of Colorado Denver
~~University of Colorado at Denver and Health Sciences Center~~

By: Lora Mihelic

Lora Mihelic, MBA, MA

Title: Manager, PreAward, Grants & Contracts

Date: 2/10/10

Generally, we include links to our Grantees' websites on our website.

if you do not want us to post a link,

please check here:

Please update your web address, if required:

~~www.uchsc.edu~~

www.ucdenver.edu

December 8, 2009

EXPECTED OUTCOMES

In the short term the project will yield:

- An additional ten fellows (eight funded by Atlantic, two to be funded by another foundation) increasing the total number to 40 geriatric clinicians (physicians, nurses, social workers) trained with the organisational, financial, and leadership skills needed to effectively redesign clinical practice
- An additional ten committed health systems increasing the total to 40 systems committed to development of this skill set in their selected employees and to the redesign of geriatric care
- An established collegial network of committed professionals.

In the medium term:

- The project will yield more comprehensive change with the health care organisations employing the Practice Change Fellows and the need for professionals with these skills will be more widely accepted.

in the long term:

- The project will yield completion of a total of ten cohorts of fellows (10+ years).

In the long term, upon the completion of ten cohorts of fellows (10+ years):

- 100 such clinicians will have been successfully trained, achieving a critical mass in the field
- Training standards for geriatric health care professionals will incorporate these practice change skills
- The care provided to older adults will be systematically improved.

EVALUATION PLAN

As part of its subcontract with the University of Colorado, the National Council on the Aging (NCOA) will conduct the project evaluation. Formal evaluation tools and surveys have been created in conjunction with their external evaluation consultant the TCC Group. The NCOA team will lead the evaluation with support from the NPO team. The grantee will report on the outcomes as articulated in their revised logic model submitted with the proposal.

REPORTING GUIDELINES

Contact Information

Stephen McConnell is handling this grant for us. Please mail one hard copy of all reports to Stephen McConnell, as well as an electronic copy to Sarah Handley. Please address all inquiries regarding terms and reporting to Sarah. You can reach Stephen in our Washington DC office at phone: (202) 842-9203 and e-mail: s.mcconnell@atlanticphilanthropies.org. You can reach Sarah in our New York office at phone: +1 (212) 916-7338; fax: +1 (212) 338-4074; and e-mail: s.handley@atlanticphilanthropies.org. Our mailing address is: The Atlantic Philanthropies, 75 Varick Street, 17th Floor, New York, NY 10013.

Reporting Schedule

You should send us the following reports by the due dates set forth below:

May 15, 2011	Progress Report	
December 31, 2012	Final Report	This final report will be for the entire project, including grant 14783. Final Financial report will be submitted in March of 2013, in order to comply with University process.
March 31, 2013	Financial Report	This will serve as the final financial report on the entire project.

Reporting Requirements

Progress Reports:

Please provide the following information about the work funded by our grant:

1. Outcomes.

- The intended outcomes, as set forth in your proposal and as of today
- The intended timing for these outcomes, as proposed and as of today
- Progress toward the intended outcomes and other accomplishments
- Reasons for variation between intentions and experience

2. Work Plans and Activities.

- Your work plans, as set forth in your proposal and as of today
- Progress in undertaking the activities described in your work plans
- Reasons for variation between intentions and experience
- Work plan for the next six months

3. Organisational Development.

- Leadership of the work supported by our grant
- Staffing and systems
- Relationships with clients, peers, and other funders and constituencies
- Your political, regulatory, and socioeconomic operating environment

4. Lessons Learned.

- Your successes and, especially, your failures
- The problems that you have encountered and your responses
- The lessons that you have learned

5. Financial Review.

- Account for your grant expenditures to date
- Compare actual and budgeted income and expenses to date *by line item*
- Project income and expenses for the next six months
- Explain changes between your current and original budget
- Review the overall financial condition of your organisation, if our grants account for a significant portion of its funding

6. Annual Reports.

- Provide your annual report and audited financial statements, if any
- Deliver them for each fiscal year in which you receive a grant payment
- Deliver them on a timely basis and promptly after their approval by your board of directors, trustees, or equivalent authority.

Matching Funds Report (if applicable):

If any grant payment is subject to matching conditions, you should provide a matching funds report *no later than six weeks before the scheduled payment date*. The report should list the source, amount, and type of your "eligible matching funds." If these funds include increased funding from a current source of support, please list the original and increased amounts of support. We need documentation to confirm your receipt of this funding before we make payments subject to the matching requirements. If your "eligible matching funds" include

funding commitments, you should confirm your receipt of the committed funding and promptly advise us if you have any reason to believe that the donor will not honour its commitment in full and as scheduled.

Evaluation Report:

You will provide any evaluation report and other information as contemplated by Exhibit A to this letter.

Reporting Format:

Please start all reports with a cover sheet that lists (a) the grant application number listed at the top of this letter; (b) the purpose of the grant as set forth in the opening paragraph of this letter; (c) the name and address of your organisation; (d) the name and title of the people at your organisation who are responsible for this project and for preparing the report; and (e) the time period covered by the report. Please keep reports brief -- progress reports should have seven or fewer pages.

Additional Information:

Required. You will promptly advise us of any (a) actual, pending, or threatened change in your charitable or tax status; (b) actual or pending change in your leadership; (c) significant cost overrun, delay, or other problem affecting the activities described in your grant proposal; and (d) actual, pending, or threatened litigation or regulatory inquiry if it (i) concerns the activities described in your grant proposal, or (ii) could have a material adverse effect on your organisation.

Optional. You may find it useful to send us samples of work product, press clippings, and other material to illustrate your progress.

Cooperation:

You will provide Atlantic and its agents with full access to your staff, books, and records so that we can obtain the information contemplated by these guidelines.

Please note that incomplete, inaccurate, or late reports may delay or prevent scheduled payments and adversely affect your prospects for renewed funding.

**SUBCONTRACT
ATTACHMENT 3A
Prime Recipient Contacts**

Subcontract Number:
FY11.111.006

Institution/Organization ("Prime Recipient")

Name: Regents of the University of Colorado, a body corporate, for and on behalf of the
University of Colorado Denver
Address: University of Colorado Denver, Office of Grants and Contracts, Anschutz Medical Campus
Bldg 500, W1126, 13001 E 17th Place, P.O. Box 6508, Mail Stop F428
Aurora, Colorado 80045

Administrative Contact

Name: Sandra Chalmers, MPH; Program Manager, University of Colorado Denver
School of Medicine, Division of Health Care Policy and Research
Address: 13611 E. Colfax Ave, Suite 100
Aurora, CO 80045
Telephone: 303-724-2443 Fax: 303-724-2530
Email: Sandra.Chalmers@UCDenver.edu

Principal Investigator

Name: Eric Coleman, MD, MPH; Executive Director, University of Colorado Denver, School of Medicine
Division of Health Care Policy and Research
Address: 13611 E. Colfax Ave, Suite 100, MS F480
Aurora, CO 80045
Telephone: 303-724-2456 Fax: 303-724-2530
Email: Eric.Coleman@UCDenver.edu

Financial Contact

Same as administrative contact.

Please note: Ms. Chalmers and Dr. Coleman will be moving to a new address the first week of October 2010

New Address: 13199 East Montview Boulevard, Suite 400, Aurora, CO 80045
Phone extensions, Campus Box and email will not change.

Authorized Official

Name: Bernadine Sena; Subcontract Specialist, Office of Grants and Contracts
Address: University of Colorado Denver, Office of Grants and Contracts, Anschutz Medical Campus
Bldg 500, W1126, 13001 E 17th Place, P.O. Box 6508, Mail Stop F428
Aurora, Colorado 80045
Telephone: 303-724-0090 Fax: 303-724-0814
Email: ogc.subcontracts@ucdenver.edu

**SUBCONTRACT
ATTACHMENT 3B
Subcontractor Contacts**

Subcontract Number:
FY11.111.006

Institution/Organization ("Subcontractor")

Name: Riverside County, Community Health Agency, Dept. Of Public Health – PH Nursing

Address: 4065 County Circle Drive Riverside, CA 92503-3410

EIN No.: 95-6000930W Institution Type: Government

Reg. in CCR Yes No

Performance Site Same Address as Above? Yes No DUNS No.: 142012314

Congressional District: CA-045 Congressional District: CA-045

Administrative Contact

Name: Renee Cummings

Address: 4065 County Circle Drive, Ste. 208 Riverside, CA 92503-3410

Telephone: 951-358-6473 Fax: 951-358-4762

Email: ~~recummings@co.riverside.ca.us~~ rivcocha.org

Principal Investigator/Fellow

Name: Hermia Parks, RN, PHN, MA

Address: 4065 County Circle Drive, Ste. 208 Riverside, CA 92503-3410

Telephone: 951-358-5301 Fax: 951-358-4762

Email: ~~hparks@co.riverside.ca.us~~ rivcocha.org

Financial Contact

Name: Sheila Brown

Address: 4065 County Circle Drive Riverside, CA 92503-3410

Telephone: 951-358-7448 Fax: 951-358-5292

Email: ~~sheilabrown@co.riverside.ca.us~~ rivcocha.org

Authorized Official

Name: Eric K. Frykman, MD
Director, Community Health Agency

Address: 4065 County Circle Drive Riverside, CA 92503-3410

Telephone: 951-358-5058 Fax: 951-358-4529

Email: ~~efrykman@co.riverside.ca.us~~ rivcocha.org

**SUBCONTRACT
ATTACHMENT 4**

Subcontract Number:
FY11.111.006

Statement of Work and
Budget (Reporting and Disbursement Schedule)

Statement of Work

1. Fellow Responsibilities

- a. Fellow acknowledges and shall comply with the terms and conditions of this Subcontract.
- b. Fellow shall dedicate an average of 20% of their time over the two year award to the fellowship program activities and project execution.
- c. Fellow shall demonstrate a \$45,000 monetary or in-kind contribution from the Sponsoring Entity toward project execution.
- d. Fellow shall attend at least 5 out of 6 of the tri-annual Practice Change Fellows Meetings over the Fellow's two year tenure in the program (unless granted special permission from the National Program Office).
- e. Fellow shall present their project case study at one of the tri-annual Practice Change Fellows Meetings.
- f. Fellows shall participate in the majority of peer-to-peer teleconferences.
- g. Fellow shall complete a formal leadership training program over their two year tenure in the program.
- h. Fellow shall develop a learning contract during the first year of fellowship.
- i. Fellow shall submit a finalized two year budget to program office within 90 days after the beginning of fellowship period.
- j. Fellow shall submit semi-annual narrative and financial reports to National Program Office, in accordance with the Reporting Guidelines as provided.
- k. Fellow shall complete a final narrative and financial report within 60 days of end of the fellowship period.

2. Sponsoring Entity Responsibilities

- a. Sponsoring Entity acknowledges and shall comply with the terms and conditions of this Subcontract.
- b. Sponsoring Entity shall immediately notify Prime Recipient in writing if the employment status of the Fellow changes at any time during the duration of this Subcontract or if there is any default in the terms of this Subcontract.
- c. Sponsoring Entity shall provide a \$45,000 monetary or in-kind contribution over the two year fellowship period to be used solely for project execution.

3. Prime Recipient Responsibilities

- a. Prime Recipient shall provide payment to Sponsoring Entity on behalf of Fellow in accordance with the disbursement schedule listed in the Budget.
- b. Prime Recipient shall provide programmatic support and oversight of Subcontractor as necessary and appropriate according to the Sponsor terms and Conditions.
- c. Prime Recipient shall make the final determination whether Fellow has met program requirements and will resolve any discrepancies in programmatic requirements and/or language.

Budget (Reporting and Disbursement Schedule)

Period of Performance		09/01/10-02/28/11	03/01/11-08/31/11	09/01/11-02/29/12	09/01/10-08/31/12
Report Type		Interim	Interim	Interim	Cumulative Final
Report Due		03/31/11	09/30/11	03/31/12	09/30/12
Disbursement Date	Upon Contract Execution	04/30/11	10/31/11	04/30/12	10/31/12
Disbursement Amount	\$25,000	\$20,000	\$20,000	\$20,000	\$5,000

IT IS UNDERSTOOD, AND SUBCONTRACTOR AGREES THAT PRIME RECIPIENT'S OBLIGATION TO PAY SUBCONTRACTOR SHALL BE CONTINGENT UPON SUBCONTRACTOR'S COMPLIANCE WITH THE STATEMENT OF WORK AND REPORTING SCHEDULE. Prime Recipient shall withhold payments if the required reports are not received by the dates outlined above. Reports that are delinquent by thirty (30) days or more shall result in suspension of all payments pending receipt by Prime Recipient of the required reports. Continued failure to submit reports by the due dates outlined above shall result in termination.

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



617

FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:
July 6, 2010

SUBJECT: Approve the acceptance of the award from the National Program Office at the University of Colorado Denver, Practice Change Fellows, for the Director of Public Health Nursing to develop leadership skills and content expertise in order to positively influence care for older adults.

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve the acceptance of the Award from the National Program Office at the University of Colorado Denver Practice Change Fellows in the amount of \$90,000 from September 1, 2010 through August 31, 2012; and
- 2) Direct the Auditor Controller to adjust the budget as detailed in the Schedule A.

BACKGROUND: The Department of Public Health (DOPH) Public Health Nursing branch was selected to receive an award from the National Program Office at the University of Colorado Denver, Practice Change Fellows, to expand the number of health care leaders who can effectively promote high quality care to older adults in a wide range of health and health care organizations.

Continued on next page

Susan Harrington

Susan Harrington, Director Public Health

SM:hp:rc

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 45,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 0	For Fiscal Year:	10/11

SOURCE OF FUNDS: 100% funded by National Program Office at the University of Colorado Denver.	Positions To Be Deleted Per A-30	<input checked="" type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: July 27, 2010
xc: CHA-Public Health, Auditor, EO

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*
Deputy

3.17

FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, AUDITOR-CONTROLLER
BY: *Samuel Wong*
SAMUEL WONG

FUKWA APPROVED COUNTY COUNSEL
DATE: 7/17/10
NEAL R. KIPNIS
Departmental Concurrence

Policy
 Policy

Dep't Represented WITH
Per Exec. THE CLERK OF THE BOARD

SUBJECT: Approve the acceptance of the award from the National Program Office at the University of Colorado Denver, Practice Change Fellows, for the Director of Public Health Nursing to develop leadership skills and content expertise in order to positively influence care for older adults.

BACKGROUND: Continued from Page 1

Practice Change Fellows are selected following a highly competitive national selection process. This year eight Fellows were selected to participate in the prestigious program, aimed at building leadership capacity among nurses, physicians, and social workers who have operational responsibility for geriatric care. Hermia Parks, Director of Public Health Nursing is one of the eight Fellows selected. Through participation in this two-year program, Fellows receive \$90,000 and the support of local and national Mentors to further develop their leadership skills and to complete a project aimed at implementing a new geriatric service line or aging program.

FINANCIAL INFORMATION:

YEAR	AMOUNT
2010-2011	\$45,000
2011-2012	\$40,000
2012-2013	\$5,000
TOTAL	\$90,000


Budget Adjustment
Fiscal Year 2010/2011
September 1, 2010 - June 30, 2011

INCREASE IN APPROPRIATIONS:

10000-4200100000-510040	Regular Salaries	\$	25,950
10000-4200100000-518100	Budgeted Benefits	\$	11,677
10000-4200100000-528140	Conference/Registration Fees	\$	2,500
10000-4200100000-528900	Air Transportation	\$	320
10000-4200100000-528960	Lodging	\$	680
10000-4200100000-528980	Meals	\$	300
10000-4200100000-529040	Private Mileage Reimbursement	\$	50
10000-4200100000-529060	Public Service Transportation	\$	50
10000-4200100000-524740	County Support Service	\$	3,473
	Total Increase in Appropriations:	\$	<u>45,000</u>

INCREASE IN ESTIMATED REVENUE:

10000-4200100000-781360	Other Misc. Revenue	\$	45,000
	Total Increase in Estimated Revenue:	\$	<u>45,000</u>



**PRACTICE
CHANGE
FELLOWS**
LEADERS IN GERIATRIC CARE

June 8, 2010

Hermia Parks
Riverside County Community Health Agency
4065 County Circle Drive, PO Box 7600
Riverside, CA 92513-7600

Dear Hermia,

I am pleased to officially welcome you to join the Practice Change Fellows program and offer my congratulations. This was an extremely competitive application process with a national pool of applicants. The Selection Committee was very impressed with what you have already achieved and your potential to build on these accomplishments to improve the quality of life for older adults.

The PCF program, administered through the University of Colorado Denver and funded by The Atlantic Philanthropies and the John A. Hartford Foundation, will officially begin September 1, 2010. In the meantime, we have included the following materials with this letter for your review and completion:

1. National Program Office contact information
2. Materials regarding award contracting, including:
 - a. Procedure
 - b. Contracting Information
 - c. Contract Data and CUW9 Forms, due June 16, 2010.
3. A brief summer "homework" assignment, due July 23, 2010.
4. Information regarding the next two tri-annual meetings.
5. A press release that you and/or your organization may wish to modify and distribute.

Please also email the following items to shelly.nebel@ucdenver.edu by June 25, 2010.

1. Your preferred contact information, including your name, name of your home institution, your mailing address, your email address, your phone number and fax number. Please let us know if you have a different address for receiving Fed Ex packages, and whether we should release the driver from obtaining a signature.
2. The title of your project.
3. A digital "headshot" photograph. This photo will be featured on the Practice Change Fellows website.
4. A short biosketch, not to exceed 200 words. This biosketch will be featured on the website.

Once again, congratulations on your achievement. We look forward to working with you over the next two years to help you continue to build your leadership capacity to improve care to older adults.

Respectfully,



Eric A. Coleman, MD, MPH
Executive Director
Practice Change Fellows Program

**Award Contracting Procedure
2010 Cohort
Responsibilities, Tasks, and Timeline**

Dear Fellow,

Congratulations on your selection as a 2010 Practice Change Fellow! The two-year fellowship includes a monetary award in the amount of \$90,000 to support your project and leadership development efforts. Prior to the official start of the fellowship and the corresponding first award disbursement, you will work with the National Program Office at the University of Colorado Denver (UCD) and your home institution to complete the award contracting process. **Your consistent involvement in the award contracting process is vital to receiving timely award disbursements.**

The award will be administered through a contract between UCD and your home institution. UCD will develop the contract and facilitate negotiation with your home institution's legal representative. Both parties will sign a mutually agreeable version of the contract. Until the contract is fully executed, the first award disbursement cannot be invoiced and paid.

After the final contract is signed by all parties and fully executed, your home institution will need to submit an invoice for the first award disbursement. The National Program Office will coordinate this effort with the Fellow. The payment will be sent to the Finance Contact identified by the Fellow, unless an alternate recipient and address are requested. **It is the Fellow's responsibility to ensure proper administration of the fellowship award payment within the home institution.**

Your role in the contracting process is as follows:

Task	Timeline
Complete the attached Contract Data and CUW9 forms, to be utilized in drafting the award contract	June 16, 2010 <i>sent on - not filed</i>
Respond to requests for assistance from UCD during contract review, and facilitate the negotiation process between your home institution and UCD	Mid-June – July 2010
Complete all signatures on two originals of the final contract (including signature by the Official in your home institution with legal signing authority) and return to UCD for execution	Early August 2010

Your role in the invoicing process is as follows:

Task	Timeline
Coordinate efforts with your home institution to develop and submit invoice for the initial award disbursement, which will be made upon execution of the award contract	Mid-August 2010

Your National Program Office contacts throughout the contracting and invoicing process will be:

Sandy Chalmers 303-724-2443 Sandra.chalmers@ucdenver.edu 13611 E. Colfax Ave., Suite 100 Aurora, CO 80045	Shelly Nebel 303-724-2524 Shelly.nebel@ucdenver.edu 13611 E. Colfax Ave., Suite 100 Aurora, CO 80045
---	---

This information will be used to format your contract. Please ensure that the information is correct and current. Inaccurate information or late forms will cause delays in the award contracting process. If you have any questions regarding the requested fields, please contact Sandy Chalmers or Shelly Nebel at the National Program Office as soon as possible.

Award Contracting Information

The Practice Change Fellowship award will be made via a contracting mechanism between the University of Colorado Denver and your home institution. Pending receipt of this information, we anticipate having a draft contract for review by you and your home institution in early July, with final contracting to be completed mid August. Your first award disbursement of \$25,000 will be made upon full execution of the contract and submission of an invoice, expected September 1, 2010.

Reporting and Disbursement Schedule

Period of Performance		09/01/10-02/28/11	03/01/11-08/31/11	09/01/11-02/29/12	09/01/10-08/31/12
Report Type		Interim	Interim	Interim	Cumulative Final
Report Due		03/31/11	09/30/11	03/31/12	09/30/12
Disbursement Date	Upon Contract Execution	04/30/11	10/31/11	04/30/12	10/31/12
Disbursement Amount	\$25,000	\$20,000	\$20,000	\$20,000	\$5,000

Please fill out the following Contract Data Form and CUW9 form by June 16, 2010 to:

Shelly Nebel
 13611 E. Colfax Ave, Suite 100
 Aurora, CO 80045
 Phone: (303) 724-2524 Fax: (303) 724-2530
Shelly.Nebel@ucdenver.edu

1. **Institution/Organization ("Subcontractor"): REQUIRED**
Please list the full and legal name of the entity entering into the contract on your behalf. This entity agrees to provide \$45,000 in-kind support over the two-year fellowship period, and will also receive/administer award payments. The attached CU-W9 form should be completed to match this entity.
2. **Administrative Contact: OPTIONAL**
Please list the person who will provide administrative assistance during contracting/implementation of the project.
3. **Fellow Contact: REQUIRED**
Please list the fellow who will complete the program.
4. **Financial Contact: OPTIONAL**
Please list the person who will invoice and process disbursements for the fellowship award.
5. **Authorized Official: REQUIRED**
Please list the individual who has the legal authority to sign the award contract on behalf of the home institution and will receive a fully executed original of the contract.

**Practice Change Fellows
Project Total Costs and Funding Allocation**

Fellow Name: Hermia Parks, Director of Public Health Nursing
 Project Title: Achieving Health Equity in the Older Adult Population: A Public Health Approach
 Project Period: September 1, 2010 to August 31, 2012
 Home Institution: Riverside County Community Health Agency Department of Public Health Nursing
 External Entity: N/A

Cost Categories		Project Costs			Funding Allocation			
PERSONNEL								
Name	Role	Salary	Benefits	Total	Home	External	PCF Award	Total
Hermia Parks	Fellow	\$43,506	\$19,578	\$63,083	\$0	\$0	\$63,083	\$63,083
Registered Nurse	Lead Facilitator	\$29,644	\$13,340	\$42,984	\$36,268	\$0	\$6,716	\$42,984
Office Assistant III	Admin. Support	\$15,051	\$6,773	\$21,824	\$16,368	\$0	\$5,456	\$21,824
Total				\$127,891	\$52,636	\$0	\$75,255	\$127,891
LEADERSHIP TRAINING								
Line Item	Description	Total			Home	External	PCF Award	Total
Tuition	Tuition	\$5,000			\$0	\$0	\$5,000	\$5,000
Travel	Air/Lodging/Incidentals	\$2,219			\$0	\$0	\$2,219	\$2,219
Total				\$7,219	\$0	\$0	\$7,219	\$7,219
OPTIONAL CATEGORY								
Line Item	Description	Total			Home	External	PCF Award	Total
Total				\$0	\$0	\$0	\$0	\$0
OPTIONAL CATEGORY								
Line Item	Description	Total			Home	External	PCF Award	Total
Total				\$0	\$0	\$0	\$0	\$0
OPTIONAL CATEGORY								
Line Item	Description	Total			Home	External	PCF Award	Total
Total				\$0	\$0	\$0	\$0	\$0
SUMMARY								
				Total	Home	External	PCF Award	Total
Total Direct Costs				\$127,891	\$52,636	\$0	\$75,255	\$127,891
Indirect Cost Rate				10%	10%	%	10%	10%
Total Indirect Costs				\$12,789	\$5,264	\$0	\$7,526	\$12,789
GRAND TOTAL				\$147,899	\$57,900	\$0	\$90,000	\$147,899