

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



**ITEM: 3.27**  
(ID # 14025)

**MEETING DATE:**  
Tuesday, January 12, 2021

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Subrecipient Agreement Number 754-5320-71219-20-21 Amendment Number 01 Between Essential Access Health and Riverside County Department of Public Health to Provide Family Planning Services for the Period of Performance of October 1, 2020 through March 31, 2021; All Districts. [\$50,000 – 100% Federal Funds] (4/5 Vote Required)

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

1. Ratify and approve Subrecipient Agreement Number 754-5320-71219-20-21 Amendment Number 01 (Amendment 1) between Essential Access Health and Riverside County Department of Public Health to increase the amount by \$50,000 for a total contract amount of \$550,000 to provide family planning services, for a period of performance October 1, 2020 through March 31, 2021;
2. Authorize the Auditor Controller to adjust the FY20/21 budget as detailed in Schedule A; and
3. Authorize the Chair of the Board to execute Amendment 1 on behalf of the County.


**ACTION:**4/5 Vote Required, A-30, Policy

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 12, 2021  
xc: RUHS-PH, Auditor

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$50,000	\$0	\$50,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> 100% Federal Funds			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 20/21	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

Essential Access Health contracts with the federal government to administer Title X Family Planning Funds in California. As a current Title X subrecipient, Riverside County Department of Public Health receives an annual award to provide basic contraceptive services and teen pregnancy prevention outreach programs through its Family Planning Program. The Family Planning Program provides reproductive health education to the community through collaborative partnerships with the Riverside University Health System (RUHS) – Community Health Centers, the Women, Infants and Children (WIC) Program, schools and several other community organizations.

This Amendment 1 increases the approved budget by \$50,000 to provide expansion of STD prevention services targeting teens and young adults.

Title X Regulations (42 CFR, part 59, subpart A, as revised on March 4, 2019) prohibit federal Title X funds from going to any family planning site that also provides abortion services. Riverside County Family Planning Program services do not promote nor provide abortion as a method of family planning.

**Impact on Residents and Businesses**

The Family Planning Program is designed to improve the health status of the community by providing reproductive health services to all individuals, with a special focus on reducing the number of teen pregnancies and incidence of sexually transmitted infections among teens. Program staff offer education on birth control methods, the identification and treatment of sexually transmitted infections and screening for cancers, including testicular cancer. Teen education topics also include other health issues faced by teens. The program refers clients to the RUHS – Community Health Centers for reproductive health exams and contraceptive services. Even with these efforts, the incidence of sexually transmitted infections remains high, and so has the demand for information and education on these topics within the community. The additional funding will expand STD prevention efforts by providing educational information, clinical linkage and access to condoms to teens, foster youth, LGBTQ, college youth, and other high-risk populations.

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

**Additional Fiscal Information**

Funds for Amendment 1 will be distributed as follows:

FY 20/21 – for the period of October 1, 2020 to March 31, 2021	<u>\$50,000</u>
Total Amendment 1 Amount	\$50,000

**Contract History and Price Reasonableness**

The Family Planning Program has received Title X funding from Essential Access Health for more than 20 years. Funding is made available through a competitive bid process every three years. Existing grantees who successfully meet Title X program requirements are eligible to renew funding annually, until the next competitive bid cycle.

On August 4, 2020, Item 3.44, the Board approved the agreement with Essential Access Health for the period of October 1, 2020 to March 31, 2021, in the amount of \$500,000. This Amendment 1 with Essential Access Health increases the approved budget by \$50,000.

**ATTACHMENTS:**

**ATTACHMENT A:** Schedule A - BUDGET ADJUSTMENT

**ATTACHMENT B:** Subrecipient Agreement Number 754-5320-71219-20-21 Amendment Number 01

**SCHEDULE A  
RUHS - Public Health  
Budget Adjustment  
Fiscal Year 2020/2021**

**INCREASE IN APPROPRIATIONS:**

10000 - 4200100000 - 522860	Medical-Dental Supplies	\$ 35,000
10000 - 4200100000 - 523620	Books/Publications	\$ 9,000

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

10000 - 4200100000 - 523800	Printing/Binding	\$ 4,800
10000 - 4200100000 - 523840	Computer Equipment-Software	\$ 1,200

**TOTAL INCREASE IN  
APPROPRIATIONS:** \$ 50,000

**INCREASE IN ESTIMATED REVENUE:**

10000 - 4200100000 - 762040	Fed-Health Grants	\$ 50,000
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**TOTAL INCREASE IN  
ESTIMATED REVENUES:** \$ 50,000

  
Brianna Lentajo, Management Analyst 1/5/2021

**SUBRECIPIENT AGREEMENT**  
**AGREEMENT NUMBER 754-5320-71219-20-21**  
**AMENDMENT NUMBER 01**

The 2020-2021 Subrecipient Agreement for the services provided under the Title X Program between Essential Access Health ("Essential Access") and **County of Riverside Department of Public Health ("Subrecipient")** is hereby amended as follows:

The total amount payable by Essential Access is increased by \$50,000 as follows:

- **\$50,000** - Expansion of STD Prevention Services
1. The following shall be added to Article II: SCOPE OF WORK, Subsection A. Scope of Services, item 1:

Subrecipient shall also, in a manner satisfactory to Essential Access, provide the services as reflected in the submitted Request for Proposal for the additional program stated above to be provided over the six month period October 1, 2020 through March 31, 2021.

2. The following shall replace Article III: FINANCIAL PROVISIONS, Subsection A. Amount of Award, item 1 in its entirety:

In consideration of the services to be delivered by Subrecipient as described in Article II herein, Essential Access shall pay Subrecipient a total amount not to exceed **\$550,000** (the "Title X Award") during the term of this Agreement, provided that funds are available for this purpose under the Grant and Subrecipient is in compliance with all terms and conditions of this Agreement. Subrecipient is only entitled to receive reimbursement for its actual, allowable costs and is not entitled to any payments over and above its actual, allowable cost of operating the Title X program provided for herein, nor any carryover funds at the end of a budget period.

3. The following exhibits are added to the Subrecipient Agreement and by this reference are made a part of the agreement to replace Attachment B and Attachment C:
  - A. Attachment B-1: Revised Approved Budget and Cost Allocation Methodology Policy Statement
  - B. Attachment C-1: Revised Reporting Requirements

All references in the Subrecipient Agreement to Attachment B and Attachment C will now be to Attachment B-1, and Attachment C-1.

4. All other terms and provisions of the agreement shall remain in full force and effect. The effective date of this amendment is October 1, 2020.

**WHEN DOCUMENT IS FULLY EXECUTED RETURN**  
**CLERK'S COPY**  
to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

JAN 12 2021 3.27

IN WITNESS WHEREOF, the Parties have executed this Amendment. The parties hereby agree that if this transaction will be consummated by electronic means, an electronic signature shall be considered an original wet ink signature for all purposes:

Essential Access Health

By: L. Michelle McDonald

Print: L. Michelle McDonald

Title: Chief Financial Officer

Date: 1/26/21

County of Riverside Department of Public Health

By: Karen S. Spiegel

Print Name: Karen Spiegel

Title: Chair, Board of Supervisors

Date: 01/12/2021

Federal Tax ID # 95-6000930

Nine Digit DUNS # 142012314

DUNS Registered Name: RIVERSIDE,  
COUNTY OF

FORM APPROVED COUNTY COUNSEL

BY: Amrit P. Dhillon 12/1/2020  
AMRIT P. DHILLON DATE

ATTEST:

KECIA R. HARPER, Clerk

By: Kecia R. Harper  
DEPUTY

IN WITNESS WHEREOF, the Parties have executed this Amendment. The parties hereby agree that if this transaction will be consummated by electronic means, an electronic signature shall be considered an original wet ink signature for all purposes:

Essential Access Health

County of Riverside Department of Public Health

By: \_\_\_\_\_

Print: L. Michelle McDonald

Title: Chief Financial Officer

Date: \_\_\_\_\_

By: Karen S. Spiegel

Print Name: Karen Spiegel

Title: Chair, Board of Supervisors

Date: 01/12/2021

Federal Tax ID # 95-6000930

Nine Digit DUNS # 142012314

DUNS Registered Name: RIVERSIDE,  
COUNTY OF

FORM APPROVED COUNTY COUNSEL

BY: Amrit P Dhillon 12/1/2020  
AMRIT P DHILLON DATE

ATTEST:

KECIA R. HARPER, Clerk

By: Priscilla Kasst  
DEPUTY

<b>Family Planning Services</b>			
<b>Budget Summary</b>			
<b>Agency Name:</b> County of Riverside Department of Public Health		<b>Agency Number:</b> 754	
<b>Budget Period:</b> Start Date: 4/1/2020 Ending Date: 3/31/2021			
Budget Category	Total Amount Required	Source of Funds	
		Applicant and Other	Title X Allocation
<b>Personnel Service</b>			
Physician	997,848	997,848	0
Mid-Level Practitioners	521,033	521,033	0
Other Health Personnel	369,421	157,209	212,212
Ancillary Personnel	693,711	693,711	0
Administration Staff	124,958	107,210	17,748
Fringe Benefits	1,506,159	1,378,209	127,950
Fringe Benefits Adjustments	0	0	0
<b>Total Personnel Service</b>	<b>4,213,130</b>	<b>3,855,220</b>	<b>357,910</b>
<b>Patient Care</b>			
Clinical Services	0	0	0
Laboratory Services	550,000	550,000	0
<b>Total Patient Care</b>	<b>550,000</b>	<b>550,000</b>	<b>0</b>
<b>Equipment</b>			
Equipment	0	0	0
<b>Total Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Costs</b>			
Consultant	0	0	0
Medical Supplies	420,000	375,000	45,000
Office Supplies	43,500	40,000	3,500
Duplication & Printing	21,250	11,450	9,800
Health Education Supplies	18,500	2,500	16,000
Utilities & Communication	80,450	75,000	5,450
Travel Expense	18,863	11,000	7,863
Lease/Rental Expense	475,000	460,000	15,000
Other Expense	698,000	698,000	0
Approved Indirect Cost	1,052,043	962,566	89,477
<b>Total Other Costs</b>	<b>2,827,606</b>	<b>2,635,516</b>	<b>192,090</b>
<b>Total Budget</b>	<b>7,590,736</b>	<b>7,040,736</b>	<b>550,000</b>
<b>Approved Title X Allocation</b>			<b>550,000</b>



<b>Family Planning Services</b>	
<b>Summary of Applicant and Other</b>	
<b>Agency Number:</b> 754	
<b>Agency Name:</b> County of Riverside Department of Public Health	
Revenue Category	Total Amount
<b>Applicant Funds</b>	
General Funds (Agency Fund)	1,416,736
Donations (Cash or In-kind)	0
<b>Total for Applicant Funds</b>	<b>1,416,736</b>
<b>Family PACT Fee</b>	
Family PACT Fee For Service	3,654,000
<b>Total for Family PACT Fee</b>	<b>3,654,000</b>
<b>Medi-CAL</b>	
Medi-CAL	1,490,000
Medicare	0
<b>Total for Medi-CAL</b>	<b>1,490,000</b>
<b>Other Federal Grants</b>	
Medicaid	0
Medicare (Title XVIII)	0
MCH Block Grant (Title V)	0
Bureau of Primary Health Care (330 Grant)	45,000
<b>Total for Other Federal Grants</b>	<b>45,000</b>
<b>State Government Grants</b>	
None	0
<b>Total for State Government Grants</b>	<b>0</b>
<b>Local Government Grants</b>	
None	0
<b>Total for Local Government Grants</b>	<b>0</b>
<b>Private Grants</b>	
None	0
<b>Total for Private Grants</b>	<b>0</b>
<b>Third Party Payers</b>	
Patient Fees	405,000
Private Health Insurance	30,000
<b>Total for Third Party Payers</b>	<b>435,000</b>
<b>Total Applicant and Other Sources of Revenue</b>	<b>7,040,736</b>

**Cost Allocation Methodology Policy Statement****1. Please enter the following for your Cost Allocation:**

- i. Current calculation figures on how each line item budget was determined (Methodology provided will be tested against your application budget).
- ii. Current Indirect Cost calculation and rate; Copy of approved indirect cost rate agreement must be submitted if available.

The County of Riverside, Department of Public Health (doing business as Riverside University Health System-Public Health) and the RUHS Community Health Centers provide Family Planning services to approximately 20% of its clients. Title X funds are used to support community outreach, collaborating activities and program administration. The majority of clients are covered by Family PACT and Medi-Cal. Clients who do not qualify for Family PACT may be covered under Title X based on the sliding fee scale. The funds are cost distributed to each clinic site based on the staff activities recorded on the productivity database and logs. All staff has time sheets delineating the hours worked each day. Staff also keep productivity logs and account for the time and number of clients seen at each location and program in the database.

**PERSONNEL SERVICES/SALARIES AND WAGES**

The majority of Title X funds are allocated for salaries and benefits to support 5 FTEs that perform community outreach, partnering activities and administrative duties. The Full Time Equivalent is based on a 40 hour work week and is used for salaries and benefits. Any salary and fringe benefits costs that are not covered by Title X are covered by the County.

- Assistant Nurse Manager (1 FTE) supervises outreach and partnering activities, is also responsible for meeting grant objectives.
- Licensed Vocational Nurse (5 FTE) provides education at WIC sites, Teen Clinics, middle schools, high schools, homeless and women shelters; participates in outreach activities and health fairs.
- Office Assistant (1 FTE) provides clerical support to Family Planning team. Enters statistical data for education, outreach and trainings.

**OTHER COSTS/OPERATING**

Any operating costs that are not covered by Title X are covered by the County or other grant sources.

- Medical supplies-covers the cost of condoms for outreach activities, WIC sites, homeless shelters, foster care youth and parolees for the purpose of STD and pregnancy prevention (approximately \$2.00 per bag of condoms X 5,000 clients/bag = \$10,000). All other medical supplies for Family Planning Clinics will be covered under applicant and other.
- Office supplies- covers Family Planning personnel for basic office and computer supplies including but not limited to pens, pencils, paper, toner, USB flash drives, etc. (average expected monthly cost of approximately \$292, or \$3,500 for 12 months).
- Printing-covers the cost of printing flyers, brochures, client evaluations, teen clinic cards, etc. for education, outreach and partnering activities, health fairs and clients seen at the 11 community health clinics. (The average expected monthly cost is \$416.67/month or \$5,000 for 12 months)
- Health and Education Supplies-is allocated for client incentives, Teen Clinics, educational DVDs, pamphlets and annual provider education update (average monthly cost is expected to be approximately \$417 or \$5,000 for 12 months, plus up to \$2,000 for the provider update).
- Communications - Includes cell phones for the Assistant Nurse Manager and LVNs, office phones for 7 FTEs, a toll free phone line, and WiFi hot spots (average of approximately \$354/month = \$4,250).
- Travel/Conference/Training - covers the cost of attending any scheduled training and conferences and mileage to education, outreach and Teen Clinic sites. Mileage includes personal and/or county car mileage. Of the budgeted amount, \$100 is for transportation to the Title X Business Meeting, \$1,000 is for the Family Planning Health Worker Certification Training or other approved training, and \$6,763 to cover the cost of mileage (approximately \$564/month). Total travel costs is \$7,863.
- Approved Indirect cost- The Indirect Cost is 25% of salaries and benefits, and is rounded to the nearest dollar (25% of \$357,910 = \$89,477). This is the indirect cost rate currently approved for Riverside County by the California Department of Public Health for July 1, 2020 through June 30, 2021.

STD Expansion - \$50,000 (enter below)

•Medical Supplies - \$35,000 for the purchase of additional condoms to distribute to the community partners, the RUHS-Medical Center and the 12 RUHS-CHCs (\$2000/site X 16 sites plus \$3000 for community partners).

•Health Education Supplies - \$9,000 for the purchase of STI pamphlets to be distributed to the CHCs, Medical Center and community partners. (\$500/site x 16 sites plus \$1000 for community partners).

•Duplication and Printing - \$4,800 for the printing of Teen Clinic cards (for clinical linkage) and other educational materials that cannot be purchased. (\$275/site x 16 sites plus \$400 for community partners).

•Utilities and Communication - \$1,200 to cover the cost of Zoom licenses or similar platform for conducting virtual outreach and education. (Six (6) licenses at approximately \$200/license/year)

**2. Please Describe and justify any out-of-state travel**

N/A

**3. Does your agency provide abortions at any of your sites?**

TAB No      MAB No

**REVISED FAMILY PLANNING SERVICES REPORTING REQUIREMENTS:**

The Contractor shall submit the following required reports in compliance with the dates and conditions specified below. Essential Access will provide instruction when procedures for the proper completion if these reports change.

REPORT TITLE	FREQUENCY OF SUBMISSION	DUE DATE
<p>Family Planning Services Semi-Annual Progress Report (by County)</p> <p>Submitted electronically at <a href="https://extranetportal.essentialaccess.org">https://extranetportal.essentialaccess.org</a></p>	<p>Semi-Annually</p>	<p>For April 1, 2020 through June 30, 2020 DUE: July 25, 2020 and combined with data submitted for the period January 1, 2020 through March 31, 2020</p> <p>For July 1, 2020 through December 31, 2020 Due: January 25, 2021</p> <p>For January 1, 2021 through March 31 of 2021 To be combined with future funding period of April, May and June of 2021 and then DUE July 25, 2021</p> <p>Instructions will be issued if this changes</p>
<p>Expansion of STD Prevention Services Submitted to Nomsa Khalfani <a href="mailto:nkhalfani@essentialaccess.org">nkhalfani@essentialaccess.org</a></p>	<p>One-Time</p>	<p>A progress report that describes how this funding helped to expand, enhance and/or launch STD prevention services, including the projected number of individuals served. Due: April 30, 2021</p>
<p>Statement of Revenue and Expenditure Report (includes submission of General Ledger backup of Title X expenditures only)</p> <p>Submitted electronically at <a href="https://extranetportal.essentialaccess.org">https://extranetportal.essentialaccess.org</a></p>	<p>Quarterly</p>	<p>25th of the month following the period reported.</p> <p>For April 1, 2020 through June 30, 2020 Due: July 25, 2020</p> <p>For July 1, 2020 through September 30, 2020 Due: October 25, 2020</p> <p>For October 1, 2020 through December 31, 2020 Due: January 25, 2021</p> <p>For January 1, 2021 through March 31, 2021 Due April 25, 2021</p>

REPORT TITLE	FREQUENCY OF SUBMISSION	DUE DATE
Annual External Audit and A-133 Audit if applicable Submitted to the Finance Division	Annually	30 days after completion of audit but no later than nine months after the end of the accounting period under audit.
Centralized Data System (CDS) submission <a href="http://www.essentialaccess.org">Submitted electronically at www.essentialaccess.org</a>	Monthly	25th of the month following the period reported
Special Reports, surveys and questionnaires as may be requested by Essential Access or its funding source	Specified Date	Specified Date
Performance Measures Assessment and as needed, Corrective Action Plan Creation	Annually	To Be Determined
Corrective Action Plan Completion as required	Annually	To Be Determined