

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



**ITEM: 3.34  
(ID # 19070)**

**MEETING DATE:**

**Tuesday, June 07, 2022**

**FROM :** RUHS-PUBLIC HEALTH:

**SUBJECT:** RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH: Ratify and Approve Amendment No. 1 to the Subrecipient Agreement with Reach Out West End, without seeking competitive bids, for Fiscal Intermediary and COVID-19 Support to Community Based Organizations (“CBOs”) and Faith Based Organizations (“FBOs”) through December 31, 2022, All Districts. [Total Cost Increase of \$647,000 – 100% Federal Funds]

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

1. Ratify and approve the Amendment No. 1 (Amendment) to the Subrecipient Agreement between Reach Out West End and County of Riverside for Fiscal Intermediary and COVID-19 Support to CBOs and FBOs, without seeking competitive bids, to increase the total contract amount by \$647,000 from \$2,730,000 to \$3,377,000, and to extend the period of performance through December 31, 2022;
2. Authorize the Chair of the Board of Supervisors to sign the Amendment on behalf of the County; and
3. Authorize the Director of Public Health or designee, in accordance with Ordinance No. 459, based on the availability of fiscal funding and approved as to form by County Counsel to sign any certifications, reports or amendments to the Agreement that include modifications to the statement of work that stay within the intent of the Agreement; the performance period; and, or the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual cost of the agreement.

**ACTION:Policy**

  
Kim Saruwatari, Director of Public Health 5/18/2022

  
Gregg Gu, Chief Deputy County Counsel 5/27/2022

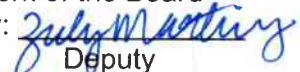
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez 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:** June 7, 2022  
**xc:** RUHS-PH

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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<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>	\$ 215,665	\$431,335	\$647,000	\$0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% Federal Funds			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 21/22-22/23	

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

**BACKGROUND:**

**Summary**

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in the State of California as a result of coronavirus disease 2019 (COVID-19) and issued additional declarations and executive orders due to the ongoing nature of the emergency. On March 8, 2020, the Riverside County Public Health Officer proclaimed a local public health emergency in response to the increase of new COVID-19 cases in Riverside County.

The global pandemic of COVID-19 disease has affected more than thousand individuals in Riverside County, which created an immediate need to assist Riverside County residents and businesses. The Riverside University Health System – Public Health (RUHS-PH) entered into agreements with several key community agencies, such as the Reach Out West End (Reach Out), for fiscal intermediary and COVID-19 support services to community-based organizations (CBOs) and faith-based organizations (FBOs). The goal of this service is for the contractors to assist RUHS-PH to distribute funds more quickly to CBOs and FBOs to support their work in the prevention, identification, and mitigation related to the current pandemic.

Purchasing assisted the department under the original Emergency Purchasing Form (EPF) by issuing the appropriate purchase orders and reviewing and providing input on the Form 11 before the Board of Supervisors.

This Amendment No. 1 (Amendment) to the Subrecipient Agreement between Reach Out West End and County of Riverside for Fiscal Intermediary and COVID-19 Support to CBOs and FBOs, is to increase the total contract amount by \$647,000 from \$2,730,000 to \$3,377,000, and to extend the period of performance through December 31, 2022.

**Impact on Residents and Businesses**

There is no negative impact on residents or businesses. The collaboration between RUHS-PH and Reach Out has been critical to the success of the response to the pandemic. Reach Out provides the ability to quickly disperse the resources available to support and protect individuals and communities in under-resourced areas of the western side of Riverside County to slow the spread of COVID-19.

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**Additional Fiscal Information**

The California Department of Public Health (CDPH) allocated funding for COVID-19 Epidemiology Laboratory Capacity Enhancing Detection Expansion (ELC3) to RUHS-PH to support a broad range of COVID-19/SARS-CoV-2 testing, case investigation and contact tracing, surveillance, containment, and mitigation.

No County General Funds will be required. All costs associated with these Agreements are funded via the ELC3 grant as follows:

<b>FY</b>	<b>ELC 3 Funding Amount</b>
FY 21/22	\$215,665
FY 22/23	\$431,335
<b>Total</b>	<b>\$647,000</b>

**Contract History and Price Reasonableness**

On October 29, 2020, and under the Emergency Procurement approval, the County of Riverside entered into agreement with several CBOs and FBOs, including Reach Out, to provide fiscal intermediary services for emergency COVID-19 and support medically disadvantaged groups in the community. The Reach Out West End Amendment 1 will increase the total contract amount by \$647,000 and will extend the original agreement through December 31, 2022.

The request to contract with the organizations was initiated as a result of the COVID-19 pandemic. On March 26, 2020, and under the authority of Riverside County Ordinance Nos. 442, 459 and 533, the Riverside County Executive Officer, as director of emergency services for the County of Riverside, issued an order suspending the competitive bidding process for necessary goods and services immediately needed in the County of Riverside's operations for the preservation of life and property during the existence of a Local Emergency in the County of Riverside regarding COVID-19.

The use of fiscal intermediaries served two important purposes. The first was to provide needed resources to those serving vulnerable populations (the uninsured, underinsured and the elderly in nursing homes.) The second was to collaborate with key stakeholders who are trusted community members to reach those populations disproportionately affected due to language, cultural, or geographical barriers with education, outreach, resources, and referrals for testing and/or vaccinations. The selection of each of these agencies to act as fiscal intermediaries was based on several key requirements. These include having the capacity, knowledge, and existing infrastructure to distribute funds quickly and efficiently, to ensure adherence to all federal requirements, and for the majority of these agencies, to have strong, pre-existing connections with subrecipients serving target populations.

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Reach Out is a trusted, non-profit organizations working to strengthen communities in the western Riverside County for more than 50 years. Reach Out's experience in bringing together multiple agencies makes them uniquely suited to serve as a fiscal intermediary. Reach Out has overseen the distribution of funds to other CBOs and FBOs serving medically disadvantaged groups, including, but not limited to African American communities and Native Hawaiian/Pacific Islanders, migrant farm workers and their families.

**ATTACHMENTS:**

- A. Single Source Agreement
- B. Amendment to the Subrecipient Agreement; Contract No. 21-063

  
Suzanna Hackley, Assistant Director of Purchasing and Fleet Service

5/23/2022

  
Jacqueline Ruiz, Sr. Management Analyst

6/1/2022

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COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO  
TO THE SUBRECIPIENT AGREEMENT  
WITH  
REACH OUT-WEST END

Original Contract Term:	March 1, 2021, through March 31, 2022
Contract Term Extended To:	December 31, 2022
Effective Date of Amendment:	April 1, 2022
Original Maximum Contract Amount:	\$2,730,000
New Maximum Contract Amount:	\$3,377,000 (an increase of \$647,000)
Contract ID:	21-063

This Amendment No. 1 (Amendment) to the Fiscal Intermediary and COVID-19 Support to Community Based Organizations and Faith Based Organizations in the western side of Riverside County Subrecipient Agreement effective March 1, 2021, by and between the COUNTY OF RIVERSIDE , a political subdivision of the State of California, on behalf of its Riverside University Health System - Public Health (“COUNTY”), and REACH OUT-WEST END, a California non-profit organization, (“SUBRECIPIENT”), amendment No. 1 effective on April 1, 2022, is now amended as follows:

**WHEREAS** COUNTY and SUBRICIPIENT entered into that certain Subrecipient Agreement on April 27, 2021 (the “Agreement”); and

**WHEREAS** COUNTY and SUBRICIPIENT now desire to amend the Agreement to extend the term period, increase the compensation, and update the Exhibits and Attachments of the Agreement.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

**Article 2, Period of Performance**, first sentence is deleted in its entirety and replaced with the following: “This Agreement shall be effective from March 1, 2021 (the “Effective Date”) and continues in effect through December 31, 2022.”

**Article 3, Compensation, Section 3.1**, is here amended to increase SUBRECIPIENT compensation amount by \$647,000 for a total amount of three million, three hundred and seventy seven thousand dollars (\$3,377,000).

**Article 3, Compensation, Section 3.2**, is deleted in its entirety and replaced with the following:

“3.2 COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amounts of services or products. Unless otherwise specifically stated in Exhibit B,

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COUNTY shall not be responsible for payment of any of SUBRECIPIENT's expenses related to this Agreement. One hundred percent (100%) of all funding allocated to SUBRECIPIENT, pursuant to this Agreement, shall be expended by December 31, 2022. Any funding paid to SUBRECIPIENT, but not expended by the deadline expressed above or not expended because of early termination of this Agreement, shall be returned to COUNTY immediately upon termination of this Agreement.

**Article 3, Compensation, Section 3.3, Paragraph a)**, is amended to include additional backup documentation. Paragraph a) will now read as follows:

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to addresses of ordering department/division; Agreement number (insert contract ID#21-063); Grant number (insert Grant #HS100183); item descriptions, actual administration cost, Agreement/subcontract agreement cost, CBO's actual expenditures, and invoice total.

**Exhibit A Scope of Service** is deleted in its entirety and replaced with "**Exhibit A-1, SCOPE OF SERVICES**" attached herein and incorporated by this reference.

**Attachment 2, "EXAMPLES OF ALLOWABLE ACTIVITIES UNDER THIS FUNDING OPPORTUNITY"**, is deleted in its entirety and replaced with the new **Attachment 2 "EXAMPLES OF ALLOWABLE ACTIVITIES UNDER THIS FUNDING OPPORTUNITY (Rev. 3.18.22)"**, consisting of two (2) pages, attached herein and incorporated by this reference.

**Attachment 3, "Eligible CBO's,"** consisting of one (1) page, is hereby added to the Agreement, attached herein and incorporated by this reference.

**Exhibit B, PAYMENT PROVISION**, is deleted in its entirety and replaced with the new **Exhibit B, PAYMENT PROVISIONS**, attached herein and incorporated by this reference.

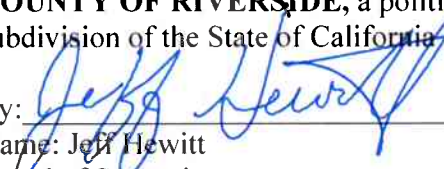
All other terms and conditions of the Agreement not modified herein shall remain unchanged.

[SIGNATURES ON NEXT PAGE]

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**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**COUNTY OF RIVERSIDE**, a political subdivision of the State of California

By:   
Name: Jeff Hewitt  
Board of Supervisors

Dated: JUN 07 2022

**REACH OUT WEST END**, a California non-profit organization

By:   
Name: Diana Fox  
Executive Director

Dated: \_\_\_\_\_

ATTEST: Kecia R. Harper, Clerk of the Board

By: 

APPROVED AS TO FORM:

County Counsel

By: 

Esen Sainz, Deputy County Counsel

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## **EXHIBIT A-1 SCOPE OF SERVICES**

### **Background:**

The COUNTY enters into this Amendment with SUBRECIPIENT to be the Fiscal Intermediary to distribute funds to CBOs and FBOs identified in Exhibit B Section 4. The funding intends to support the work of CBOs and FBOs in the prevention, identification, and mitigation of COVID-19, and to assist with coordinating collaborative efforts to address COVID-19 related needs in communities that have been disproportionately impacted by the disease.

### **SUBRECIPIENT Responsibilities: Fiscal Intermediary Services**

1. Implement an expedited and streamlined application process and funding mechanism to directly fund CBOs and FBOs [See **Attachment 1**] to perform COVID-19 outreach, education, and/or response activities.
2. Collect, review, and approve completed applications for funding from selected CBOs and FBOs. Applications must include a Scope of Work (SOW) and budget, budget justification, and evaluation plan. Examples of allowable activities are provided. (See Attachment 2).
3. Conduct an in-depth orientation for all CBO and FBO grantees covering all aspects of the Scope of Work, reporting and billing requirements.
4. Facilitate bi-weekly all-partner meetings to ensure grantees' activities are coordinated, that active collaboration amongst grantees occurs, and lessons learned are shared.
5. Facilitate regular communication committee meetings with grantees' communications staff to better align all communications activities.
6. Develop a reporting and billing portal for grantees to utilize each month.
7. Provide media/communications support to the grantees to assist them with message development and deployment to the targeted areas.
8. Provide Community Health Worker Trainings to facilitate mobilization of trusted voices to address the basic needs impacts on Riverside County residents as a result of the pandemic and endemic phases of Covid.
9. Provide sufficient staffing to do oversight of the grantees.
10. Receive and compile progress reports on a monthly basis from grantees and provide them to the COUNTY on a quarterly basis. Progress reports will include a highlight of activities conducted (e.g., number of vaccine sites identified, number of persons contacted through outreach, numbers of supplies distributed, etc.), dollars spent and encumbered, and any administrative costs incurred.
11. Compile a final report at the end of the contract period (12/31/2022) and submit to COUNTY by January 30, 2023.



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12. Intervene and redirect funds, if necessary, to ensure funding is utilized by the end of the contract performance period.
  13. Share impact stories, testimonials, and photos for use on social media, newspapers, press conferences, and/or other messaging platforms upon receiving permission from participants.
  14. Share publicly available data provided by COUNTY- with CBOs and FBOs
  15. Develop a communications platform for use by all grantees which will act as a repository of all materials created under this funding and hold the master calendar of events for all CBOs and FBOs performing activities or hosting events under this funding opportunity.
  16. Identify additional resources needed to support, enhance and/or expand on-going activities. Other items to be identified by the community that are subject to approval by COUNTY and align with the grant guidelines
  17. Ensure ELC3 funding is spent by December 31, 2022. Provide financial backup documentation for all expenditures when submitting invoices.

## **2. COVID-19 Collaborated Efforts Services**

In addition to fiscal intermediary services, SUBRECIPIENT, as part of the CBOs listed in Exhibit B, item 1.2 below, shall provide outreach, vaccine registration, vaccine location vetting, education to overcome vaccine hesitancy, CHW training, and to provide translation and customer service at vaccine sites.

### **COUNTY Responsibilities:**

1. Provide funding to SUBRECIPIENT to serve as the Fiscal Intermediary to fund CBOs and FBOs to perform COVID-19 outreach, education, and response activities.
2. Make available all messaging materials, videos, press releases, and educational materials (in English and Spanish) to CBOs and FBOs to adapt, modify, or use for outreach and educational purposes.
3. Include SUBRECIPIENT in meetings and discussions related to prevention and vaccination strategies, areas of focus, and resource availability.
4. Develop a map of hot spots and housing density to assist with developing focused interventions and outreach activities.
5. Assist SUBRECIPIENT, CBOs, and FBOs with the development of consistent messaging on the status of the pandemic and the re-opening process/tier movement.
6. Assist the SUBRECIPIENT, CBOs, and FBOs in their efforts to secure and reserve Riverside County facilities to support project activities.
7. Compensate SUBRECIPIENT for providing administrative oversight for the grant/project as specified in Exhibit B. Compensation will be a total of \$ 102,000.

### **Subrecipient Responsibilities: Community outreach work by Reach Out MOBILIZING COMMUNITY HEALTH WORKERS FOR AN EQUITABLE COVID RECOVERY**

The effect of the Covid-19 pandemic on the hardest hit communities in Riverside County will be long lasting. Both the health care system and the landscape of social services in the region have been permanently changed. With deepening food insecurity, increasing housing instability, slow

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job recovery, and the replacement of many in-person health services with telehealth services, the need for CHWs to bridge communities and systems of care is greater than ever.

Investment in CHW's working in community-based organizations that provide critical support, including access to nutritious food and housing, legal, and mental health services, is also essential.

Investment in CHW trainings for Riverside County's CBO's and healthcare employers through specialized training will allow for CHW's to be integrated into the existing social service system and can help to lead to sustainable funding.

Reach Out will work with nonprofits and healthcare employers to assess their needs for CHW roles and will identify whether an Apprenticeship model or traditional training model would be most effective to meet the employers' needs and deployment timelines.

CHW training cohorts will be assembled based on the workplace settings and roles that will be undertaken by the CHWs. This will allow for customization of the curriculum to yield tailored trainings that will most benefit both the CHW and the employer while allowing for rapid deployment into the community.

As we define our path forward from the Covid-19 crisis, CHWs will be integral in supporting communities, including the critical role they have played as frontline team members during the pandemic. A **Better Normal** can be a reality if we act now to invest in a sustainable CHW workforce.

### ***Project Goals***

- Increase access to critical support, including access to nutritious food and housing, legal, workforce, mental health services, and healthcare in the communities being targeted by the Vaccine Equity Team.
- Contribute to Covid-19 recovery by providing residents with career navigation, childcare access, and assistance in returning to employment.
- Raise awareness in the County of Adverse Childhood Experiences (ACEs) and provide navigation to improve the health and wellbeing of youth ages 5-17.

### ***Project Outline***

**Employer Recruitment:** Contact employers working in the Vaccine Equity Team and in the targeted areas to assess their needs for CHWs and develop a recruitment plan for both new and incumbent workers.

1. **Resource and Service Outreach and Identification:** Work with partners to identify new resources and confirm existing resources. **Conduct program marketing** and promotion activities
2. **CHW Training:** 25 CHWs will receive 160 total hours of combined training and practicum through virtual and in-person experiences. The process of selection and recruitment of CHWs will ensure they are representative of the diversity of the targeted service area. These trainings will also include other Reach Out program modules as

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appropriate, including Trauma-informed Care; Violence prevention; Youth Advocates for Health Access community outreach; Case Management/Brokering/Referral; Suicide Prevention; Crisis Intervention; Coaching/Mentoring; Nurturing Parenting Program Community Module; Center for Civic Policy and Leadership community advocacy training; Cultural Diversity; Alcohol/Drug Use Awareness.

3. **System of Support:** CHWs will be thoroughly trained on referral systems and will ensure that their process includes a needs assessment for connections to health or social resources, and warm handoffs to increase likelihood of follow-through
4. **Service Numbers:** CHW's will impact an estimated 500 clients per CHW per year. An experienced CHW Supervisor will oversee all aspects of training and act as a mentor to CHWs.
5. **Evaluation:** Process evaluation will guide any identified needed changes to the program structure in order to ensure outcomes are met. Outcomes evaluation will be undertaken in conjunction with RUHS-PH.

### ***CHW Roles***

#### **Role 1: Bridge the gap between communities and the health, workforce, and social service systems**

- Enhance care quality by aiding communication between provider and client to clarify cultural practices
- Educate clients about how to use the health care, workforce, and social service systems
- Establish better communication processes

#### **Role 2: Navigate the health, workforce, and human services system**

- Increase access to primary care through culturally competent outreach and enrollment strategies
- Make referrals and coordinate services
- Teach people the knowledge and skills needed to obtain care and services
- Facilitate continuity of care by providing follow-up
- Link clients to, and inform them of, available community resources

#### **Role 3: Advocate for individual and community needs**

- Articulate and advocate needs of community and individuals to others
- Be a spokesperson for clients when they are unable to speak for themselves
- Involve participants in self and community advocacy
- Map communities to help locate and support needed services

#### **Role 4: Provide Direct Services (Clinical CHWs Only)**

- Promote wellness by providing culturally appropriate health information to clients and providers
- Provide individual social and health care support
- Organize and/or facilitate support groups
- Refer and link to preventive services through health screenings and healthcare information

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**EXHIBIT B**  
**PAYMENT PROVISION**

SUBRECIPIENT shall receive payment by the COUNTY for the following services provided as specified in Exhibit A, Scope of Services: fiscal intermediary services and COVID-19 collaborated effort services. SUBRECIPIENT is compensated both as the fiscal intermediary and as a funded CBO to perform Collaborated COVID-19 Effort Services.

**SUBRECIPIENT understands and agrees:**

- 1 Funds may only be used for expenditures necessary to educate about and address the COVID-19 pandemic.
- 2 They may not be allowed to purchase incentives or provide stipends to individuals to encourage a specific action (e.g., testing, wearing a mask, participating in contact tracing, etc..).
- 4 COUNTY and SUBRECIPIENT will comply with all audit requirements outlined in the agreement.

**1. Invoice**

- A. CONTRACTOR shall invoice on a monthly basis on the 15<sup>th</sup> of the following month.
- B. For this Agreement, send the original invoices to:

Riverside County - Public Health  
Fiscal – Accounts Payable  
PO BOX 7849  
Riverside, California 92513  
[RIVCOPH-AP@ruhealth.org](mailto:RIVCOPH-AP@ruhealth.org)

- C. Invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number #22-061; quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.

**3. Maximum:**

The total amount of funding allocation to SUBRECIPIENT under this Amendment #1 for services provided and for distribution to CBO's/FBO's shall not exceed six hundred forty-seven thousand dollars (\$647,000) including all expenses.

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**Attachment 2:**  
**Examples of Allowable Activities under this Funding Opportunity**  
(Rev. 3.18.22)

Activities are eligible for funding in three (3) areas, including (but not limited to):

The Desert Healthcare Foundation continues to support the Coachella Valley Equity Collaborative and will maintain existing partnerships with local school districts, local colleges, healthcare providers, growers, employers, and other community partners. Assists with coordination and equitable deployment of healthcare resources including but not limited to testing, vaccines, monoclonal antibodies, and antiviral medication, and coordinate public outreach and education, including but not limited to, training for partners and staff conducting testing, outreach, and education.

**Public outreach and education (including training for staff conducting outreach/education)**

1. Topics:
  - a. COVID-19 vaccine facts
  - b. COVID-19 vaccine – Why, How, What to Expect
  - c. Frequently asked questions about COVID-19, variants, vaccines, treatment, statistics.
  - d. Schedule first and second doses, as needed
  - e. Schedule booster shots as needed.
  - f. Schedule vaccines for children.
2. Methods (English, Spanish, Purépecha):
  - a. Social Media Activities (specially to reach younger populations).
  - b. Radio Advertisements.
  - c. Print media advertisements.
  - d. Storytelling and Testimonials.
  - e. Door-to-door outreach by Community Health Workers (Promotores).
  - f. Flyers (excluding V-safe flyer/resources), brochures, and other printed educational materials.
  - g. Television Advertisements.
  - h. Connect IE (a public outreach website that provides Inland empire residents with community resources)
  - i. Coordination with the COUNTY Business Ambassador Program.

**COVID-19 vaccine and testing, including mobile vaccination/testing clinics**

1. Inform and refer community members and businesses about existing COVID-19 vaccination and testing sites
  - a. Current information on testing locations and hours can be found [://www.ruhealth.org/covid-19-vaccine](http://www.ruhealth.org/covid-19-vaccine)
  - b. Vaccination and testing clinic dates, hours, and locations may be adjusted to accommodate a large business or community members.
  - c. CBOs may assist with transportation

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- d. Develop informational flyers (excluding V-safe flyer/resources), and/or social media campaigns to raise awareness about upcoming vaccination/testing clinics
2. COVID-19 Mobile Vaccination and Testing Sites
    - a. COUNTY Mobile Teams or other healthcare providers will administer COVID-19 vaccine doses.
    - b. COUNTY will provide lists of vaccine recipients for follow-up appointments as needed, ensuring HIPAA policies and procedures for maintaining the privacy and the security of individually identifiable health information is enforced.
    - c. CBOs will help identify locations, dates, and times for vaccination/testing events
    - d. CBOs will advertise the vaccination/testing events and recruit participation from the community
    - e. CBOs may assist with transportation
    - f. Focus on high-risk communities

**Provide COVID-19 Resources to Communities in Need**

1. Connect families to transportation, housing assistance, cash assistance, food banks, healthcare services, etc.
2. Purchase supplies and/or personal protective equipment (PPE) for individuals and families as a means to promote harm reduction
  - a. Hand sanitizer
  - b. Masks
  - c. Hand washing stations
  - d. Cleaning/disinfectant
  - e. Gloves
  - f. Other items to be identified by the community that are subject to approval by CoR-Public Health and align with grant guidelines

**Attachment #3: Eligible CBO's**

<b>ELC 3 - REACH OUT \$647,000</b>		
<b>Eligible CBO's</b>		<b>Comments</b>
Building Resilient Communities	\$ 300,000	
El Sol	\$ 35,000	
TODEC	\$ 35,000	
Riverside Black Chamber of Commerce	\$ 35,000	
TruEvolution	\$ 35,000	
MALO	\$ 35,000	
SBX Youth	\$ 35,000	
Reach Out Vaccine Outreach	\$ 35,000	
<b>TOTAL CBO</b>	<b>\$ 545,000.00</b>	
<b>Fiscal Intermediary Fee 20.0%</b>	<b>\$ 102,000.00</b>	
<b>TOTAL Amendment 1</b>	<b>\$ 647,000.00</b>	









# 21-063 - Reach Out West End\_Fiscal Intermediary\_A1-FINAL

Final Audit Report

2022-05-09

Created:	2022-05-07
By:	Teresa Diez (tdiez@ruhealth.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXH_CoKtQlkbWiz5erUt-GZ4q7UhKL2I

## "21-063 - Reach Out West End\_Fiscal Intermediary\_A1-FINAL" History

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-  Document emailed to Diana Fox (diana@we-reachout.org) for signature  
2022-05-07 - 0:53:13 AM GMT
-  Email viewed by Diana Fox (diana@we-reachout.org)  
2022-05-07 - 5:40:24 PM GMT- IP address: 66.215.209.151
-  Document e-signed by Diana Fox (diana@we-reachout.org)  
Signature Date: 2022-05-07 - 6:03:11 PM GMT - Time Source: server- IP address: 66.215.209.151
-  Document emailed to Esen Sainz (esainz@rivco.org) for signature  
2022-05-07 - 6:03:13 PM GMT
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2022-05-09 - 9:55:19 PM GMT- IP address: 158.61.0.90
-  Document e-signed by Esen Sainz (esainz@rivco.org)  
Signature Date: 2022-05-09 - 9:55:43 PM GMT - Time Source: server- IP address: 158.61.0.90
-  Agreement completed.  
2022-05-09 - 9:55:43 PM GMT



 **Riverside  
University  
HEALTH SYSTEM**  
Public Health

Date: March 29, 2022  
From: Kim Saruwatari, Director  
To: Board of Supervisors/Purchasing Agent  
Via: Wendy Hetherington, 951-358-5557  
Subject: Single Source Procurement; Request for Reach Out West End for the Enhancing Epidemiology and Laboratory Capacity Grant

The below information is provided in support of my department requesting approval for a sole or single source.

1. **Supplier being requested:** Reach Out West End
2. **Vendor ID:** 0000078792
3.  **Single Source**                       **Sole Source**
4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?**

Yes     No  
SSJ# \_\_\_\_\_

- 4a. **Was the request approved for a different project?**

Yes     No

5. **Supply/Service being requested:**

Extend the project timeline for existing professional service agreement and increase the budget of Reach Out West End (Reach Out) to assist Riverside University Health System – Public Health (RUHS-Public Health) as the Fiscal Intermediary (FI) and COVID-19 support to community-based organizations (CBOs) and faith-based organizations (FBOs) in the western side of Riverside County.

6. **Unique features of the supply/service being requested from this supplier.**

Reach Out's mission is to strengthen communities by bringing people together to solve tough regional issues. Since 1969, they have worked to break barriers to educational achievement, expand economic opportunities, and create safe, healthy and innovative communities. Reach Out has several programs and resources they provide to community

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Kim Saruwatari, M.P.H., Director                      Geoffrey Leung, M.D., Public Health Officer



members including youth. Additionally, they bring together numerous stakeholders through their community coalitions to work on common goals that strengthen communities.

Reach Out will be able to continue being the (FI) supporting CBOs and FBOs providing services in the western side of Riverside County. No alternative FI in this area will be able to implement and continue the same level of service Reach Out has provided with this current contract. More specifically, Reach Out has the rapport and relationships established within the community that serves medically disadvantaged groups, including, but not limited to African American communities, Native Hawaiian/Pacific Islanders, and migrant farm workers and their families, etc.

The spread of the COVID-19 pandemic created delays and added needs within the community. A contract extension and increased budget will permit Reach Out to remain steady as the FI supporting CBOs and FBOs providing crucial services in the fight against COVID-19 and allowing them to complete the scope of services they have already started.

**7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

Due to COVID-19 reassignment of RUHS-Public Health's staff at the start of the pandemic, RUHS-Public Health did not have the capacity to oversee and manage extensive groundwork to provide public outreach and education, inform and refer community members to COVID-19 testing sites, and connect families to important resources such as to food banks and healthcare services.

Reach Out has been overseeing the work CBOs and FBOs have been doing. The current contract and work carried forth by Reach Out will enable RUHS-Public Health to continue providing valuable services and establish community partner relationships for ongoing efforts especially in the western side of Riverside County.

**8. Period of Performance:** From: April 1, 2022 to December 31, 2022

Is this an annually renewable contract?  No  Yes  
Is this a fixed-term agreement:  No  Yes

**9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.**

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer


**Riverside University**  
**HEALTH SYSTEM**  
 Public Health

<b>Description:</b>	
Reach Out West End will be the Fiscal Intermediary and COVID-19 support for community-based organizations and faith-based organizations providing crucial services to the western side of the county. This includes additional funding and the 20% service fee for Reach Out.	
FY 21/22	\$215,665
FY 22/23	\$431,335
<b>Total Costs</b>	<b>\$647,000</b>

**10. Price Reasonableness:**

Reach Out was previously approved through the Emergency Procurement process for a total contract amount of \$2,730,000. Due to COVID-19 delays, it is necessary to additionally extend the performance period and budget amount for an additional funding of \$647,000 to continue providing the services in Riverside County. The timeline extension will be from April 1, 2022 to December 31, 2022.

The costs incurred to solicit for competitive bids would outweigh the cost of continuing services with the current vendor.

Reach Out charges the same 20% fee as the FI overseeing the work in the eastern side of Riverside County.

Reach Out will continue to be the FI for ELC3 funding, and distributor of new money from the ELC3 funding to CBOs and FBOs to continue the valuable work in the community and prevent a delay in the work being done. The amendment will continue supporting the work of CBOs and FBOs in the prevention, identification, and mitigation of COVID-19 efforts to serve communities that have been disproportionately impacted by the disease.

All costs are 100% grant funded and will be reimbursed by the Epidemiology and Laboratory Capacity Grant. There is no impact to the County general funds.

**11. Projected Board of Supervisor Date (if applicable):** \_\_\_\_\_

 Department Head Signature <small>(or designee)</small>	 Print Name	 Date
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**The section below is to be completed by the Purchasing Agent or designee.**  
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Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer

4065 County Circle Drive, Riverside, Ca. 92503 / 951.358.7036 / www.rivcoph.org



**Riverside University**  
**HEALTH SYSTEM**  
Public Health

Purchasing Department Comments:

**Approve**

**Approve with Condition/s**

**Disapprove**

Condition/s:

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**Not to exceed:**

**One-time** \$ \_\_\_\_\_

**Annual Amount** \$ See below \_\_\_\_\_ / per fiscal year through 12/31/2022 (date)

*(If Annual Amount Varies each FY)*

FY 2122 : \$ 215,665

FY 2223 : \$ 431,335

FY \_\_\_\_\_ : \$ \_\_\_\_\_

FY \_\_\_\_\_ : \$ \_\_\_\_\_

FY \_\_\_\_\_ : \$ \_\_\_\_\_



Suzanna Hinckley, Assistant Director 04/07/2022

22-078

**Purchasing Agent**

**Date**

**Approval Number**

(Reference on Purchasing Documents)

Kim Saruwatari, M.P.H., Director

Geoffrey Leung, M.D., Public Health Officer

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