

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



**ITEM: 3.25
(ID # 19585)**

MEETING DATE:

Tuesday, August 02, 2022

FROM : RUHS-PUBLIC HEALTH:

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Approve Amendment No. 1 to the Work Order Agreement with Public Health Foundation Enterprises, Inc. DBA Heluna Health for funding from the CDC Epidemiology and Laboratory Capacity Coronavirus Aid, Relief, and Economic Security Act (ELC CARES) 2020 to extend the performance period through December 31, 2022; All Districts. [Total Amended Cost: \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve Amendment No. 1 to the Work Order Agreement with Public Health Foundation Enterprises, Inc. DBA Heluna Health for funding from the CDC Epidemiology and Laboratory Capacity Coronavirus Aid, Relief, and Economic Security Act (ELC CARES) 2020 to extend the performance period for an additional nine months through December 31, 2022 with no change in the original funding amount of \$1,079,223;
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 as 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.

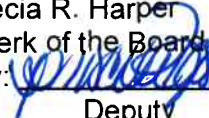
ACTION:Policy


Kim Saruwatari, Director of Public Health 7/26/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Jeffries 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: August 2, 2022
xc: RUHS-Public Health

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	21/22-22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Epidemiology and Laboratory Capacity Coronavirus Aid, Relief, and Economic Security Act (ELC CARES) funding is intended to rapidly establish and monitor key activities related to COVID-19 in the areas of Epidemiology, laboratory, and informatics. The federal government contracted with Heluna Health to administer awarded funding. Riverside University Health System – Public Health (RUHS-PH) received the ELC CARES funding to create and enhance the infrastructure needed to aggressively identify cases, conduct contact tracing, follow up, and implement recommended containment measures.

RUHS-PH has established and enhanced its ability to aggressively identify cases, conduct contact tracing and follow up, as well as implemented recommended containment measures to help improve morbidity and mortality surveillance. Laboratory testing and reporting capacity was enhanced by establishing and expanding capacity to test all symptomatic individuals, and secondarily expanded capacity to achieve community-based surveillance.

RUHS-PH has been working with healthcare systems to manage and monitor system capacity and improve understanding of jurisdictional communities with respect to COVID-19 risk.

Heluna Health is providing a 9-month extension with no additional funding based upon expanded authority granted by the CDC.

Impact on Residents and Businesses

RUHS-PH has developed the infrastructure needed to establish and monitor key activities related to COVID-19 in the areas of epidemiology, laboratory, and informatics.

Additional Fiscal Information

No additional funding is being added for this Amendment. No County General Funds will be required.

Contract History and Price Reasonableness

On March 9, 2021, the Riverside County Board of Supervisors ratified and approved Agenda Item 3.21 for RUHS-PH to accept funding from the CDC Epidemiology and Laboratory Capacity Coronavirus Aid, Relief, and Economic Security Act (ELC CARES) 2020 for an original

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performance period of May 1, 2020 through March 31, 2022. RUHS-PH has been successful in identifying cases, conducting contact tracing and appropriate follow up efforts in their response to COVID-19. The period of performance extension was given to counties across the State of California and was based upon expanded authority granted by the CDC via Heluna Health.

ATTACHMENTS:

ATTACHMENT A: Amendment No. 1 to Work Order Agreement with Public Health
Foundation Enterprises, DBA Heluna Health


Jacqueline Ruiz, Sr. Management Analyst 7/26/2022



Heluna Health
EMPOWERING POPULATION
HEALTH INITIATIVES SINCE 1969

13300 Crossroads Parkway North, Suite 450 | City of Industry, CA | 91746
Phone: 800.201.7320 | Fax: 682.205.2453 | www.helunahealth.org

**AMENDMENT BETWEEN
HELUNA HEALTH
AND
COUNTY OF RIVERSIDE
Work Order Agreement Amendment Number 1
0187.3780 ELC CARES**

II. TERM. Unless otherwise terminated or extended by written notice, the term of this agreement shall commence on May 1, 2020 and is extended to December 31, 2022 based upon Expanded Authority granted by DHHS-CDC.

III. SERVICES AND COMPENSATION

(b) Submission of invoices shall be submitted: Monthly, No later than 30 Days after month end. The final invoice is due no later than February 14, 2023.

Please retain this Amendment Number 1 for your records.

All other terms and conditions of the original Work Order Agreement remain in full force and effect.

HELUNA HEALTH:

DocuSigned by:

Peter Dale

4/11/2022

Signature & Date

Peter Dale, Chief Program Officer

COUNTY OF RIVERSIDE,
political subdivision of the State of
California

By:

Jeff Hewitt
Jeff Hewitt, Chairman
Board of Supervisors

Dated:

AUG 2 2022

ATTEST

Kecia Harper-Sims
Clerk of the Board

By:

[Signature]
Deputy

APPROVED AS TO FORM
County Counsel

By:

[Signature]
Evan Sandoz
Deputy County Counsel



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Please retain this Amendment Number 1 for your records.

All other terms and conditions of the original Work Order Agreement remain in full force and effect.

HELUNA HEALTH:

DocuSigned by:

Peter Dale

4/11/2022

Signature & Date

Peter Dale, Chief Program Officer



WORK ORDER AGREEMENT

This Work Order Agreement (this "Agreement") is hereby made by and between Public Health Foundation Enterprises, Inc. DBA Heluna Health, a 501(c)(3) California nonprofit corporation (hereafter "**HELUNA HEALTH**", or "**Client**"), and the Local Health Department identified below (hereafter "**Local Health Department**") and sets forth the terms and conditions between Client and Local Health Department, for agreed services, as required by the Client, and as stated in this Agreement. This Agreement does not designate Local Health Department as the agent or legal representative of HELUNA HEALTH for any purpose whatsoever. (HELUNA HEALTH and Local Health Department shall be referred to herein individually as a "party" and collectively as the "parties").

I. IDENTIFIED PARTIES

CLIENT

Heluna Health
13300 Crossroads Parkway North, Suite 450
City of Industry, CA 91746
www.helunahealth.org
ATTN: Rochelle McLaurin, Deputy Director
ELCCOVID19Invoices@helunahealth.org

LOCAL HEALTH DEPARTMENT

County of Riverside
4065 County Circle Drive
Riverside, CA 92503
ATTN: Kim Saruwatari, Director, Public Health
KSaruwatari@ryhealth.org
(951) 358-7036

Grant#: 6NU50CK000539-01-08 DHHS-CDC CFDA#: 93.323

Program#: 0187.3780

- II. **TERM.** Unless otherwise terminated or extended by written notice, the term of this Agreement shall commence on 5/1/2020 and term on 3/31/2022.
- III. **SERVICES AND COMPENSATION.** Local Health Department shall perform the services (the "Services") described below and as described in Attachment A, Statement of Work ("SOW") attached hereto and incorporated herein by this reference. The Services will take place at the location as referenced in Section 1, Identified Parties for Local Health Department and at such other location as may be set forth in the SOW.

- (a) **Services.** Local Health Department shall perform all services as stated in the SOW. Local Health Department shall perform the Services in accordance with generally accepted professional standards and in an expeditious and economical manner consistent with sound professional practices. Local Health Department maintains and shall maintain at all times during the term of this Agreement all applicable federal, state and local business and other licenses, including any professional licenses or certificates, industrial permits and/or licenses, industry specific licenses, licenses required by the state(s) and/or locality(s) in which it does business, fictitious business names, federal tax identification numbers, insurance, and anything else required of Local Health Department as a business operator or to perform the Services.
- (b) **Payment.** HELUNA HEALTH agrees to compensate the Local Health Department on a **Cost-Reimbursable Contract**. See Attachment A "Budget" for line item budget detail. Local Health Department shall be compensated only for Services actually performed and required as set forth herein and any services in excess will not be compensated. The total compensation payable to the Local Health Department hereunder shall be as set forth below: A total to not exceed \$1,079,223.00.

If for any reason Local Health Department receives an overpayment of amount described above, Local Health Department shall promptly notify HELUNA HEALTH or such and repay said amount to HELUNA HEALTH within 10 days of demand for such repayment.

- (c) **Invoice.** Invoices shall be submitted: **Monthly, No Later than 30 Days after month end.** See Attachment C for "Required Invoice Template."

Payment for all undisputed amounts of submitted invoices shall be paid no later than 30 days after HELUNA HEALTH's receipt of the invoice and required back up documentation. Local Health Department shall submit invoices to the attention of the contact person identified by HELUNA HEALTH. All final invoices must be received within 45 days of the expiration or termination of this Agreement or within such earlier time period as HELUNA HEALTH may require. If any invoices are not submitted within such time periods, Local Health Department waives all rights to payment under such invoices. Local Health Department shall be solely responsible for the payment of all federal, state and local income taxes, social security taxes, federal and state unemployment insurance and similar taxes and all other assessments, taxes, contributions or sums payable with respect to Local Health Department or its employees as a result of or in connection with the Services performed by Local Health Department hereunder.

- (d) **Budget Modifications.**

The budget may be modified accordingly:

- **Informal Budget Modification:** Two (2) times throughout the term of this agreement. The informal budget modification must be a change of less than 10% of the total budget. The request must be in writing to ELCCOVID19Invoices@helunahealth.org. Any informal budget modification request must be submitted thirty (30) days before the end of the agreement term.
- **Formal Budget Modification:** Two (2) times throughout the term of this agreement. The formal budget modification must be a change of 10% or greater of the total budget. The request must be in writing on agency letterhead to ELCCOVID19Invoices@helunahealth.org. Any formal budget modification request must be submitted sixty (60) days before the end of the agreement term.

- IV. **INSURANCE.** Local Health Department, at its sole cost and expense, shall at all times during the term of this Agreement maintain the insurance coverage set forth on Attachment B, attached hereto and incorporated herein by this reference, on the terms and conditions described therein. Evidence of such insurance coverage shall be provided to HELUNA HEALTH by Local Health Department prior to commencing performance of the Services under this Agreement in the form of a Certificate of Insurance or Certificate of Self-Insurance.

**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.

MAR 09 2021 321

V. **AUTHORIZED SIGNERS.** The undersigned certify their acknowledgment of the nature and scope of this agreement and support it in its entirety.

Peter Dale 3/24/2021

Signature & Date...

Heluna Health

Karen S. Spiegel 03.09.2021

Signature & Date

County of Riverside

KAREN SPIEGEL

Name & Title **CHAIR, BOARD OF SUPERVISORS**

Signature & Date

Name & Title

Signature & Date

Name & Title

ATTEST:

KECIA R. HARPER, Clerk

By [Signature] DEPUTY

FORM APPROVED COUNTY COUNSEL

BY [Signature] 2/24/2021 DATE

AMRIT P. DHILLON

TERMS AND CONDITIONS

1. **INDEPENDENT LOCAL HEALTH DEPARTMENT RELATIONSHIP.** Nothing herein is intended to place the parties in the relationship of employer-employee, partners, joint venturers, or in anything other than an independent Local Health Department relationship. Local Health Department shall not be an employee of HELUNA HEALTH for any purposes, including, but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code 401(k) and other benefit payments and third party liability claims.

Local Health Department shall retain sole and absolute discretion and judgment in the manner and means of carrying out Local Health Department's Services hereunder. Local Health Department is in control of the means by which the Services are accomplished. Any advice given to Local Health Department regarding the Services shall be considered a suggestion only, not an instruction. HELUNA HEALTH retains the right, but does not have the obligation, to inspect, stop, or alter the work of Local Health Department to assure its conformity with this Agreement. Local Health Department shall be responsible for completing the Services in accordance with this Agreement and within the time period and schedule set forth in the SOW, but Local Health Department will not be required to follow or establish a regular or daily work schedule.

2. **FEDERAL, STATE, AND LOCAL PAYROLL TAXES.** Neither federal, nor state, nor local income tax nor payroll taxes of any kind shall be withheld or paid by HELUNA HEALTH on behalf of Local Health Department or the employees of Local Health Department. Local Health Department shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.

Local Health Department understands that Local Health Department is responsible to pay, according to law, Local Health Department's income taxes. If Local Health Department is not a corporation or other legal entity, Local Health Department further understands that Local Health Department may be liable for self-employment (social security) tax, to be paid by Local Health Department according to law. Local Health Department agrees to defend, indemnify and hold HELUNA HEALTH harmless from any and all claims made by federal, state and local taxing authorities on account of Local Health Department's failure to pay any federal, state or local income and self-employment taxes or other assessments due as a result of Local Health Department's Services hereunder. Furthermore, to avoid conflict with federal or state regulations, Local Health Department will not be eligible for employment with HELUNA HEALTH within the same calendar year in which Local Health Department performed services for HELUNA HEALTH.

3. **FRINGE BENEFITS.** Because Local Health Department is an independent entity, Local Health Department is not eligible for, and shall not participate in, any HELUNA

HEALTH pension, health, or other fringe or employee benefit plans. Only personnel hired as HELUNA HEALTH employees will receive fringe benefits.

4. **WORKERS' COMPENSATION.** No workers' compensation insurance shall be obtained by HELUNA HEALTH concerning Local Health Department or the employees of Local Health Department. All persons hired by Local Health Department to assist in performing the tasks and duties necessary to complete the Services shall be the employees of Local Health Department unless specifically indicated otherwise in an agreement signed by all parties. Local Health Department shall immediately provide proof of insurance, including Workers' Compensation insurance and General Liability insurance, covering said employees, upon request of HELUNA HEALTH.

5. **EQUIPMENT AND SUPPLIES.** Local Health Department or Jurisdiction shall provide all necessary equipment, materials and supplies required by Local Health Department to perform the Services.

6. **TERMINATION.** HELUNA HEALTH may terminate this Agreement without cause at any time by giving written notice to Local Health Department at least 15 days prior to the effective date of termination. Either party may terminate this Agreement with reasonable cause effective immediately by giving written notice of termination for reasonable cause to the other party. Reasonable cause shall mean: (A) material violation or breach of this Agreement; (B) any act of the other party that exposes the terminating party to liability to others for personal injury or property damage or any other harm, damage or injury; (C) cancellation or reduction of funding affecting the Program affecting the Services; or (D) improper use of funds. In the event this Agreement is terminated for reasonable cause by HELUNA HEALTH, Local Health Department shall not be relieved of any liability to HELUNA HEALTH for damages and HELUNA HEALTH may withhold any payments to Local Health Department for the purpose of setoff until such time as the actual amount of damages due to HELUNA HEALTH from Local Health Department is determined.

Upon the expiration or termination of this Agreement, Local Health Department shall immediately return to HELUNA HEALTH all computers, cell phones, smart phones, computer programs, files, documentation, user data, media, related material, finished or unfinished documents, studies, reports and any and all Confidential Information (as defined below) and Work Product (as defined below). HELUNA HEALTH shall have the right to withhold final payment to Local Health Department until all such items are returned to HELUNA HEALTH.

These Terms and Conditions and any other provisions of this Agreement that by their nature should or are intended to survive the expiration or termination of this Agreement shall survive and the parties shall continue to comply with the provisions of this Agreement that survive. Notwithstanding any termination that may occur, each party shall continue to be responsible for carrying out all the terms and conditions required by law to ensure an orderly and proper conclusion.

7. **COMPLIANCE WITH LAWS.** Local Health Department shall comply with all state and federal statutes and regulations applicable to Local Health Department, the Services and the Program in performing Local Health Department's obligations under this Agreement. Local Health Department represents and warrants that neither Local Health Department nor its principals or personnel are presently, nor will any of them be during the term of this Agreement, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or funding agency.

8. **HIPAA (if applicable).** In the event that Local Health Department's performance under this Agreement may expose Local Health Department to individually identifiable health information or other medical information governed by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and any regulations promulgated in connection thereto, then Local Health Department agrees to execute and deliver a copy of HELUNA HEALTH's standard Business Associate Agreement or Business Associate sub Local Health Department Agreement, as applicable, as required by HIPAA.

9. **CONFIDENTIALITY AND NON-DISCLOSURE.** HELUNA HEALTH and Local Health Department agree that during the course of this Agreement, Local Health Department may be exposed to and become aware of certain unique and confidential information and special knowledge (hereinafter "Confidential Information") provided to or developed by HELUNA HEALTH and/or Local Health Department. Said Confidential Information includes, but is not limited to, the identity of actual and potential clients of HELUNA HEALTH, client lists, particular needs of each client, the manner in which business is conducted with each client, addresses, telephone numbers, and specific characteristics of clients; financial information about HELUNA HEALTH and/or its clients; client information reports; mailing labels; various sales and marketing information; sales report forms; pricing information (such as price lists, quotation guides, previous or outstanding quotations, or billing information); pending projects or proposals; business plans and projections, including new product, facility or expansion plans; employee salaries; contracts and wage information; mailing plans and programs; technical know-how; designs; products ordered; business methods; processes; records; specifications; computer programs; accounting; and information disclosed to HELUNA HEALTH by any third party which HELUNA HEALTH is obligated to treat as confidential and/or proprietary.

Local Health Department expressly acknowledges that the Confidential Information constitutes confidential, valuable, special and unique assets of HELUNA HEALTH or, if applicable, any third-parties who may have disclosed Confidential Information to HELUNA HEALTH and that the Confidential Information belongs to and shall remain the property of HELUNA HEALTH and such third-parties. Local Health Department further expressly acknowledges that the Confidential Information derives independent actual or potential economic value from not being generally known to the public or to other persons and Local Health Department agrees to afford HELUNA HEALTH protection against any unauthorized use of the Confidential Information or any use of the Confidential Information in any manner that may be detrimental to HELUNA HEALTH.

Therefore, Local Health Department agrees to hold any and all Confidential Information in the strictest of confidence, whether or not particular portions or aspects thereof may also be available from other sources. Local Health Department shall not disclose Confidential Information in any manner whatsoever, directly or indirectly, or use it in any way whatsoever, either during the term of this Agreement or at any time thereafter, except solely for the purpose of performance under this Agreement. Further, Local Health Department shall develop and maintain procedures and take other reasonable steps in furtherance of HELUNA HEALTH's desire to maintain the confidentiality of the Confidential Information.

All documents and other items which might be deemed the subject of or related to Confidential Information of HELUNA HEALTH's business, whether prepared, conceived, originated, discovered, or developed by Local Health Department, in whole or in part, or otherwise coming into Local Health Department's possession, shall remain the exclusive property of HELUNA HEALTH and shall not be copied or removed from the premises of HELUNA HEALTH without the express written consent of HELUNA HEALTH. All such items, and any copies thereof, shall be immediately returned to HELUNA HEALTH by Local Health Department upon request at any time and upon termination of this Agreement. This section shall survive expiration or termination of this Agreement.

10. **NON-SOLICITATION OF EMPLOYEES.** During the term of this Agreement and for two years following its termination, Local Health Department shall not induce, encourage, or advise any person who is employed by or is engaged as an agent or independent Local Health Department by HELUNA HEALTH to leave the employment of HELUNA HEALTH or otherwise raid the employees of HELUNA HEALTH, without the express written consent of HELUNA HEALTH. Nothing contained in this paragraph shall constitute a waiver by HELUNA HEALTH of any rights it may have if Local Health Department engages in actionable conduct after the two-year period referred to above.

11. **WORKS FOR HIRE.** Local Health Department agrees that all inventions, original works of authorship, developments, concepts, know-how, discoveries, ideas, logos, improvements, trade secrets, secret processes, patents, patent applications, software, platforms, service marks, trademarks, trademark applications, copyright and copyright registrations, whether or not patentable or registrable under copyright, trademark or other similar laws, made, conceived or developed by Local Health Department, in whole or in part, either alone or in connection with others, that relate to the Services under this Agreement or the operations, activities, research, investigation, business or obligations of HELUNA HEALTH (collectively, the "Work Product") are the sole property of the HELUNA HEALTH and all right, title, interest and ownership in all such Work Product, including but not limited to copyrights, trademarks, patents, trade secret rights, trade names, and know-how and the rights to secure any renewals, reissues, and extensions thereof, will vest in the HELUNA HEALTH. The Work Product will be deemed to be "works made for hire" under United States copyright law (17 U.S.C. Section 101 et seq.) and made in the course of this Agreement, and Local Health Department expressly disclaims any interest in the Work Product.

To the extent that the Work Product may not, by operation of law, vest in the HELUNA HEALTH or may not be considered to be works made for hire, all right, title and interest therein are hereby irrevocably assigned to the HELUNA HEALTH. Local Health Department understands that HELUNA HEALTH may register the copyright, trademark, patent and other rights in the Work Product in HELUNA HEALTH's name and Local Health Department grants HELUNA HEALTH the exclusive right, and appoints HELUNA HEALTH as attorney-in-fact, to execute and prosecute in Local Health Department's name as author or inventor or in HELUNA HEALTH's name as assignee, any application for registration or recordation of any copyright, trademark, patent or other right or interest in or to the Work Product, and to undertake any enforcement action with respect to any Work Product. Local Health Department hereby agrees to sign such applications, documents, assignment forms and other papers as the HELUNA HEALTH requests from time to time to further confirm this assignment and Local Health Department agrees to give the HELUNA HEALTH and any person designated by the HELUNA HEALTH any reasonable assistance required to perfect and enforce the rights defined in this section. Local Health Department further understands that the HELUNA HEALTH has full, complete and exclusive ownership of the Work Product. In the event the aforementioned assignment is invalid, Local Health Department grants HELUNA HEALTH a non-exclusive, worldwide, perpetual, fully paid-up, irrevocable, right and license to use, reproduce, make, sell, perform and display (publicly or otherwise), and distribute, and modify and otherwise make derivative works of the Work Product and to authorize third parties to perform any or all of the foregoing on its behalf, including through multiple tiers of sublicensees. Local Health Department agrees not to use the Work Product Property for the benefit of anyone other than HELUNA HEALTH without HELUNA HEALTH's prior written permission.

All rights, interest and ownership to the Work Product granted or assigned to HELUNA HEALTH hereunder shall be subject to any rights of the Program under HELUNA HEALTH's agreement with the Program and any rights of the United States Federal Government under applicable laws and regulations.

12. **INDEMNITY.** Local Health Department hereby agrees to indemnify, hold harmless and defend HELUNA HEALTH, its board of trustees, officers, directors, agents, Local Health Departments, subcontractors, employees, affiliated companies, representatives, and agents (collectively, the "Local Health Department Indemnified Parties") from and against any and all claims, causes of action, costs, demands, lawsuits, expenses (including, without limitation, attorney's fees and costs), interest, penalties, losses, damages, settlements, liabilities, and any and all amounts paid in investigation or defense incurred by any of the Local Health Department Indemnified Parties arising out of or resulting from: (i) Local Health Department's (or its agents, subcontractors or employees') performance of the Services; (ii) Local Health Department's (or its agents', subcontractors or employees') default, non-performance or breach of this Agreement, including any representations, warranties, or certifications; (iii) any alleged or actual acts or omissions of Local Health Department (or its agents, subcontractors or employees) relating to services provided outside the scope of this Agreement; (iv) Local Health Department's (or its agents', subcontractors or employees') violation of any federal, state or local law or regulation; or (v) any claims or actions that the Work Product, or any element thereof, infringes the intellectual, privacy or other rights of any party.

If any lawsuit, enforcement or other action is filed against any of the Local Health Department Indemnified Parties Local Health Department for which the Local Health Department Indemnified Parties are entitled to indemnification pursuant to this Agreement, Local Health Department and such other Local Health Department Indemnified Parties may elect to have Local Health Department, Local Health Department's sole expense, take control of the defense and investigation of such lawsuit or action using attorneys, investigators and others reasonably satisfactory to Local Health Department. The parties shall cooperate in all reasonable respects with the investigation, trial, and defense of any such lawsuit or action and any appeal arising from it. The terms of this section shall survive the termination of this Agreement.

13. **RECORD RETENTION AND ACCESS TO RECORDS.** Local Health Department agrees to retain all books, documents, papers, files, accounts, fiscal data, records, and reports relating to this Agreement or the Services, including, but not limited to,

evidence pertaining costs and expenses, payment information, accounts of services provided and any other information or documentation related to Local Health Department's performance under this Agreement. Local Health Department shall retain all such records for a period of not less than seven (7) years after final payment is made under this Agreement and all pending matters are closed or longer if required by (i) HELUNA HEALTH's record retention policy, (ii) the Program, or (iii) any other applicable laws or regulations, including under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards issued by the federal Office of Management Budget codified at 2 CFR Part 200 ("Uniform Guidance") and Federal Acquisition Regulation (FAR) System regulations at 48 CFR 4.700 et seq. Notwithstanding the foregoing, in the event any litigation, claim, negotiation, audit or other action is commenced prior to the expiration of the aforementioned retention period, all records related to such litigation, claim, negotiation, audit or other action shall be retained until full completion and resolution of the litigation, claim, negotiation, audit or other action.

Local Health Department agrees that HELUNA HEALTH, the Program, the U.S. Comptroller General and their respective authorized representatives or designees shall have the right, upon demand, to access, examine, copy, audit or inspect any and all of the records described in this section, including on-site audits, reviews and copying of records. The terms of this section shall survive expiration or termination of the Agreement.

14. **AMENDMENTS.** Amendments to this Agreement shall be in writing, signed by the party to be obligated by such amendment and attached to this Agreement.
15. **GOVERNING LAW; VENUE.** This Agreement shall be interpreted, construed and governed by, in accordance with and consistent with the laws of the State of California without giving effect to its conflicts of laws principals. The sole, exclusive and proper venue for any proceedings brought to interpret or enforce this Agreement or to obtain a declaration of the rights of the parties hereunder shall be Los Angeles County, California. Each of the parties hereto submits to the exclusive personal jurisdiction of the courts located in Los Angeles County, California and waives any defense of forum non conveniens.
16. **EQUITABLE RELIEF.** In light of the irreparable harm to HELUNA HEALTH that a breach by Local Health Department of Sections 9, 10 and 11 of these Terms and Conditions would cause, in addition to other remedies set forth in this Agreement and other relief for violations of this Agreement, HELUNA HEALTH shall be entitled to enjoin Local Health Department from any breach or threatened breach of such Sections, to the extent permitted by law and without bond.
17. **FAIR INTERPRETATION.** The language appearing in all parts of this Agreement shall be construed, in all cases, according to its fair meaning in the English language, and not strictly construed for or against any party hereto. This Agreement has been prepared jointly by the parties hereto after arm's length negotiations and any uncertainty or ambiguity contained in this Agreement, if any, shall not be interpreted or construed against any party, but according to its fair meaning applying the applicable rules of interpretation and construction of contracts.
18. **NO WAIVER.** No failure or delay by any party in exercising a right, power or remedy under the Agreement shall operate as a waiver of any such right or other right, power or remedy. No waiver of, or acquiescence in, any breach or default of any one or more of the terms, provisions or conditions contained in this Agreement shall be deemed to imply or constitute a waiver of any other or succeeding or repeated breach or default hereunder. The consent or approval by any party hereto to or of any act of the other party hereto requiring further consent or approval shall not be deemed to waive or render unnecessary any consent or approval to or of any subsequent similar acts.
19. **NOTICES.** Any notice given in connection with this agreement shall be in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address stated in Section 1. Identified Parties. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.
20. **REMEDIES NON-EXCLUSIVE.** Except where otherwise expressly set forth herein, all remedies provided by this Agreement shall be deemed to be cumulative and additional and not in lieu of or exclusive of each other or of any other remedy available to the respective parties at law or in equity.
21. **SEVERABILITY.** If any term, provision, condition or other portion of this Agreement is determined to be invalid, void or unenforceable by a forum of competent jurisdiction, the same shall not affect any other term, provision, condition or other portion hereof, and the remainder of this Agreement shall remain in full force and effect, as if such invalid, void or unenforceable term, provision, condition or other portion of this Agreement did not appear herein.
22. **NON-ASSIGNABILITY.** This agreement shall not be assigned, in whole or in part, by Local Health Department without the prior written approval and consent of HELUNA HEALTH.

23. **COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. Any signed counterpart delivered by electronic mail or facsimile shall be deemed for all purposes to constitute such party's good and valid execution and delivery of this Agreement.

24 FEDERAL TERMS AND CONDITIONS

- A. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, to the extent this Agreement meets the definition of a "federally assisted construction contract" as set forth in 41 CFR Part 60-1.3, Local Health Department agrees at all times during the term of this Agreement to comply with and abide by the following: (i) the equal opportunity clause ("Equal Opportunity Clause") in 41 CFR 60-1.4(b) in accordance with Executive Order 11246, as amended by Executive Order 11375 and that the Equal Opportunity Clause is a part of this Agreement and incorporated herein by this reference; and (ii) the regulations implementing the Equal Opportunity Clause at 41 CFR Part 60 and that such implementing regulations are a part of this Agreement and incorporated herein by this reference.
- B. **Davis-Bacon Act and Copeland "Anti-Kickback" Act.** To the extent this Agreement is for construction services (new construction or repair), Local Health Department agrees at all times during the term of this Agreement to comply with and abide by: (i) the terms of the Davis-Bacon Act, codified at 40 U.S.C. 3141 et seq., as supplemented by regulations at 29 CFR Part 5, and that such terms and regulations are a part of this Agreement and incorporated herein by this reference; and (ii) the terms of the Copeland "Anti-Kick Back" Act, codified at 40 U.S.C. § 3145 et seq., as supplemented by 29 CFR 3, and that such terms and regulations are a part of this Agreement and incorporated herein by this reference.
- C. **Contract Work Hours and Safety Standards Act.** To the extent this Agreement is in excess of \$100,000 and involves the employment of mechanics or laborers, Local Health Department agrees at all times during the term of this Agreement to comply with and abide by the terms of the Contract Work Hours and Safety Standards Act, codified at 40 U.S.C. 3701 et seq., as supplemented by regulations at 29 CFR Part 5, and that such terms and regulations are a part of this Agreement and incorporated herein by this reference.
- D. **Clean Air Act and Federal Water Pollution Control Act.** To the extent this Agreement is in excess of \$150,000, Local Health Department agrees at all times during the term of this Agreement to comply with and abide by the standards, orders or regulations issued pursuant to the Clean Air Act, codified at 42 U.S.C. 7401 et seq. and the Federal Water Pollution Control Act codified at 33 U.S.C. 1251 et seq. Local Health Department further agrees to report any violations of the foregoing to HELUNA HEALTH and the Regional Office of the Environmental Protection Agency.
- E. **Debarment and Suspension Certification.** Local Health Department certifies that neither Local Health Department nor any of Local Health Department's agents, sub Local Health Departments or employees who may perform services under this Agreement are debarred, suspended or excluded from participation in any federal assistance programs in accordance with Executive Orders 12549 and 12689 and its implementing guidelines. Local Health Department agrees to immediately notify HELUNA HEALTH if Local Health Department or any of Local Health Department's agents, sub Local Health Departments or employees who may perform services under this Agreement become debarred, suspended or excluded from participation in federal assistance programs or federal contract transactions.
- F. **Byrd Anti-Lobbying Amendment Certification.** To the extent this Agreement is in excess of \$100,000, Local Health Department certifies that neither Local Health Department nor any of Local Health Department's agents, sub Local Health Departments or employees who may perform services under this Agreement have not used and will not use any Federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Local Health Department agrees to immediately notify HELUNA HEALTH if Local Health Department or any of Local Health Department's agents, sub Local Health Departments or employees who may perform services under this Agreement influence or attempt to influence any officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

ATTACHMENT A

Statement of Work (SOW), Budget, and Reporting

Statement of Work

Activity 1 - Milestone 1	Activity 1: Establish or enhance ability to aggressively identify cases, conduct contact tracing and follow up, as well as implement recommended containment measures.	
	Planned Activity (Provide a title for this milestone)	Expand contact tracing and case investigation workforce
	Implementation Plan (Bulleted items or brief sentences)	Riverside County has a population of approximately 2.4 million residents and should have at least 380 trained case investigation and contact tracing staff. Will hire and train an additional staff on how to follow up with individuals who have been in contact with positive cases. Training materials will be a combination of Riverside County and the online contact tracking academy developed by the State in collaboration with UCSF and UCLA. Ongoing recruitment and training of staff will be done as needed to ensure a stable and adequate workforce of contact tracers. Although, expected to have 380 by the end of July 2020, new staff will be continuously hired as needed to meet quota.
	Applicant capacity: What is the current capacity to perform this milestone?	As of May 1, 2020 80 county employees have been trained to conduct contact tracing and follow up with individuals who have been in contact with positive cases. As of June 30, 2020 Riverside County has a total of 249 contact tracers and case investigators. Hiring and training of the other 131 individuals will be completed by July 2020. Currently it takes 3 weeks to train new contact tracers and case investigators.
	Expected Achieve By Date (select from drop down)	December 2021

Activity 1 - Milestone 2	Activity 1: Establish or enhance ability to aggressively identify cases, conduct contact tracing and follow up, as well as implement recommended containment measures.	
	Planned Activity (Provide a title for this milestone)	Form Virtual Contact Tracing Teams to enhance ability to identify cases, conduct contact tracing, and implement containment measures.
	Implementation Plan (Bulleted items or brief sentences)	Form additional Virtual Contact Tracing Teams of 10 staff, including case investigators, contact tracers, and Lead Contact Tracers.

	Applicant capacity: What is the current capacity to perform this milestone?	Currently there are nine virtual contact tracing teams. These teams are comprised of 78 case investigators and 95 deployed contact tracers and 16 contract tracing leads. 60 contact tracers are currently in training. As of June 2020, Riverside County has a total of 249 contact tracers and case investigators.
	Expected Achieve By Date (select from drop down)	December 2021

Activity 1 - Milestone 3	Activity 1: Establish or enhance ability to aggressively identify cases, conduct contact tracing and follow up, as well as implement recommended containment measures.	
	Planned Activity (Provide a title for this milestone)	Develop and implement Riverside County contact tracing platform.
	Implementation Plan (Bulleted items or brief sentences)	Riverside County Information Technology and Public Health develop a contact tracing platform to meet local needs. When the contact tracing platform, is available, Riverside County Public Health and Information Technology staff will implement the system and train public health staff and contact tracers to use the system.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently, all contact tracing is conducted through CalREDIE.
	Expected Achieve By Date (select from drop down)	August 2020

Activity 2 - Milestone 1	Activity 2: Improve morbidity and mortality surveillance	
	Planned Activity (Provide a title for this milestone)	Enhance community based surveillance for cases, including commonly missing data fields.
		Riverside County Epidemiology & Program Evaluation (EPE) staff provide training to incoming case

	Implementation Plan (Bulleled items or brief sentences)	investigators/contact tracers about importance of complete data. A weekly missing variable report has been developed and shared to Disease Control staff. QI reports for Virtual Contact Tracing teams have been developed.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently all data functions are conducted by EPE staff with some assistance from other departments.
	Expected Achieve By Date (select from drop down)	December 2020

Activity 2 - Milestone 2	Activity 2: Improve morbidity and mortality surveillance	
	Planned Activity (Provide a title for this milestone)	Monitor and report daily incidence rate
	Implementation Plan (Bulleled items or brief sentences)	Riverside County Public Health, EPE staff download daily Data Distribution Portal (DDP) CalRedie Covid-19 data into SPSS. Using in-house developed syntax, staff produce daily surveillance reports for public and internal use and respond to ad hoc data requests from the media, elected officials, and public.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently, EPE staff but need more SPSS licenses to handle growth of staff responding to Covid-19
	Expected Achieve By Date (select from drop down)	March 2022

Activity 2 - Milestone 3	Activity 2: Improve morbidity and mortality surveillance	
	Planned Activity (Provide a title for this milestone)	Provide accurate accounting of COVID-19 associated deaths.
		Riverside County Public Health staff coordinate between Coroner's office, Vital Records, and disease reporting to

	Implementation Plan (Bulleted items or brief sentences)	identify Covid-19 deaths. Riverside County is also participating in CDPH pilot for identification of probable Covid-19 deaths. Data from Coroner's Office and Vital Records assists in the identification and completion of missing variables to assist in disparities in deaths analysis.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently Riverside County Public Health, EPE and Vital Records staff work on reconcile death data from various sources. Riverside County Sheriff-Coroner's Office notifies Public Health with electronic logs of reported deaths and email notifications of SNF related deaths.
	Expected Achieve By Date (select from drop down)	March 2021

Activity 2 - Milestone 4	Activity 2: Improve morbidity and mortality surveillance	
	Planned Activity (Provide a title for this milestone)	Track and send Emergency Department and outpatient visits for COVID-like illness, as well as other illnesses, to CDC. Send copies of all admit, discharge, and transfer (ADT) messages to CDC National Syndromic Surveillance Program (NSSP)
	Implementation Plan (Bulleted items or brief sentences)	Riverside County participates in ESSENCE/BioSense with 14 out of 17 hospitals participating. The 15th hospital is expected to start participating in August 2020.
	Applicant capacity: What is the current capacity to perform this milestone?	EPE staff currently share overdose data to NSSP and can easily add Covid-19 like illness.
	Expected Achieve By Date (select from drop down)	August 2020

	Activity 2: Improve morbidity and mortality surveillance
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Activity 2 - Milestone 5	Planned Activity (Provide a title for this milestone)	Assist and support electronic case reporting from healthcare facilities via CalREDIE, including for COVID-19.
	Implementation Plan (Bulleated items or brief sentences)	Riverside County already assists and supports electronic case reporting from healthcare facilities via CalRedie, including for Covid-19. Riverside County Disease Control staff will continue to reach out to health care facilities to facilitate in electronic case reporting.
	Applicant capacity: What is the current capacity to perform this milestone?	Riverside County healthcare facilities already use CalRedie. Currently receive fax reports from some facilities.
	Expected Achieve By Date (select from drop down)	March 2021

Activity 3 - Milestone 1	Activity 3: Enhance laboratory testing and reporting capacity.	
	Planned Activity (Provide a title for this milestone)	Antibody surveillance study for estimation of COVID-19 prevalence in Riverside County.
	Implementation Plan (Bulleated items or brief sentences)	The study is being conducted in collaboration with the market research firm LRW, Riverside County Public Health and Ambulatory Care. The Public Health Laboratory is utilizing instrumentation that is already in-house and used for other testing, as well. The Public Health Laboratory (PHL) will run a total antibody test for the study.
	Applicant capacity: What is the current capacity to perform this milestone?	Equipment and staff are available. Supplies have been purchased and most have been delivered. The test is ready to go in the laboratory.
	Expected Achieve By Date (select from drop down)	September 2020

Activity 3 - Milestone 2	Activity 3: Enhance laboratory testing and reporting capacity.	
	Planned Activity (Provide a title for this milestone)	Expand capacity to test all symptomatic individuals, and secondarily expand capacity to achieve community-based surveillance.
	Implementation Plan (Bulleted items or brief sentences)	All symptomatic and asymptomatic individuals requesting a test can receive a test. Riverside County will identify areas and populations to increase testing and locations for mobile testing.
	Applicant capacity: What is the current capacity to perform this milestone?	Riverside County has the capacity to test 4,256 individuals a day
	Expected Achieve By Date (select from drop down)	December 2021

Activity 3 - Milestone 3	Activity 3: Enhance laboratory testing and reporting capacity.	
	Planned Activity (Provide a title for this milestone)	Screen for past infection (e.g., serology) for health care workers, employees of high-risk facilities, critical infrastructure workforce, and childcare providers.
	Implementation Plan (Bulleted items or brief sentences)	Establish Covid-19 antibody testing protocol in Riverside County public health lab. Develop and implement screening program for health care workers, employees of high-risk facilities, critical infrastructure workforce, and childcare providers.
	Applicant capacity: What is the current capacity to perform this milestone?	Equipment and staff are available. Supplies have been purchased and most have been delivered. The test is ready to go in the laboratory.
	Expected Achieve By Date (select from drop down)	March 2022

Activity 3 - Milestone 4	Activity 3: Enhance laboratory testing and reporting capacity.	
	Planned Activity (Provide a title for this milestone)	Ensure that the laboratories conducting all COVID-19 – related testing data, including all tests to detect SAR-CoV-2 and serology testing, on California residents are reporting timely, accurate, complete data to CDPH via one of the three accepted formats: ELR, .CSV, or manual lab reporting.
	Implementation Plan (Bulleted items or brief sentences)	All Riverside County resident Covid-19 related testing data is submitted to CalRedie via ELR.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently, Riverside County testing data is reported to CalRedie.
	Expected Achieve By Date (select from drop down)	

Activity 4 - Milestone 1	Activity 4: Control COVID-19 in high-risk settings and protect vulnerable or high-risk populations.	
	Planned Activity (Provide a title for this milestone)	Assess and monitor infections in healthcare workers across the healthcare spectrum.
	Implementation Plan (Bulleted items or brief sentences)	Riverside County will track and report daily health care workers and first responders through the Special Case Investigation contract tracing unit.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently, Riverside County has one contact tracing team of case investigators and contact tracers devoted solely to assessing and monitoring infections in healthcare workers and first responders.

	Expected Achieve By Date (select from drop down)	March 2022
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Activity 4 - Milestone 2	Activity 4: Control COVID-19 in high-risk settings and protect vulnerable or high-risk populations.	
	Planned Activity (Provide a title for this milestone)	Perform preparedness assessment to ensure interventions are in place to protect high-risk populations.
	Implementation Plan (Bulleted items or brief sentences)	Participate in Statewide Task Force to develop Statewide Preparedness Assessment for high-risk populations to be consistent with neighboring and other CA jurisdictions.
	Applicant capacity: What is the current capacity to perform this milestone?	Riverside County has developed a Covid-19 Containment Plan with mitigation measures for high-risk populations
	Expected Achieve By Date (select from drop down)	September 2021

Activity 4 - Milestone 3	Activity 4: Control COVID-19 in high-risk settings and protect vulnerable or high-risk populations.	
	Planned Activity (Provide a title for this milestone)	Monitor and help implement mitigation strategies for COVID-19 in all high-risk healthcare facilities (e.g., hospitals, dialysis clinics, cancer clinics, nursing homes, and other long-term care facilities, etc.).
	Implementation Plan (Bulleted items or brief sentences)	Improve quick response and support of Skilled Nursing Facilities (SNF's) throughout Riverside County. Develop SNF and other long-term care facility testing and outbreak response protocol.

	Applicant capacity: What is the current capacity to perform this milestone?	There are 53 Skilled Nursing Facilities and 840 Residential Care Facilities in Riverside County. The SNF Outreach and Support (SOS) team conducts bi-weekly visits or based on need. SOS teams provide PPE and conduct training on appropriate donning and doffing of PPE, provide strategies for proper care and reuse of PPE, provide information on COVID-19 best practices for containment and processes for resource ordering and disease control investigations, and assess supply chain and operational needs.
	Expected Achieve By Date (select from drop down)	March 2022

Activity 4 - Milestone 4	Activity 4: Control COVID-19 in high-risk settings and protect vulnerable or high-risk populations.	
	Planned Activity (Provide a title for this milestone)	Monitor and help implement mitigation strategies for other high-risk employment settings (e.g., meat processing facilities), and congregate living settings (e.g., prisons, youth homes, shelters).
	Implementation Plan (Bulleated items or brief sentences)	Through the increase in the number of contact tracing teams, Riverside County staff will provide high-risk employment settings with the implementation of mitigation strategies.
	Applicant capacity: What is the current capacity to perform this milestone?	Riverside County has developed a Covid-19 Containment. Currently, Riverside County has 10 contact tracing teams.
	Expected Achieve By Date (select from drop down)	March 2022

Activity 4 - Milestone 5	Activity 4: Control COVID-19 in high-risk settings and protect vulnerable or high-risk populations.	
	Planned Activity (Provide a title for this milestone)	Increase mobile testing sites to vulnerable or high-risk populations.
	Implementation Plan (Bulleated items or brief sentences)	Riverside County mobile coronavirus testing team to serve targeted populations or communities.

	Applicant capacity: What is the current capacity to perform this milestone?	The Mobile Testing team, made up of nurses, emergency medical technicians and paramedics, sets up testing locations for one or two days as needed then quickly move on to another site. The mobile testing team provides flexibility to complete testing at different locations where there is a targeted need, such as hard-to-reach vulnerable communities.
	Expected Achieve By Date (select from drop down)	March 2022

Activity 5 - Milestone 1	Activity 5: Monitor and mitigate COVID-19 introductions from connected jurisdictions (i.e., neighboring cities, states; including air travel).	
	Planned Activity (Provide a title for this milestone)	Continue to monitor and coordinate interjurisdictional transfers
	Implementation Plan (Bulleted items or brief sentences)	Riverside County Contact Tracing teams to monitor county of residence, employment, or recreational activities to identify other local jurisdictions. Staff will coordinate with other jurisdictions to ensure control and mitigation activities.
	Applicant capacity: What is the current capacity to perform this milestone?	Cases and contacts that cross jurisdictional boundaries are currently followed up by Contact Tracing Teams.
	Expected Achieve By Date (select from drop down)	March 2022

Activity 6 - Milestone 1	Activity 6: Work with healthcare system to manage and monitor system capacity.	
	Planned Activity (Provide a title for this milestone)	Assess and monitor the number and availability of critical care staff, necessary PPE and potentially life-saving medical equipment, as well as access to testing services.
	Implementation Plan (Bulleted items or brief sentences)	Riverside County Emergency Management Department (EMD) will continue to produce daily dashboards to monitor the number and availability of hospital beds, ICU beds, ventilators, PPE, and staff. Will use ReddiNet polling as necessary and communicate with regional partners.

	Applicant capacity: What is the current capacity to perform this milestone?	Riverside County EMD currently produces daily dashboards.
	Expected Achieve By Date (select from drop down)	March 2022

Activity 6 - Milestone 2	Activity 6: Work with healthcare system to manage and monitor system capacity.	
	Planned Activity (Provide a title for this milestone)	Utilize eCR data to enhance morbidity and mortality surveillance and to help monitor the health of the community and inform decisions for the delivery of public health services.
	Implementation Plan (Bulleted items or brief sentences)	Continue to monitor 911-system through the analysis and reporting of eCR data through FirstWatch.
	Applicant capacity: What is the current capacity to perform this milestone?	EMD currently uses FirstWatch to analyze, alert and trigger warnings for situational awareness of the 911 system.
	Expected Achieve By Date (select from drop down)	

Activity 7 - Milestone 1	Activity 7: Improve understanding of jurisdictional communities with respect to COVID-19 risk.	
	Planned Activity (Provide a title for this milestone)	Build understanding of population density and high-risk population density by using GIS to identify areas of need.

	Implementation Plan (Bulleted items or brief sentences)	Riverside County staff will use GIS to identify areas of high-risk population density using CA Healthy Places Index, Covid data, and other population indicators.
	Applicant capacity: What is the current capacity to perform this milestone?	GIS activities are currently conducted by Information Technology, EMD, and Public Health.
	Expected Achieve By Date (select from drop down)	September 2020

Activity 7 - Milestone 2	Activity 7: Improve understanding of jurisdictional communities with respect to COVID-19 risk.	
	Planned Activity (Provide a title for this milestone)	Monitor compliance to improve mitigation activities
	Implementation Plan (Bulleted items or brief sentences)	Develop tracking system to report daily calls/emails to monitor compliance. Riverside County Department of Environmental Health will monitor and enforce compliance of bar closures.
	Applicant capacity: What is the current capacity to perform this milestone?	Currently, Riverside County Public Health staffs the call line for the public to report compliance issues and other Covid-19 general inquiries.
	Expected Achieve By Date (select from drop down)	October 2020

Budget

Expenditure Type	Expenditure Name	Max # of Hours (if hourly employee)	Monthly Salary/Hourly Range (per budget)	Salary/Hourly Rate	Total % Budgeted	Months Position Budgeted	Original Budget
Personnel							
	Epidemiology Analyst (work from Jan 2021)			99,418	0.80	15	\$ 99,418.00
	Epidemiology Analyst (work from Jan 2021)			99,418	0.80	15	\$ 99,418.00
	Research Specialist II			84,819	0.80	15	\$ 84,819.00
	GIS Research Specialist I			78,670	0.80	15	\$ 78,670.00
Total Salaries and Wages							\$ 362,325.00
FB - Fringe Benefits @ 48.04%							\$ 174,061
Total Fringe Benefits							\$ 174,061
Total Personnel							\$ 536,386
Supplies							
	SP - Lab Supplies (Ancillary lab supplies for testing such as PPE, pipet tips, and waste containers)						\$ 6,000.00
	SP- Testing Supplies (COVID Antibody Test Kits)						\$ 70,000.00
	SP- Other Supplies (Supplies for Collection of Patient Samples/Onsite Draws)						\$ 30,092.00
Total Supplies							\$ 106,092.00
Other Costs							
	OC - Computers (Laptops for virtual contact tracing teams)						\$ 183,534.00
	OC- Computers (Computer and larger monitor for GIS)						\$ 6,015.00
	OC - Other (SPSS Licenses)						\$ 25,000.00
	OC - Other (Tetra Tek)						\$ 88,100.00
Total Other Costs							\$ 302,649.00
Total Direct Cost							\$ 945,127
FA - Indirect (Use CDPH Approved Cost Rate for ICR)							\$ 134,096
Total Budget							\$ 1,079,223

Total not to exceed \$1,079,223.00.

Reporting

Progress Reports

Progress reports are due quarterly by the 30th/31st of the month following the end of the quarter.
Progress report will be emailed by the due date to ELCCOVID19@helunahealth.org.

Mandatory Grant Disclosures

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Tonya M. Jenkins, Grants Management Specialist
Time Solutions LLC
Office of Grants Services (OGS)
Office of Financial Resources (OFR)

Office of the Chief Operating Officer (OCOO)
Centers for Disease Control and Prevention (CDC)
pjo6@cdc.gov | 404-498-2399 office

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b))

ATTACHMENT B

Insurance Coverage Requirements

Local Health Department (and any sub Local Health Department may use if permitted under the Agreement) shall, at its own expense, obtain and maintain the following self-insurance coverage during all periods while providing services under the Agreement:

General Liability Insurance

- (a) Coverage on an occurrence basis of all operations and premises, independent Local Health Departments, products, completed operations, explosion, collapse and underground hazards, broad form contractual liability, personal injury (including bodily injury and death), broad form property damage (including completed operations and loss of use) and additional insured endorsement.
- (b) The minimum limits of liability under this insurance requirement shall be not less than the following:

(i)	General Aggregate Limit	\$2,000,000
(ii)	Each Occurrence	\$1,000,000

Workers Compensation & Employer's Liability Insurance

Coverage in accordance with all applicable state laws reflecting the following limits of liability

- (b) Workers' Compensation:
 - (i) California Statutory Benefits
- (b) Employer's Liability:

(i)	\$1,000,000	Bodily Injury each Accident
(ii)	\$1,000,000	Bodily Injury by Disease – Policy Limit
(iii)	\$1,000,000	Bodily Injury by Disease – Each Employee

Comprehensive Automobile Liability Insurance

Coverage for all owned, hired and non-owned vehicles with limits not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence with no annual aggregate limits.

Professional Liability Insurance

Coverage with minimum limits of liability not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. To the extent coverage is afforded on a claims made basis, tail coverage for a minimum of three (3) years shall be required.

All insurance policies shall: (i) name HELUNA HEALTH and any related entities identified by HELUNA HEALTH as Additional Insureds on a primary basis; (ii) stipulate that the insurance is primary and that any insurance carried by any of said Additional Insureds shall be excess and non-contributory insurance; (iii) be provided by carriers rated by A.M. Best Company as "A- VII" or better and be admitted to conduct insurance business in California; (iv) not contain a deductible greater than \$1,000; (v) provide that thirty (30) days written notification is to be given to HELUNA HEALTH prior to the non-renewal, cancellation or material alteration of any policy; and (vi) be acceptable to HELUNA HEALTH.



CERTIFICATE OF INSURANCE OR SELF-INSURANCE

THIS IS TO CERTIFY THAT THE SELF-INSURED COVERAGE LISTED BELOW IS CURRENTLY IN EFFECT FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THIS CERTIFICATE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH CERTIFICATE.

COVERAGE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE EXCESS POLICY.

Type of Coverage		Company and Policy Number	Policy Period	Limits of Liability Bodily Injury/Property Damage
<input checked="" type="checkbox"/>	Commercial General Liability Including Vehicle Liability	Self-Insured	07/01/2020 to 07/01/2021	\$1,000,000 Combined Single Limit Per Occurrence with No Aggregate Limit
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	Permissibly Self-Insured	07/01/2020 to 07/01/2021	\$2,000,000 Per Occurrence with No Aggregate Limit

The County of Riverside certifies that the above self-insured program is in effect as respect to: Community mitigation in response to COVID-19.

Certificate Holder	Cancellation
Heluna Health Attn: Shavena Fife 13300 Crossroads Parkway North Suite 450 City of Industry, CA 91746	In the event of cancellation of the self-insurance program or policy designated below, it is the intent of the County of Riverside to mail 30 days' prior notice thereof.

This certificate is not valid unless signed by an authorized representative of the County of Riverside, Risk Management Division

Date: July 23, 2020

Lari Camarra

cc: Debbie Plascencia, OAH, ISS Procurement



ATTACHMENT C

Required Invoice Template **Draft**

An example of the required invoice template is attached. The invoice template specific to your agency will be provided after the agreement is fully executed.

Invoice Instructions

The invoice template will be updated monthly and provided the third week of month for the previous month.

Monthly invoice template and supporting documentation are due within 30 days of month end via email to ELCCOVID19Invoices@helunahealth.org.

- Supporting documentation required: Invoice, proof of payment, receipts, and packing slips for any operating cost purchases (i.e. equipment, supplies, etc.).
- For personnel supporting documentation, please provide payroll register or general ledger detail for employees and timesheets.

INVOICE

Heluna Health
13300 Crossroads Parkway North, Suite 450
City of Industry, CA 91746
(800) 201-7320
ELCCOVID19Invoices@helunahealth.org

Name of Local Health Department _____
Local Health Department Address _____
Contact _____
Telephone # _____
Email _____

Program Number _____ Invoice No _____
Period Covered _____ Date of Invoice _____
Final Yes _____ No _____

ITEM	Prior Month Expended	CURRENT EXPENSES	CUMULATIVE EXPENSES	APPROVED BUDGET	UNEXPENDED BALANCE
Non-Heluna Health Personnel Costs					
Position Title	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL NON-HELUNA HEALTH PERSONNEL COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Operating Costs					
Line 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Line 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Line 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Line 4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OPERATING COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INVOICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Please submit only one (1) invoice per month.
Due Date: Invoice and supporting documentation are due within 30 days of month end and via email to ELCCOVID19Invoices@helunahealth.org.
Supporting documentation required: invoice, proof of payment, receipts, and packing slips for any operating cost purchases (i.e. equipment, supplies, etc.).
For personnel supporting documentation, please provide payroll register or general ledger detail for employees and timesheets.

I certify that all expenditures reported are for appropriate purposes and in accordance with the terms and conditions of the agreement

Signature _____ Date _____

Printed Name and Title _____

*****Heluna Health Use Only*****

Received on _____

First Review & Date _____

Approver & Date _____

Date Sent to Accounting _____

