

## GRANT AGREEMENT

### Under an Agreement with the State of California Department of Health Care Services and Sierra Health Foundation: Center for Health Program Management for Implementation and Administration of the Asthma Mitigation Project

This Grant Agreement is between the Grantee identified below and Sierra Health Foundation: Center for Health Program Management (the Grantor), a California non-profit corporation. The grant is offered by the Grantor for the purposes described below and is subject to the Grantee's full acceptance of all of the conditions specified in this Grant Agreement. This Grant Agreement supersedes all previous written, verbal, or implied contracts. This Grant Agreement will be effective when signed by a duly authorized representative of the Grantee and received, reviewed, and approved by the Grantor.

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<b>Grant Number:</b>	GA20APS017	<b>Amount:</b>	\$500,000.00
<b>Date Authorized:</b>	7/29/2020	<b>Grant Period:</b>	33 Months
<b>Begin Date:</b>	8/1/2020	<b>End Date:</b>	5/15/2023
<b>Grant Purpose:</b>	See Scope of Work Exhibit A.		
<b>Grantee:</b>	San Mateo County Family Health Services		
<b>Grantee Address:</b>	2000 Alameda De Las Pulgas, Suite 200 San Mateo, CA 94403		
<b>Grantee Phone:</b>	(650) 573-2093		
<b>Grantee Contact:</b>	Ms. Lizelle Lirio de Luna, Director of Family Health Services		
<b>Project Name:</b>	San Mateo County Asthma Home Visiting Program		
<b>Project Contact:</b>	Ms. Lizelle Lirio de Luna, Director of Family Health Services		
<b>Grantor's Program Officer:</b>	Ms. Madeline Sabatoni, Program Officer		

**Reporting Schedule:**

Report Due	Report Period	Report Due Date to Grantor
Progress Report 1	8/1/2020 – 1/15/2021	1/31/2021
Progress Report 2	1/16/2021 – 7/15/2021	7/31/2021
Progress Report 3	7/16/2021– 1/15/2022	1/31/2022
Progress Report 4	1/16/2022 – 7/15/2022	7/31/2022
Progress Report 5	7/16/2022 – 1/15/2023	1/31/2023
Cumulative Final Report	1/16/2023 – 5/15/2023	5/31/2023

**Payment Schedule:** Note, Grantee must be current on all grant deliverables before subsequent grant payment(s) will be released.

Payment Number	Payment Amount	Payment Contingency
1	\$100,000	Within 30 days of Grantor's receipt, review, and approval of the Grant Agreement.
2	\$200,000	Within 30 days of Grantor's receipt, review, and approval of Progress Reports 1 and 2 and all previous requirements.
3	\$200,000	Within 30 days of Grantor's receipt, review, and approval of Progress Reports 3 and 4 and all previous requirements.
Total	\$500,000	

**GRANT CONDITIONS**

**1. General**

This grant is to be used only for the Grant Purpose described above. This grant is made subject to current and applicable laws and is made pursuant to the Internal Revenue Code, as amended, and the regulations issued thereunder.

**2. Tax Status**

This grant is based on the representation that the Grantee is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, is classified as a public charity described in paragraph (1), (2), or (3) of section 509(a) of the Internal Revenue Code, and is not serving as a fiscal sponsor for earmarked funds. The Grantee shall give the Grantor immediate written notice if there is any change or potential change in its tax-exempt status. (Governmental entities and organizations receiving a Grant Agreement identified as Expenditure Responsibility on page 1 are exempt from this condition.)

### 3. Reporting Requirements

Progress Report: Bi-Annual Narrative and Financial progress reports (progress report(s)) is required as a condition of this grant. Progress reports must be submitted according to the Reporting Schedule specified above. Progress Reports must utilize the provided template and report on activities through the reporting period. Progress Reports include Financial reports.

Cumulative Final Report: A Cumulative Final Report is required as a condition of this grant. The Cumulative Final Report must include the following: 1) narrative report utilizing the provided narrative report template, and 2) a complete accounting of all grant funds received and expended. The Cumulative Final Report is to be submitted according to the Reporting Schedule specified above.

### 4. Expenditure of Funds

- 4.1 Funds shall not be used in any way other than as described in this Agreement. The grant made herein and the budget approved by the Grantor in Exhibit B is subject to material modification only with the Grantor's prior written approval.
- 4.2 The Grantee is responsible for the proper expenditure of funds provided by the Grantor and shall keep adequate records to enable periodic reviews of the use of grant funds.
- 4.3 The Grantee shall promptly return to the Grantor any unexpended funds granted to it by the Grantor as follows:
  - 4.3.1 At the end of the grant;
  - 4.3.2 If the Grantor, at its sole discretion, determines the Grantee has not performed in accordance with the Agreement; and/or
  - 4.3.3 If the Grantee loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, as that section may be amended.
- 4.4 No funds provided by the Grantor shall be used in a manner inconsistent with Section 501(c)(3) of the Internal Revenue Code, such as for any political campaign.

### 5. Grant Announcements, Promotional Activities and Project Findings

The Grantor shall periodically produce a general press release about the organizations that have received grants. The Grantee is encouraged to make its own public announcement for stimulating additional support for the funded project. One copy of all final press releases, news articles, and any other published references to the Grantor or this project must be sent to the Grantor. Any reference to Sierra Health Foundation: Center for Health Program Management must include the following wording: "Sierra Health Foundation: Center for Health Program Management, a nonprofit public charity which serves in a leadership role in expanding health and wellness in California." The Grantor's logo should not be included in Grantee press releases or other collateral material without prior approval from the Grantor's Communications Officer.

The Grantor retains a royalty-free, non-exclusive, and irrevocable license to reproduce, alter, or otherwise use (and to authorize others to use) any such materials and data collected.

**6. Limitation of Commitment**

Unless otherwise stated in writing by the Grantor, this grant is made with the understanding that the Grantor has no obligation to provide other or additional support to the Grantee.

IN WITNESS WHEREOF, the Grantor and Grantee have executed this Agreement on the date(s) set forth below.

**Grantor:** Sierra Health Foundation: Center for Health Program Management

**By:** \_\_\_\_\_  
Chet P. Hewitt, President and CEO

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

**Grantee:** San Mateo County Family Health Services

**By:** \_\_\_\_\_  
Signature of Authorized Representative

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

\_\_\_\_\_  
Print Name and Title

**Date Prepared:** September 1, 2020

**EXHIBIT A  
SCOPE OF WORK**

**General Scope of Work 2020 2023**

**Funded Partners will be responsible for:**

1. Developing and/or implementing a culturally and linguistically appropriate asthma home visiting program.
2. Providing asthma education and home environmental remediation to targeted populations.
3. Participating in cross-site evaluation efforts, including collecting and sharing data and information as necessary.
4. Funded partners will be expected to collaborate with each other and other entities in their respective counties across all priority areas to avoid duplication of services. Funded partners can expect to participate in ongoing technical assistance and capacity building activities.

The funded partner will work with The Center to update, if needed, the work plan and budget submitted with its proposal. This work plan, including its deliverables and timelines, are incorporated into this scope of work. For grant years two and three, work plans can be modified as necessary.

AMP Scope of Work 2020-2023	Deliverable(s)	Deadline
<ol style="list-style-type: none"> <li>1. Provide asthma home visiting services by qualified professionals that include up to five home visits for individuals ages 0-21 and up to three home visits for individuals over age 21 and cover:               <ol style="list-style-type: none"> <li>a. Asthma education</li> <li>b. Home environmental asthma trigger assessments</li> <li>c. Home environmental trigger remediation (up to \$1,000 per client)</li> </ol> </li> <li>2. Ensure that the professionals providing asthma home visiting services are trained using curricula, materials, face-to-face client interactions and/or other resources that cover a core set of topics, including, but not limited to, the list included on page 4 of the RFP</li> <li>3. Ensure that the professionals providing asthma home visiting services provide culturally and linguistically appropriate services and reflect the community and population served</li> <li>4. Provide the above services to Medi-Cal patients, particularly those children and adults with poorly controlled asthma, as well as undocumented adults who are not otherwise qualified for Medi-Cal and have poorly controlled asthma</li> <li>5. Maintain accurate records of recruitment activities, staffing, training, services provided, and participant assessment data</li> </ol>	<p>Data to be provided within the progress report.</p> <p>#1: 8/1/2020 – 1/15/2021</p> <p>#2: 1/16/2021 – 7/15/2021</p> <p>#3: 7/16/2021 – 1/15/2022</p> <p>#4: 1/16/2021 – 7/15/2022</p> <p>#5: 7/16/2022 – 1/15/2023</p> <p>Cumulative final report to include:</p> <p>1/16/2023 – 5/15/2023.</p> <p>Progress report template to be provided by The Center.</p>	<p>Progress Report Deadlines:</p> <p>#1: 1/31/2021</p> <p>#2: 7/31/2021</p> <p>#3: 1/31/2022</p> <p>#4: 7/31/2022</p> <p>#5: 1/31/2023</p> <p>Cumulative final report due: 5/31/2023</p>

<p>6. With the technical assistance team, create a technical assistance plan, revised annually</p> <p>7. Participate in technical assistance activities, which may include receiving technical assistance from experts and peers, or providing technical assistance to peers, or both</p> <p>8. Participate in a quarterly peer learning network online and one to two in-person convenings (which may be moved to virtual meetings given the COVID-19 pandemic).</p>	<p>Team Attendance at Quarterly Learnings and Convenings.</p> <p>Technical Assistance Work plan. Work plan template provided by The Center and completed in partnership with the Technical Assistance team.</p>	<p>Learning Convening Dates TBD</p> <p>Technical assistance work plan due: 10/15/20</p> <p>Revised work plan due dates:</p> <p>Year 2: 8/1/2021 Year 3: 8/1/2022</p>
<p>9. Coordinate with other asthma home visiting programs serving the same geographic area and population in order to reduce duplication/competition and enhance efficiency and effectiveness of all services, if applicable</p>	<p>Coordination plans, when necessary. Coordination will be facilitated by the Technical Assistance Team.</p>	<p>11/30/2020</p>
<p>10. Submit regular progress reports responding to the performance measures identified in the grant agreement and work plan, as well as financial reports describing actual expenditures of grant funding</p>	<p>Progress Reports – template to be provided by The Center.</p> <p>Financial Reports – template to be provided by The Center.</p>	<p>See the above progress report dates.</p>
<p>11. Cooperate with an external evaluation of the overall program, including providing data from records, facilitating surveys and other data collection activities</p>	<p>TBD</p>	<p>TBD</p>
<p>12. In partnership with The Center Communications, team partner on any needed communications and public affairs requests, as needed.</p> <p>13. Help articulate the value and impact of funded partner's work with diverse audiences, ranging from other asthma home visiting programs, health care stakeholders, and other leaders in support of the goal of ongoing access to these services across all parts of the state.</p>	<p>As needed.</p>	<p>Ongoing.</p>
<p>14. Final Report</p>	<p>Template to be provided by The Center.</p>	<p>5/31/2023</p>

EXHIBIT B The Center  
APPROVED BUDGET Proposed Project Budget

Applicant Organization: San Mateo County Family Health Services

Start Date: 8/1/2020 End Date: 5/15/2023

	Total Project Budget	Requested from The Center	Other Funding Committed to Project
<b>I. Personnel</b>			
Salaries			
1 Senior Community Worker	\$293,715.82	\$176,229.49	\$117,486.33
2 Senior Community Worker	\$34,845.27	\$0.00	\$34,845.27
3 Public Health Nurse	\$165,765.32	\$99,459.19	\$66,306.13
4 Public Health Nurse	\$40,388.10	\$0.00	\$40,388.10
5 Senior Public Health Nurse	\$46,313.42	\$0.00	\$46,313.42
6 Medical Office Specialist	\$57,303.08	\$0.00	\$57,303.08
7 _____			
8 _____			
Payroll Taxes and Benefits	\$319,165.51	\$137,844.34	\$181,321.16
Consultant Fees			
1 _____	\$0.00	\$0.00	\$0.00
2 _____	\$0.00	\$0.00	\$0.00
3 _____	\$0.00	\$0.00	\$0.00
4 _____	\$0.00	\$0.00	\$0.00
<b>Total Personnel</b>	<b>\$957,496.52</b>	<b>\$413,533.02</b>	<b>\$543,963.49</b>
<b>II. Other Expenses</b>			
Office Supplies	\$3,000.00	\$1,800.00	\$1,200.00
Postage	\$3,000.00	\$1,800.00	\$1,200.00
Printing/Duplicating	\$3,000.00	\$1,800.00	\$1,200.00
Information/Materials	\$3,000.00	\$1,800.00	\$1,200.00
Equipment	\$0.00	\$0.00	\$0.00
Rent / Utilities	\$0.00	\$0.00	\$0.00
Travel	\$7,500.00	\$4,500.00	\$3,000.00
Miscellaneous (List)			
1 Client supplies (environmental trigger remediation)	\$9,540.00	\$9,540.00	\$0.00
2 _____	\$0.00	\$0.00	\$0.00
3 _____	\$0.00	\$0.00	\$0.00
4 _____	\$0.00	\$0.00	\$0.00
5 _____	\$0.00	\$0.00	\$0.00
6 _____	\$0.00	\$0.00	\$0.00
7 _____	\$0.00	\$0.00	\$0.00
8 _____	\$0.00	\$0.00	\$0.00
<b>Total Other Expenses</b>	<b>\$29,040.00</b>	<b>\$21,240.00</b>	<b>\$7,800.00</b>
Indirect (up to 15% of direct costs)	\$147,980.48	\$65,215.95	\$82,764.52
<b>Total Grant Expenses</b>	<b>\$1,134,516.99</b>	<b>\$499,988.98</b>	<b>\$634,528.02</b>