

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

21-540 A1

SAP Number

Department of Public Health

Department Contract Representative
Telephone Number

Scott Rigsby

909-387-6408

Contractor

Department of Health and Human
Services Centers for Disease Control
and Prevention (CDC)

Contractor Representative
Telephone Number
Contract Term
Original Contract Amount
Amendment Amount
Total Contract Amount
Cost Center

Dedrick Muhammad

(678) 475-4523

May 31, 2023, through May 31, 2024

\$24,844,268

NA

\$24,844,268

9300291000

Briefly describe the general nature of the contract:

1. Approve submission of the Department of Public Health's no cost extension for grant award (Award No. 1NH75OT000064-01-00) from the Department of Health and Human Services Centers for Disease Control and Prevention for the COVID-19 Response Through Community Collaboration to support COVID-19 response activities, with a specific focus on health equity and community collaboration, in the amount of \$24,844,268, for the extension grant term period of May 31, 2023 through May 31, 2024.

FOR COUNTY USE ONLY

Approved as to Legal Form

A handwritten signature in black ink, appearing to read "Adam Ebright".

Adam Ebright, Deputy County Counsel

Date Mar 14, 2023

Reviewed for Contract Compliance

A handwritten signature in black ink, appearing to read "Joshua Dugas".

Date _____

Reviewed/Approved by Department

A handwritten signature in black ink, appearing to read "Joshua Dugas".

Joshua Dugas, Director

Date Mar 14, 2023



County Administrative Office

Leonard X. Hernandez
Chief Executive Officer

February 28, 2023

Melanie Amacker, Project Officer
Jennifer Allen, Grants Management Specialist
Centers for Disease Control and Prevention
Center for State, Tribal, Local, and Territorial Support

Re: 1 NH75OT000064-01-00, Award Date of 5/27/21, CDC-RFA-OT21-2103: National Initiative to Address COVID-19 Health Disparities Among Populations at High Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities

Ms. Amacker and Ms. Allen:

Thank you for allowing San Bernardino County the opportunity to request a no cost extension to our Centers for Disease Control and Prevention (CDC) COVID-19 Response Through Community Collaboration grant, 1 NH75OT000064-01-00. This letter serves as my formal support and approval of this request. Extending the grant term through May 31, 2024, will enable San Bernardino County to continue vital COVID-19 services through community collaborations and partnerships, as outlined on the following pages and included documents.

We appreciate the CDC's willingness to work with us as we address the evolving needs related to COVID-19. Should you have any questions regarding this item, please contact my Public Health Department staff at (909)387-9146.

Sincerely,

A handwritten signature in blue ink that reads "Leonard X. Hernandez".

Leonard X. Hernandez
Chief Executive Officer

cc: Luther Snone, Chief Operating Officer
 Matthew Erickson, Chief Financial Officer
 Joshua Dugas, Director, Public Health

BOARD OF SUPERVISORS

COL. PAUL COOK (RET.)
Vice Chairman, First District

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Leonard X. Hernandez
Chief Executive Officer

1 NH75OT000064-01-00 Extension Request

San Bernardino County

FEBRUARY 28, 2023

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Project Title:

COVID-19 Response Through Community Collaboration

Award Number:

1 NH75OT000064-01-00

Period of Extension Request:

12 Months

Current End Date of Project Period:

May 31, 2023

Requested End Date of Project Period:

May 31, 2024

Justification and Work Plan Detail:

A no cost 12-month extension will allow the County to:

- 1) Continue our work plan objective of providing outreach, education, and promotion through community partners.

The County currently has contracts with eight agencies for the provision of outreach, education, and promotion in relation to COVID-19 testing and vaccination. Some agencies have requested additional time to reach specific sub-populations. Others have identified barriers such as difficulties in hiring staff and reaching underserved populations, and the need to build trust over time within the community.

County staff provide technical assistance to contract agencies. The County has also implemented a Vaccine Equity Workgroup to assist contractors in meeting County and grant objectives. We are in the process of hiring a staff member to provide additional technical assistance, support to contractors in meeting grant objectives, and to monitor contracts to ensure compliance with programmatic requirements.

We are also hiring a staff member to conduct COVID-19 wastewater surveillance and are transitioning contract tracers into the grant to assist with wastewater surveillance and disease investigation. A no cost extension will also allow us to implement recommendations from our Vaccine Equity Workgroup; that will impact work plan objectives.

If approved, we will hire/transition staff and amend contracts with the current providers to align with the new performance period.

- 2) Continue our work plan objective of purchasing supplies in relation to COVID-19.

The County anticipates additional purchases in relation to COVID-19 for testing and vaccination that will extend beyond the originally anticipated timeframe. Extending the grant for an

additional year will support purchasing additional Over the Counter (OTC) and PCR tests and will offset costs associated with processing test results.

If approved, the County will continue with these purchases throughout the new performance period.

- 3) Continue our work plan objective of completing a Community Health Improvement Plan (CHIP) and expand to further update the Community Health Assessment (CHA) to meet new Public Health Accreditation Board requirements, maintaining a focus on both COVID-19 and health equity.

While the CHA should be complete within the current grant timeframe and development of the CHIP underway, approval of an extension will allow for further refinement of the CHA and CHIP. This includes sharing and distribution of the plan with stakeholders, implementation, and tracking of progress beyond its initial creation. This will also allow more time for community engagement after completion and lead to a more robust process addressing both COVID-19 and equity.

If approved, the County will further engage with the community and track progress of the CHA and CHIP throughout the new performance period.

- 4) Continue our work plan objective of internal promotion and advertising.

Although the County has widely advertised COVID-19 testing and vaccination, more needs to be done to reach underserved populations. The County anticipates additional advertising in relation to the CHA, CHIP, and promotion of other COVID-19 and equity related items, but not to the extent as originally budgeted. Therefore, a portion of these funds will be redirected to the Public Health Alliance (an existing line item) and testing (detailed in item 2 on the previous page).

If approved, the County will continue to promote testing and vaccination via internal advertising throughout the new performance period.

Budget and Expenditures:

Expenditures posted, as of January 25, 2023, are \$9,689,747 and represent approximately 39 percent of the total award. The County requests to extend the term by 12 months and make adjustments to include the activities detailed above and in Attachment 2, Reallocation Cost Analysis, with no change to the total amount, and redirected budget line items are less than 25 percent of the total award. All community service contracts are in place. A revised Budget Narrative, Attachment 3, is also attached, as required.

Approval of this extension request will allow the County to continue vital services beyond the original term of the award and allow for the completion of work plan objectives.

A brief summary and timeline are detailed in Attachment 1, Brief Timeline.

If Not Approved:

It should be noted, that without this no cost extension, we will be unable to fully implement and complete the aforementioned work plan objectives or hire/transition the additional staff as detailed.

1 NH75OT000064-01-00 Extension Request

San Bernardino County

FEBRUARY 28, 2023

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Any further budget amendments over the allowable threshold will be submitted to the CDC for review and approval by the CDC prior to implementation.

Thank you for your consideration of this request. We hope it met with a favorable review and look forward to your response.

Attachments

Attachment 1: Brief Timeline

Attachment 2: Reallocation Cost Analysis

Attachment 3: Budget Narrative

No Cost Extension Request

San Bernardino County, Department of Public Health

Attachment 1: Brief Timeline (for revised strategies and activities only)

Strategy 1 – Resources and Services

Item	Action	Responsible Party	Action Date
Activity 1.1 - Service Contracts	Extend Contracts	Public Health and Human Services Program Staff	April 2023

This will allow for the extension of service contracts beyond their original term which currently aligns with the grant term.

Strategy 1 – Resources and Services

Item	Action	Responsible Party	Action Date
Activity 1.2 - Supplies	Distribution and Utilization of OTC and PCR Tests	Public Health Program Staff	February 2023

This will allow for the purchase of additional items, such as test kits and costs associated with results determination beyond the original grant term.

Strategy 4 – Partner Mobilization

Item	Action	Responsible Party	Action Date
Activity 4.1 - Community Health Improvement Plan	Complete CHA and Begin CHIP Implementation Activates	Public Health Program Staff and Consultant	June 2023

This will allow for completion of the CHA, CHIP, and further implementation activities beyond completion.

Strategy 4 – Partner Mobilization

Item	Action	Responsible Party	Action Date
Activity 4.2 - Advertising and Promotion	Additional Advertising	Public Health Program Staff	February 2023

This will allow for additional advertising, reaching additional underserved populations, beyond the original term of the grant.

San Bernardino County No Cost Extension Request				Attachment 2 Reallocation Cost Analysis
Budget Category	Approved	Redirection	Awarded	
Personnel	\$6,704,408	\$7,833,019	\$7,833,019	
Fringe Benefits	\$1,397,602	\$725,736	\$725,736	
Consultant	\$250,000	\$350,000	\$350,000	
Equipment	\$2,900,000	\$500,000	\$500,000	
Supplies	\$3,930,517	\$5,850,884	\$5,850,884	
Travel	\$15,000	\$15,000	\$15,000	
Other	\$1,179,080	\$883,786	\$883,786	
Contractual	\$7,100,000	\$7,100,000	\$7,100,000	
Total Direct Costs	\$23,476,607	\$23,258,425	\$23,258,425	
Indirect Costs	\$1,367,661	\$1,585,843	\$1,585,843	
Total Approved Budget	\$24,844,268	\$24,844,268	\$24,844,268	
25%	\$ 5,869,152	\$ 5,814,606		
Is the Budget Redirect greater than 25% of the original Budget?	No			

Attachment 3: Budget Narrative
 County of San Bernardino, Department of Public Health
 COVID-19 Equity through Community Collaboration

Salaries & Wages

Position Title and Name	Annual Salary	Time	Months	Annual (Salaries and Benefits)	Total Amount Year 1, 2, and 3 (Salaries and Benefits) X	Year 1 Unexpended (Salaries and Benefits) Y	Amount Requested (Salaries and Benefits) X-Y
Public Health Program Manager	\$118,502	100%	24 months	\$178,452	\$356,904	\$171,629	\$185,275
Scott Rigsby							
Public Health Program Coordinator	\$95,781	100%	17 months	\$144,237	\$204,336	\$0	\$204,335
Robert Gonzales							
Public Health Project Coordinator	\$79,63	100%	36 months	\$119,965	\$349,897	\$185,530	\$164,367
COVID Testing / Vaccine Site Managers (10)	\$92,625	100%	36 months	\$1,394,840	\$4,068,284	\$1,650,379	\$2,417,904
Accountant II Shirley Bustamante	\$52,417	50%	36 months	\$39,467	\$115,112	\$33,550	\$81,562
Accountant III	\$72,615	20%	36 months	\$21,870	\$63,788	\$32,805	\$30,983
General Services Workers (63)	\$34,715	100%	36 months	\$2,296,411	\$6,697,865	\$3,286,673	\$3,411,192
Contact Tracers (32)	\$43,343	100%	17 months	\$1,456,332	\$2,063,137	\$0	\$2,063,137
Total Personnel				\$5,651,574	\$13,919,323	\$5,360,568	\$8,558,755

Attachment 3: Budget Narrative
County of San Bernardino, Department of Public Health
COVID-19 Equity through Community Collaboration

Total Personnel			\$11,651,850
Less: Unexpended Year 1&2			(\$5,360,568)
Add: Year 2 and 3 Personnel			\$2,267,473
Total Amount Requested			\$8,558,755

Salary and Wage Justification

Job Description: Public Health Program Manager – (Scott Rigsby)

This position will oversee awarded funding and personnel associated with the grant. It will also be responsible for grant oversight, administrative tasks, and reporting. Duties will transition to a Public Health Program Coordinator in 2023.

Job Description: Public Health Program Coordinator – (Robert Gonzales)

This position will oversee awarded funding and personnel associated with the grant. It will also be responsible for grant oversight, administrative tasks, reporting, and providing technical assistance to contract agencies.

Job Description: Public Health Project Coordinator – (Vacant)

This position will conduct wastewater surveillance in relation to COVID-19, including the detection of virus shed into wastewater via feces of infected persons, to monitor trends not observed via other avenues. This position may also assist with school based vaccination.

Job Description: COVID Testing / Vaccine Site Managers

These positions will be responsible with the day-to-day oversite of site operations, coordination, and facilitate activities related to COVID-19 testing and/or vaccination. They will supervise support staff for testing and/or vaccine mobile and stationary sites in underserved areas, as well as distribute OTC test kits. Variable working titles may be utilized, such as site manager, etc.

Job Description: Accountant II/III – (Shirley Bustamante)

This position will be responsible for tracking program expenditures, billing/invoicing, financial reporting, and makes recommendation on the program fiscal operation.

Attachment 3: Budget Narrative

County of San Bernardino, Department of Public Health

COVID-19 Equity through Community Collaboration

Job Description: Accountant III – (Esila Williams)

This position will assist the Project Coordinator in the oversight of contractors, which includes contract compliance monitoring to ensure contractors effectively providing contracted services.

Job Description: General Service Workers

These positions will be assigned to various countywide testing and/or vaccination sites to perform COVID-19 response activities to support overall site operations such as logistical support, clerical support, line monitoring, appointment verification, inventory control in underserved areas, and OTC test kit distribution. Variable working titles may be utilized, such as greater, line monitor, etc.

Job Description: Contact Tracers

These positions will investigate potential sources of COVID-19 infections and obtain cooperation from individuals and various entities to gain compliance with public health reporting.

Fringe Benefits

Public Health Program Manager Salary	\$118,502
Public Health Program Coordinator Salary	\$95,781
Public Health Project Coordinator Salary	\$79,663
Accountant II Salary	\$52,417
Accountant III Salary	\$72,615

Fringe Benefit	Percentage of Salary
Retirement	31.17%
Survivor Benefits	0.05%
Retirement (Employee Portion)	0.02%

Fringe Benefit	Percentage of Salary
Nonstandard/ limited benefit package	5%
Total Fringe	\$178,702

Attachment 3: Budget Narrative
County of San Bernardino, Department of Public Health
COVID-19 Equity through Community Collaboration

SDI/Short Term Disability	1.13%
Medicare	2.05%
Workers Compensation	3.02%
Vision Care	0.10%
Group Health (County Portion)	11.55%
Life Insurance	0.87%
Dental Insurance	0.28%
Cafeteria Plan	0.36%
Total Fringe	\$547,034

Consultant Costs

1. **Name of Consultant:** Health Management Associates
2. **Organizational Affiliation:** N/A - Consultant
3. **Nature of Services to Be Rendered:** Community Health Improvement Plan (CHIP), Community Health Assessment (CHA), and assisting the Community Vital Signs initiative. This item will have a direct impact on positive COVID-19 recovery outcomes for underserved populations.
4. **Relevance of Service to the Project:** Improvements to department focuses, quality, and equity, related to COVID-19 health disparities and inequities.
5. **Number of Days of Consultation** (basis for fee): Specify the total number of days of consultation. (approximately 700 days)
6. **Expected Rate of Compensation:** \$350,000
7. **Method of Accountability:** Program, fiscal, and contract monitoring, as well as Completion of the Community Health Improvement Plan.

Attachment 3: Budget Narrative
 County of San Bernardino, Department of Public Health
 COVID-19 Equity through Community Collaboration

Title	2021 Hourly Rates	2022 Hourly Rates	2023 Hourly Rates
<i>Physician Principal</i>	\$495	\$515	\$535
<i>Principal</i>	\$335	\$350	\$365
<i>Senior Associate</i>	\$245	\$255	\$265
<i>Analyst</i>	\$215	\$225	\$235
<i>Clerical and Staff Support</i>	\$95	\$95	\$95
Total Consultant			\$350,000

Contractual Costs

- Name of Contractor(s):** Roman Catholic Diocese of San Bernardino, El Sol, Inland Empire Health Plan, Reach Out, San Bernardino County Medical Society, St. Mary's Medical Center, TruEvolution and Young Visionaries.
- Method of Selection:** Competitive bid
- Period of Performance:** March 2022 through May 2024
- Scope of Work:** Reduce COVID-19 related health disparities, improve and increase testing/vaccinations among high-risk/underserved populations. Provide culturally and linguistic appropriate COVID-19 vaccine and testing Outreach, Education, and Promotion countywide.
- Method of Accountability:** Program, fiscal, and contract monitoring, as well as monthly progress reports.
- Itemized Budget:** \$7,100,000

Name of Contractor	Amount Requested
<i>Roman Catholic Diocese of San Bernardino</i>	\$500,000
<i>El Sol</i>	\$500,000
<i>Inland Empire Health Plan</i>	\$3,300,000
<i>Reach Out</i>	\$1,000,000

Attachment 3: Budget Narrative
County of San Bernardino, Department of Public Health
COVID-19 Equity through Community Collaboration

San Bernardino County Medical Society	\$150,000
St. Mary's Medical Center	\$1,250,000
TruEvolution	\$200,000
Young Visionaries	\$200,000
Total Contractual	\$7,100,000

Equipment

Item Requested	Number Needed	Unit Cost	Amount Requested
High Volume Testing Analyzer	1	\$500,000	\$500,000
Total Equipment			\$500,000

Equipment Justification

High Volume Testing Analyzers increase COVID-19 testing infrastructure and capacity within the county. This may include equipment at both the Public Health Laboratory and Arrowhead Regional Medical Center Laboratory.

1. Method of selection: County procurement process
2. Comparable bids: Will be obtained upon budget approval
3. Disposition / retention plans: Will be retained after grant completion unless requested to be returned.

Attachment 3: Budget Narrative
 County of San Bernardino, Department of Public Health
 COVID-19 Equity through Community Collaboration

Supplies

Item Requested	Type	Number Needed	Unit Cost	Amount Requested
Take-Home, OTC Test Kits, PCR Testing, and Results	1	-	-	\$5,850,884
Total Supplies				\$5,850,884

Supplies Justification

Supplies needed for testing and/or vaccine sites, including Take-Home Test Kits, Personal Protective Equipment (PPE), sharps, and other necessary ancillary supplies. This may also include office supplies, technology devices, and software necessary to assist the department and community with equitable COVID-19 response activities and outcomes.

Travel

Travel (In-State and Out-of-State)

Total \$15,000

Travel (In-State): Total \$7,168

Number of Trips	Number of People	Cost of Airfare	Number of Miles	Cost per Mile	Amount Requested
80 (20+ per year)	4	N/A	12,800	\$0.56	\$7,168

In-State Travel Justification

Traveling to conduct contract compliance, subcontractor training, budget meetings and program monitoring throughout the county.

Attachment 3: Budget Narrative
 County of San Bernardino, Department of Public Health
 COVID-19 Equity through Community Collaboration

Travel (Out-of-State): Total \$11,416

Per Diem or Lodging	Number of People	Number of Units	Unit Cost	Amount Requested
Per Diem	4	3 days	\$50/day	\$600
Lodging	4	3 nights	\$2,792	\$2,792
Total				\$3,392

Ground Transportation?	Number of People	Amount Requested
Yes	4	\$840

Out-of-State Travel Justification

Includes transportation, lodging, and other incidental costs to attend the Annual National Health Equity Conference in Cleveland, OH. The attendance of this conference will support this grant by keeping the program abreast on health equity gaps and the importance of building strategic community partnerships in an effort to develop and sustain diversity and inclusion within our community. The information attained will be shared with the contractors.

Attachment 3: Budget Narrative
 County of San Bernardino, Department of Public Health
 COVID-19 Equity through Community Collaboration

Other

Item Requested	Estimated Cost per Month	Number of Staff	Amount Requested
Advertising	\$14,000	N/A	\$500,000
Virtual Private Network (VPN) Services	\$10	2	\$316
Commet Phone Charges	\$50	2	\$1,920
Internet Services / E-mail Accounts	\$150	2	\$5,376
Cell Phone	\$80	2	\$2,976
Active Sync	\$25	2	\$844
Public Health Alliance Membership and Training	N/A	N/A	\$320,000
Salary & Benefit Transfers (Human Services)	\$2,000	1	\$35,295
Human Services Overhead Charge Out	\$200	1	\$7,059
County Counsel	\$550	N/A	\$10,000
Total			\$883,786

Attachment 3: Budget Narrative
County of San Bernardino, Department of Public Health
COVID-19 Equity through Community Collaboration

Advertising Justification

This line item represents the three-year cost associated with advertising in relation to COVID-19 response activities (testing and/or vaccine distribution), CHA/CHIP promotion, and media promotion. This may also include radio advertisements, billboards, posters, banners, print, visual, audio, translation, community meeting facilitation, and bus shelter advertisements, each presented in a culturally and linguistically appropriate medium. Additional audio visual equipment, technology, and media production items may also be purchased to support culturally and linguistically appropriate messaging to underserved communities.

Telecommunication Justification

This line item represents the three-year cost associated with department communication charges. This may include internet service fee, virtual private network, and any other communication related cost that supports activities deemed necessary to communicate with program stakeholders.

Human Services Transfers & Overhead Justification (Non-Funded Co-Shared Position)

This line item represents the three-year cost associated with Human Services (HS) staff. This may include service-related procurement, contract development, obtaining board approval, and contract amendments. HS Admin staff time are department transfers.

County Counsel & Human Services Justification (Non-Funded Co-Shared Position)

This line item represents the three-year cost associated with County Counsel and/or Human Services, which includes document review and approval. This is required for all documents that need to be submitted for board approval, including contracts, subcontracts, and amendments, review of legally binding documents, and other legal or Human Service related items requiring review/approval. County Counsel/Human Services time are department transfers.

Memberships Justification

This line item represents the cost associated with membership in the Public Health Alliance of Southern California (PHA) and training provided by the organization. This organization represents and assists Public Health departments throughout the region and will assist the department with COVID-19 mitigation strategies and equity related items in relation to COVID-19. PHA facilitates a regional health and racial equity-focused learning collaborative focusing on key strategies and approaches to operationalize equity both internally and in partnership with the community we serve to reduce health disparities for disproportionately impacted communities.

The collaborative will also focus on alignment strategies and community-informed approaches for advancing health and race equity during COVID-19. The dues support the PHA staff time needed for planning, implementation/facilitation, guest speaker/trainer participation and ongoing resource identification.

Attachment 3: Budget Narrative
County of San Bernardino, Department of Public Health
COVID-19 Equity through Community Collaboration

Direct Costs

Costs	Total
<i>Salaries & Wages</i>	\$7,833,019
<i>Fringe Benefits</i>	\$547,034
<i>Nonstandard Fringe</i>	\$178,702
<i>Consultant Costs</i>	\$350,000
<i>Contractual Costs</i>	\$7,100,000
<i>Equipment</i>	\$500,000
<i>Supplies</i>	\$5,850,884
<i>Travel</i>	\$15,000
<i>Other</i>	\$883,786
Total	\$23,258,425

Indirect Costs

Total \$1,585,843

CDC approved 10% Indirect Cost of modified total direct cost (MTDC) as per Federal Award Letter dated 05/27/2021. Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Attachment 3: Budget Narrative
County of San Bernardino, Department of Public Health
COVID-19 Equity through Community Collaboration

Total Grant Costs	Costs	Total
<i>Salaries & Wages</i>		\$7,833,019
<i>Fringe Benefits</i>		\$547,034
<i>Nonstandard Fringe</i>		\$178,702
<i>Consultant Costs</i>		\$350,000
<i>Contractual Costs</i>		\$7,100,000
<i>Equipment</i>		\$500,000
<i>Supplies</i>		\$5,850,884
<i>Travel</i>		\$15,000
<i>Other</i>		\$883,786
<i>Indirect Costs</i>		\$1,585,843
Total		\$24,844,268



County of San Bernardino

CLERK OF THE
BOARD OF SUPERVISORS

DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

2023 MAR -7 AM 8:04

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: Public Health

Contact Name: Alicia Flowers Telephone: (909) 665-0726

Agreement No.: 21-540 Amendment No.: _____ Date of Board Item 7/13/21 Board Item No.: 33

Name of Contract Entity/Project Name: CDC/COVID-19 Response Through Community Collaboration

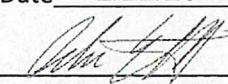
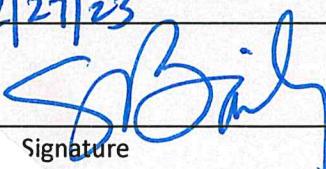
Explanation of request/Special Instructions:

The CDC has offered a no cost extension to all jurisdictions, however, a formal request must be made and this represents our formal request. The opportunity to request a no cost extension for our CDC COVID-19 Response Through Community Collaboration grant, 1 NH750T000064-01-00, will extend the grant term through May 31, 2024 and enable San Bernardino County to continue vital COVID-19 services through community collaborations and partnerships.

This item is due February 28, 2023 so we are requesting to utilize the delegated authority given to our CEO, Leonard Hernandez, by the Board of Supervisors on July 13, 2021 (item 33), to execute and submit any subsequent, non-substantive grant documents necessary to the grant award, on behalf of the County, subject to review by County Counsel. We are requesting our CEO's signature on the extension request letter provided. The letter is currently on Public Health letterhead, but will need to be placed on County Administrative Office letterhead.

Insert check mark that the following required documents are attached to this request:

- Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Adam Ebright	Date Sent: 2/17/2023
Reviewing County Counsel Use Only	Review Date <u>2/22/23 2/27/23 (see Email)</u>  Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>2/27/23</u>  Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: <input checked="" type="checkbox"/> Chair <input checked="" type="checkbox"/> CEO <input type="checkbox"/> Department <input type="checkbox"/> Return to Department for preparation of agenda item