



# City of Sacramento City Council

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915 I Street, Sacramento, CA, 95814  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Meeting Date:** 11/27/2012

**Report Type:** Consent

**Title:** Agreement: Accept Assignment of The California Endowment Fund Grant for Health Care and Nutrition Programs

**Report ID:** 2012-00907

**Location:** Citywide

**Recommendation:** Pass a motion authorizing the City Manager or designee to 1) Execute an Assignment Agreement with Gifts to Share, Inc. to accept a \$150,000 grant from The California Endowment Fund for Cover the Kids program, 2) Authorize Cover the Kids to increase the full-time equivalent of a Cover the Kids Program Specialist to 1.0 Limited Term FTE, and 3) Adjust the operating and grant revenue and expenditure budgets as necessary to implement the grant agreement and any related amendments.

**Contact:** Kelly Bennett-Wofford, Cover the Kids Executive Director, (916) 808-3800, Parks and Recreation Department

**Presenter:** None

**Department:** Parks & Recreation Department

**Division:** Cover The Kids

**Dept ID:** 19001751

## **Attachments:**

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- 1-Description/Analysis
- 2-Background
- 3-CTK Resolution Cal Endow Grant
- 4-CA Endowment CTK Grant Assignment and Assumption Agreement

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### **City Attorney Review**

Approved as to Form  
Sheryl Patterson  
11/15/2012 12:57:52 PM

### **City Treasurer Review**

Reviewed for Impact on Cash and Debt  
Russell Fehr  
11/8/2012 5:07:17 PM

### **Approvals/Acknowledgements**

Department Director or Designee: Jim Combs - 11/13/2012 3:00:55 PM



## Description/Analysis

**Issue:** Cover the Kids identifies children, ages 0-18, throughout Sacramento County who are without health insurance and assists their families to apply for affordable health coverage, retain coverage and utilize health services. The Cover the Kids program has been awarded a \$150,000 grant from The California Endowment through Gifts to Share Inc., to expand access to health coverage enrollment services and to offer information about other programs for residents with limited incomes, that have similar eligibility requirements including: The CalFresh program (formerly the Food Stamps program), Women, Infants and Children Nutrition Program (WIC) and other public benefit nutritional programs. The funding initiative is focused on the “Building Healthy Communities” target area defined by The California Endowment that includes City of Sacramento zip codes (95817, 95820, 95824, and a portion of 95828). The timeline for this grant is from May 15, 2012 through November 14, 2013. The California Endowment does not provide grants directly to government agencies, which is why they awarded the grant to Gifts to Share, Inc., a 501(c)(3) nonprofit organization, with the understanding that it would be assigned to Cover the Kids to implement. Council approval is needed to authorize the City Manager or his designee to accept the grant through an assignment from Gifts to Share Inc., establish revenue and expense budgets, and for Cover the Kids to increase an existing 0.6 FTE Program Specialist to 1.0 FTE limited term for the duration of the grant to adequately administer the expansion of efforts funded by this grant.

**Policy Considerations:** Cover the Kids is consistent with the City’s strategic plan to achieve sustainability and livability and its mission to protect, preserve and enhance the quality of life for present and future generations.

**Economic Impacts:** None

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This report concerns administrative activities that will not have any significant effect on the environment and that do not constitute a “project,” as defined by CEQA Guidelines sections 15061(b)(3) and 15378(b)(2).

**Sustainability:** Not Applicable

**Commission/Committee Action:** None

**Rationale for Recommendation:** Approval of the assignment agreement will allow the City’s Cover the Kids program to receive a grant of \$150,000, and increase a Program Specialist to 1.0 FTE to allow for expansion of Cover the Kid’s efforts assisting families in applying for, retaining, and accessing affordable health coverage and information regarding nutritional programs.

**Financial Considerations:** The Cover the Kids program is funded entirely with outside funds and has no General Fund support. Funding comes from the County of Sacramento Medi-Cal Administrative Activities Funds (MAA), the First 5 Sacramento Commission, the four area hospital systems and The

California Endowment. The funds will be appropriated to the Cover the Kids program (G19070160), Fund 2702. The increase in the Program Specialist 0.6 to 1.0 FTE will be a limited term position for the duration of the grant. This position will revert back to 0.6 FTE if the funding is reduced or eliminated.

**Emerging Small Business Development (ESBD):** There are no ESBD considerations with this report.



## **BACKGROUND**

Cover the Kids (CTK), a broad-based collaborative partnership operated through the City of Sacramento's Department of Parks and Recreation, represents both public and private entities that have been coordinating health insurance coverage outreach, enrollment (application assistance), retention, and utilization services since late 1998. CTK expanded its efforts in 2003 and developed a comprehensive plan to provide information regarding medical, dental and vision coverage to the uninsured children in Sacramento County. CTK's charter focuses on enrolling eligible children in existing health programs.

According to the 2009 California Health Interview Survey (CHIS) data released in January 2011, the number of uninsured children ages 0-18 has increased to 27,000 in Sacramento County, an increase of 11,000 children from the 2007 CHIS data. The most notable reason for increase in the numbers of uninsured children in Sacramento County is the recent economic downturn and loss of employer-sponsored coverage by working families. Since its inception, CTK has assisted to enroll nearly 50,000 children in Sacramento County into comprehensive health insurance programs such as Medi-Cal, Healthy Families, Kaiser Permanente's Child Health Plan, and Healthy Kids. CTK is ranked the 15th highest enrollment entity (of approximately 2,117) in California, due to the number of children CTK enrolls into the Healthy Families program.

CTK coordinates efforts with public agencies, community and faith-based organizations, clinics and school partners to increase children's access to health care, including early health and development screenings. Intensive follow-up services are provided to ensure retention in the programs and education to families about the importance of utilization, such as preventative well-baby and well-child exams and immunizations. No other program in the county coordinates such an extensive and comprehensive outreach, enrollment, retention, and utilization campaign. In addition, CTK provides information to families regarding other health-care related programs for which they may be eligible, which includes nutritional programs such as CalFresh and WIC.



## RESOLUTION NO.

Adopted by the Sacramento City Council

### ACCEPTING ASSIGNMENT OF THE CALIFORNIA ENDOWMENT GRANT FOR HEALTH CARE AND NUTRITION PROGRAMS

#### BACKGROUND

- A. Cover the Kids (CTK), a broad-based collaborative partnership operated through the City of Sacramento's Department of Parks and Recreation, represents both public and private entities that have been coordinating health insurance coverage outreach, enrollment (application assistance), retention, and utilization services since late 1998.
- B. CTK coordinates efforts with public agencies, community and faith-based organizations, clinics and school partners to increase children's access to health care, including early health and development screenings. Intensive follow-up services are provided to ensure retention in the programs and education to families about the importance of utilization, such as preventative well-baby and well-child exams and immunizations.
- C. Gifts to Share, Inc., on behalf of the Cover the Kids program, has received a grant from The California Endowment in the amount of \$150,000 for support of CTK's programs for access to health care and nutritional programs.
- D. Approval of the assignment of this grant will allow the Cover the Kids program to receive \$150,000 to fund the staff costs to expand access to health coverage, CalFresh, Women Infant and Children (WIC), and other public benefit programs.
- E. Cover the Kids will need to increase the full-time equivalent for a Program Specialist from 0.6 FTE to 1.0 FTE limited term for the duration of the grant to expand their efforts to identify and assist families with applying for affordable health coverage and information regarding eligibility for nutritional program benefits.

#### BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager or his designee is authorized to enter into the Assignment Agreement with Gifts to Share, Inc., attached as Exhibit A, to accept the \$150,000 grant from The California Endowment to provide additional funding for the Cover the Kids program.

Section 2. The City Manager, or the City Manager's designee, is authorized to adjust the revenue and expenditure budgets for the Cover the Kids program (G19070160, Grant Fund 2702) to implement the expansion of access to health care and nutrition programs funded under the grant from The California Endowment.

Section 3. Cover the Kids is authorized to increase the full-time equivalent of an existing Program Specialist position from 0.60 FTE to 1 FTE limited term position for the duration of the grant. This position will revert back to 0.6 FTE if the grant funding is reduced or eliminated.

Exhibit A — Assignment and Assumption Agreement for The California Endowment Grant – Access to Health Care and Nutrition Programs

**ASSIGNMENT AND ASSUMPTION AGREEMENT  
FOR CALIFORNIA ENDOWMENT GRANT –  
ACCESS TO HEALTH CARE AND NUTRITION PROGRAMS**

This ASSIGNMENT AND ASSUMPTION AGREEMENT ("Assignment"), dated as of \_\_\_\_\_, 2012 is made by GIFTS TO SHARE, a California non-profit 501(3)(c) corporation, ("GTS") and the CITY OF SACRAMENTO, a municipal corporation, ("CITY"). The parties agree as follows:

1. **Scope of Assignment.** GTS has received a grant from The California Endowment, a California nonprofit public benefit corporation, Grant Number 20112484 (the "Grant"), in the amount of \$150,000 (the "Grant Proceeds") to fund the costs to expand access to health coverage, CalFresh, WIC and other public benefit programs (the "Grant Program"), pursuant to the terms of the Restricted Project Grant Agreement dated May 16, 2012 (the "Grant Agreement"), a copy of which is attached as Exhibit A and incorporated herein by this reference.

2. **Effective Date; Termination.** This Assignment shall be effective as of the date GTS executes the Grant Agreement (the "Effective Date"), and shall automatically terminate and the parties shall have no further obligations hereunder once CITY has met all of the requirements under the Grant Agreement and GTS has transferred all of the Grant Proceeds to CITY.

3. **Assignment and Assumption.** Effective as of the Effective Date, GTS hereby assigns and transfers to CITY all of GTS' rights and obligations under the Grant Agreement, and CITY hereby accepts, assumes and agrees to perform and observe all of GTS' rights and obligations under the Grant Agreement in consideration for GTS paying CITY the Grant Proceeds to fund CITY's implementation of the Grant Program.

4. **Indemnity.** CITY shall defend, indemnify and save harmless GTS, its officers, employees, and agents from all actions, damages, costs, liability, claims, losses, judgments and expenses (collectively "Liabilities") reasonably incurred by GTS arising from the acts or omissions of CITY, its officers, employees, volunteers, and agents in connection with the CITY's performance or nonperformance of the Grant Program, use of the Grant Proceeds, and compliance with the terms of the Grant Agreement, but excluding Liabilities as may be caused by the sole active negligence or willful misconduct of GTS.

5. **Independent Contractors.** It is understood and agreed that each party is an independent contractor and that no relationship of employer-employee exists between the parties. It is further understood and agreed that CITY, in the performance of its obligations under the Grant Agreement, is not subject to the control and direction of GTS as to the means, methods, or sequence used by CITY for implementing the Grant Program.

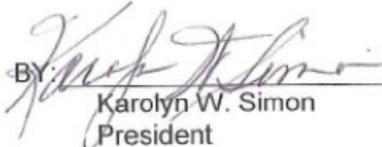
6. **No Third Parties Beneficiaries.** This Assignment is made and entered into for the sole benefit of the parties and no person may claim any rights to the Grant Proceeds or to the benefits of the Grant Program.

The parties have entered into this Assignment as of the day first above stated.

CITY OF SACRAMENTO,  
a municipal corporation

GIFTS TO SHARE, INC.  
a non-profit corporation

BY: \_\_\_\_\_  
Jim Combs,  
Director of Parks and Recreation  
For: John F. Shirey, City Manager

BY:  \_\_\_\_\_  
Karolyn W. Simon  
President

Approved as to Form:

BY: \_\_\_\_\_  
Senior Deputy City Attorney

Attest:

BY: \_\_\_\_\_  
Assistant City Clerk

## Exhibit A

DocuSign Envelope ID: 50041E80-AE03-4973-847A-DA80FFD6E8C5

### **THE CALIFORNIA ENDOWMENT** **RESTRICTED PROJECT GRANT AGREEMENT**

Gifts to Share, Inc.

EIN 94-2985546

Grant Number 20112484

This Restricted Project Grant Agreement (“Agreement”), upon execution on behalf of Grantee in the spaces provided for signature, will evidence Grantee’s agreement with and commitment to The California Endowment (“The Endowment”) as follows:

#### **I. GRANTEE’S STATUS**

This grant is specifically conditioned upon Grantee’s status as an eligible grantee of The Endowment in accordance with this section. Grantee warrants and represents that it is one of the following: (a) a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”), and is not a private foundation as defined in Section 509(a) of the Code, (b) a governmental unit referred to in Section 170(c)(1) of the Code, or (c) a college or university that is an agency or instrumentality of a government or political subdivision of a government, or owned or operated by the same, within the meaning of Section 511(a)(2)(B) of the Code. If grantee is a Section 501(c)(3) organization described in (a), Grantee has provided The Endowment with a copy of IRS determination letter(s) evidencing its status as an eligible grantee and Grantee warrants and represents that such determination letter(s) are currently in full force and effect. Regardless of Grantee’s current tax status, Grantee will notify The Endowment immediately of any actual or proposed change in tax status.

#### **II. PURPOSE OF GRANT**

Increasing Access To Health Care And Nutrition Programs: To expand access to health coverage, CalFresh, WIC and other public benefit programs by providing culturally competent eligibility, enrollment and utilization assistance at neighborhood locations and by creating a new online tool to screen and enroll families in South Sacramento.

This grant is made only for the specific charitable purposes described in this Agreement. The grant funds, which includes any interest earned on the funds, may not be used for any other purpose without prior written approval from The Endowment.

#### **III. EXPECTED OUTCOMES OF GRANT**

Outcome 1: Increased access to health care services for residents living within the Sacramento BHC target area as evidenced by the screening of 600 families for health insurance; the enrollment of 400 children; the retention of 250 children in coverage; and providing assistance to 75 children accessing covered medical services.

Outcome 2: Increased resident access to culturally competent enrollment, retention and utilization assistance as evidenced by the placement of a bilingual health access specialist at a minimum of three locations within the BHC target area every week.

Outcome 3: The development of an eligibility assistance portal where low income families can find out whether they qualify for Medi-Cal, WIC, Cal Fresh, Healthy Families and other assistance as evidenced by the training of CTK staff on CAL Fresh and other County program eligibility policies and procedures; working with the County to allow CTK to complete intake forms for Medi-Cal; the screening of 250 families for CAL Fresh eligibility; and the referral of all families that appear to be eligible for CAL Fresh enrollment to Sacramento County DHA.

Outcome 4: Increase and expand the utilization of online screening and enrollment services as evidenced by the online completion of 80% of applications at three community locations; and making modifications to CTK's existing database that tracks case management services provided to families to include assistance and referral to CAL Fresh, Volunteer Income Tax Assistance/ VITA, and WIC.

Outcome 5: Elected officials and community advocates are informed about and understand the barriers to access health care for families and children as evidenced by the identification of local policies that create barriers; and the presentation of findings to the First 5 Commission, Sacramento County Board of Supervisors, local foundations and other community based organizations.

**IV. AMOUNT OF GRANT**

\$150,000, payable as follows.

\$104,842 upon The Endowment's receipt of this executed Agreement; \$45,158 on April 30, 2013.

First payment is contingent upon receipt of this original signed Agreement. Subsequent payments are contingent upon compliance with this Agreement, including timely receipt of progress reports, as outlined in the Terms and Conditions of Grant Section.

**V. PERIOD OF GRANT**

Grant funds are to be applied to expenses incurred for the period from May 15, 2012 to November 14, 2013, unless otherwise agreed upon in writing by The Endowment.

**VI. TERMS AND CONDITIONS OF GRANT**

Grantee agrees that the grant is subject to the following conditions:

**A. Expenditure of Grant Funds.**

1. Use of Funds. Grantee must spend the grant funds only for the purposes described above.
2. Prohibited Uses. Grantee shall not use any of the funds from this grant in a manner inconsistent with Section 501(c)(3) of the Code, including:
  - a. carrying on propaganda, or otherwise attempt to, influence legislation,
  - b. influencing the outcome of any specific public election,
  - c. carrying on, directly or indirectly, any voter registration drive,

- d. inducing or encouraging violations of law or public policy, or
    - e. causing any private inurement or improper private benefit to occur.
  - 3. Payment of Funds to Related Parties of The Endowment. No part of these grant funds shall be paid to any director, officer, or employee (or their family members) of The Endowment for any purpose.
- B. Return of Funds. Grantee shall return to The Endowment any unexpended grant funds under the following conditions:
  - 1. If The Endowment, in its reasonable discretion, determines that the Grantee has not performed in accordance with this Agreement; or
  - 2. Any portion of the funding is not used for grant purposes.
- C. Records, Audits, Site Visits. Funds provided by The Endowment, together with any interest thereon, shall be accounted for separately in the Grantee's books and records. A systematic accounting record shall be kept by the Grantee of the receipt and disbursement of such funds. The Grantee shall retain original substantiating documents related to restricted grant expenditures and make these records available for The Endowment's review upon request. Grantee shall be responsible for maintaining adequate financial records of this grant program. The Endowment, or a designated representative, reserves the right, upon written notice, to audit Grantee's books and records relating to the expenditure of any funds provided by The Endowment as a restricted grant.
- D. Reports. Grantee shall make a written report to The Endowment as of the end of Grantee's annual accounting period within which the grant or any portion thereof is received and all such subsequent periods until the grant funds are expended in full or the grant is otherwise terminated. Such written report shall describe in detail the use of the granted funds, compliance with the terms of the grant, and the progress made by the Grantee toward achieving the purposes for which the grant was made. Such reports shall be furnished to The Endowment within thirty (30) days after the close of the annual accounting period of the Grantee for which such reports are made. Within thirty (30) days after the use of the grant funds is completed, the Grantee must make a final written report with respect to all expenditures made from the grant funds (including salaries, travel, and supplies), and including the progress made toward the goals of the grant. All such reports must be signed by an officer of the Grantee.

The schedule of due dates for such written reports is:

1st interim report: March 31, 2013;

Final Report: December 31, 2013

- E. Budgets. Expenditures of grant funds must be made substantially in accordance with the grant budget, which is attached as Exhibit A. Grantee is allowed up to 100 percent flexibility between the Personnel and Non-Personnel categories, and 100 percent line-item flexibility within those categories, without prior approval, except for changes to or additions of employee benefits or indirect costs or any capital expenditure, consultant cost or incentive.
- F. Licensing and Credentials. The Grantee hereby agrees to maintain, in full force and effect, all required governmental or professional licenses and credentials for

itself, its facilities, and for its employees and all other persons engaged in work in conjunction with this grant.

- G. Management and Organizational Changes. The Grantee agrees to provide immediate written notice to The Endowment if significant changes or events occur during the term of this grant which could potentially impact the progress or outcome of the grant, including, without limitation, changes in the Grantee's management personnel or losses of funding.
- H. Public Reporting. The Grantee agrees to disseminate to the public, by using established channels of communication, pertinent information relating to the results, findings, or methods developed through this grant.
- I. Publications; License. Any information contained in publications, studies, or research funded by this grant shall be made available to the public following such reasonable requirements as The Endowment may establish from time to time. Grantee grants to The Endowment an irrevocable, nonexclusive license to publish any publications, studies, or research funded by this grant at its sole discretion.
- J. Knowing Assumption of Obligations. Grantee acknowledges that it understands its obligations imposed by this Agreement, including but not limited to those obligations imposed by reference to the Code. Grantee agrees that if Grantee has any doubts about its obligations under this Agreement, including those incorporated by reference to the Code, Grantee will promptly contact The Endowment or legal counsel.
- K. Terrorist Activity. The Grantee agrees that it will use the grant funds in compliance with all applicable anti-terrorists financing and asset control laws, regulations, rules, and executive orders, including, but not limited to the USA Patriot Act of 2001 and Executive Order 13224.
- L. Identification of The Endowment. Grantee shall ensure that The Endowment is clearly identified as a funder or supporter of Grantee in all published material relating to the subject matter of the grant. Grantee shall list The Endowment as a funder or supporter in its annual report (if any). All proposed Grantee external communications regarding The Endowment shall be submitted first to The Endowment for its review and approval.
- M. The Endowment Letterhead and Logo. Use of The Endowment letterhead or logo is prohibited without prior written consent from the Communications Department of The Endowment.
- N. Subgrantees. With regard to the selection of any subgrantees to carry out the purposes of this grant, Grantee retains full discretion and control over the selection process, acting completely independently of The Endowment. There is no agreement, written or oral, by which The Endowment may cause Grantee to choose any particular subgrantee.
- O. No Agency. Grantee is solely responsible for all activities supported by the grant funds, the content of any product created with the grant funds, and the manner in which any such product may be disseminated. This Agreement shall not create any agency relationship, partnership, or joint venture between the parties, and Grantee shall make no such representation to anyone.

- P. No Waivers. The failure of The Endowment to exercise any of its rights under this Agreement shall not be deemed to be a waiver of such rights.
- Q. No Further Obligations by The Endowment. This grant is made with the understanding that The Endowment has no obligation to provide other or additional support or grants to the Grantee.
- R. Remedies. If The Endowment determines, in its reasonable discretion, that Grantee has substantially violated or failed to carry out any provision of this Agreement, including but not limited to failure to submit reports when due, The Endowment may, in addition to any other legal remedies it may have, refuse to make any further grant payments to Grantee under this or any other grant agreement, and The Endowment may demand the return of all or part of the grant funds not properly spent or committed to third parties, which Grantee shall immediately repay to The Endowment. The Endowment may also avail itself of any other remedies available by law.
- S. Indemnification. Grantee irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless The Endowment, its officers, directors, employees, and agents, from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of Grantee, its employees, or agents, in applying for or accepting the grant, in expending or applying the grant funds, or in carrying out any project or program to be supported by the grant, except to the extent that such claims, liabilities, losses, or expenses arise from or in connection with any act or omission of The Endowment, its officers, directors, employees, or agents.
- T. Captions. All captions and headings in this Agreement are for the purposes of reference and convenience only. They shall not limit or expand the provisions of this Agreement.
- U. Entire Agreement; Amendments and Modifications. This Agreement constitutes the entire agreement of the parties with respect to its subject matter supersedes any and all prior written or oral agreements or understandings with respect to the subject matter hereof. This Agreement may not be amended or modified, except in a writing signed by both parties.
- V. Governing Law. This Agreement shall be governed by the laws of the State of California.



**VII. ACCEPTANCE OF AGREEMENT**

The Endowment reserves the right to withhold or suspend payments of grant funds if the Grantee fails to comply strictly with any of the terms and conditions of this Agreement.

If this Agreement correctly sets forth your understanding and acceptance of the arrangements made regarding this grant, please countersign and return to The Endowment.

“THE ENDOWMENT”

“GRANTEE”

**THE CALIFORNIA ENDOWMENT**, a  
California nonprofit public benefit  
corporation.

**GIFTS TO SHARE, INC.**

By:	<u>DocuSigned by: B. Kathlyn Mead 1381F572E2AE4C6...</u>	By:	<u>DocuSigned by: Lori Harder 5BC13AB0EF16487...</u>
Name:	<u>B. Kathlyn Mead</u>	Name:	<u>Lori Harder</u>
Title:	<u>Executive Vice President and COO</u>	Title:	<u>Executive Director</u>
Date:	<u>5/16/2012</u>	Date:	<u>5/23/2012</u>

#20112484 - Gifts to Share

	Total Project Budget			Request to The California Endowment			The California Endowment Approved Budget		
	Year 1 - 12 months	Year 2 - 6 months	Total	Year 1 - 12 months	Year 2 - 6 months	Total	Year 1 - 12 months	Year 2 - 6 months	Total
<b>Personnel</b>									
Program Manager (0.05 FTE)	5,500	2,750	8,250	0	0	0			0
Program Specialist (0.25 FTE)	18,720	9,360	28,080	18,720	9,360	28,080	18,720	9,360	28,080
Program Supervisor (0.20 FTE)	14,285	7,143	21,428	0	0	0	0	0	0
Human Service Program Coordinator (1.00 FTE)	39,125	19,562	58,687	15,650	7,825	23,475	15,650	7,825	23,475
Special Program Leader (0.50 FTE)	14,082	7,041	21,122	5,633	2,816	8,449	5,633	2,816	8,449
Program Coordinator (0.20 FTE)	10,970	5,485	16,455	0	0	0	0	0	0
Program Developers (0.60 FTE)	28,018	14,009	42,026	0	0	0	0	0	0
Benefits @ 32% (max 32%)	41,824	20,912	62,736	12,801	6,400	19,201	12,801	6,400	19,201
<b>Total Personnel</b>	<b>172,523</b>	<b>86,261</b>	<b>258,784</b>	<b>52,804</b>	<b>26,401</b>	<b>79,205</b>	<b>52,804</b>	<b>26,401</b>	<b>79,205</b>
<b>Non-Personnel</b>									
<b>Operating Costs</b>									
Office supplies	450	19	469	450	19	469	450	19	469
Printing and reproduction	7,000	5,500	12,500	7,000	5,500	12,500	7,000	5,500	12,500
Training materials	1,500	0	1,500	1,500	0	1,500	1,500	0	1,500
Outreach materials	4,000	2,000	6,000	4,000	2,000	6,000	4,000	2,000	6,000
Computer supplies/Wifi	1,500	1,000	2,500	1,500	1,000	2,500	1,500	1,000	2,500
<b>Total Non-Personnel</b>	<b>14,450</b>	<b>8,519</b>	<b>22,969</b>	<b>14,450</b>	<b>8,519</b>	<b>22,969</b>	<b>14,450</b>	<b>8,519</b>	<b>22,969</b>
<b>Direct Costs</b>	<b>186,973</b>	<b>94,780</b>	<b>281,753</b>	<b>67,254</b>	<b>34,920</b>	<b>102,174</b>	<b>67,254</b>	<b>34,920</b>	<b>102,174</b>
<b>Indirect Costs @ 15% (rent excluded)</b>	<b>28,046</b>	<b>14,217</b>	<b>42,263</b>	<b>10,088</b>	<b>5,238</b>	<b>15,326</b>	<b>10,088</b>	<b>5,238</b>	<b>15,326</b>
<b>Total Direct and Indirect</b>	<b>215,019</b>	<b>108,997</b>	<b>324,016</b>	<b>77,342</b>	<b>40,158</b>	<b>117,500</b>	<b>77,342</b>	<b>40,158</b>	<b>117,500</b>
<b>Other Costs</b>									
<b>Subcontracts</b>									
Technology consultants	25,000	5,000	30,000	25,000	5,000	30,000	25,000	5,000	30,000
Dept. of Human Assistance-Eligibility Specialist	15,700	0	15,700	0	0	0	0	0	0
<b>Capital &amp; Equipment</b>									
Computer and printer/copier/scanner	2,500	0	2,500	2,500	0	2,500	2,500	0	2,500
<b>Total Other Costs</b>	<b>43,200</b>	<b>5,000</b>	<b>48,200</b>	<b>27,500</b>	<b>5,000</b>	<b>32,500</b>	<b>27,500</b>	<b>5,000</b>	<b>32,500</b>
<b>Grand Total</b>	<b>258,219</b>	<b>113,997</b>	<b>372,216</b>	<b>104,842</b>	<b>45,158</b>	<b>150,000</b>	<b>104,842</b>	<b>45,158</b>	<b>150,000</b>

**WORK PLAN**

#20112484 - Cover the Kids C/o Gifts to Share, Inc.

Activities/Objective and Indicators	Outcomes and Indicators	Timeline
<p><b>1. Health Coverage outreach, enrollment, retention and utilization (OERU)</b></p> <p>Provide culturally competent outreach, enrollment, retention and utilization (OERU) services to support families to enroll and maintain health coverage programs in the Building Healthy Communities (BHC) "zone".</p>	<p>Outcome 1: Increased access to health care services for residents living within the Sacramento BHC target area as evidenced by the screening of 600 families for health insurance; the enrollment of 400 children; the retention of 250 children in coverage; and providing assistance to 75 children accessing covered medical services.</p>	<p>Outcome by month 18</p> <p>Operational by month 1</p>
<p><b>2. Neighborhood Level OERU Services</b></p> <p>Outstation a bilingual (Eng/Spanish) <i>health access specialist</i> at community locations within the BHC zone to provide neighborhood-based assistance for OERU services. Locations may include SCUSD - Connect Center, Oak Park WIC office, La Familia, etc.. Services are focused on zip codes: 95817, 95820, 95824 and 95828.</p>	<p>Outcome 2: Increased resident access to culturally competent enrollment, retention and utilization assistance as evidenced by the placement of a bilingual health access specialist at a minimum of three locations within the BHC target area every week.</p>	<p>Outcome by month 18</p> <p>Operational by month 1</p>
<p><b>3. CAL Fresh Outreach and Enrollment Integration</b></p> <p>Integrate CAL Fresh (food stamps) outreach and referral with OERU services for Medi-Cal and other programs.</p> <p>Work with Sacramento County Department of Human Assistance (DHA) to further align community OERU services with county eligibility processes for Medi-Cal. CTK hopes to do "intake" for Medi-Cal so that families do not need to visit a county bureau to show their documentation.</p> <p>Work with Sacramento County DHA to provide appropriate training and technical assistance to CTK staff and partners.</p>	<p>Outcome 3: The development of an eligibility assistance portal where low income families can find out whether they qualify for Medi-Cal, WIC, Cal Fresh, Healthy Families and other assistance as evidenced by the training of CTK staff on CAL Fresh and other County program eligibility policies and procedures; working with the County to allow CTK to complete intake forms for Medi-Cal; the screening of 250 families for CAL Fresh eligibility; and</p>	<p>Outcome by month 18.</p> <p>Training provided by month 4.</p> <p>Operational by month 6.</p>

<p>Increased level of collaboration and alignment with county programs and staff.</p>	<p>the referral of all families that appear to be eligible for CAL Fresh enrollment to Sacramento County DHA.</p>	
<p><b>4. Technology Updates for ACA Implementation</b></p> <p>Expand utilization of online screening and enrollment services by providing equipment, training and technical assistance to CTK staff and community partners as appropriate.</p> <p>Modify current CTK data tracking system to allow for customization of program services (addition of adults, CAL Fresh, navigation and other case management services)</p>	<p>Outcome 4: Increase and expand the utilization of online screening and enrollment services as evidenced by the online completion of 80% of applications at three community locations; and making modifications to CTK's existing database that tracks case management services provided to families to include assistance and referral to CAL Fresh, Volunteer Income Tax Assistance/ VITA, and WIC.</p>	<p>Outcome by month 18.</p> <p>Operational by month 9.</p>
<p><b>5. Identify and inform elected officials and advocates of barriers</b></p> <p>Identify key local policies that create barriers for families and children, and educate local stakeholders and policymakers about them. The new database will allow CTK to document barriers that families face and report them back to the advocacy community. Reports will be presented to the First 5 Commission, Sacramento County Board of Supervisors, local foundations and other community based organizations to increase the broader awareness about the negative impact of local policies on OERU in several programs.</p>	<p>Outcome 5: Elected officials and community advocates are informed about and understand the barriers to access health care for families and children as evidenced by the identification of local policies that create barriers; and the presentation of findings to the First 5 Commission, Sacramento County Board of Supervisors, local foundations and other community based organizations.</p>	