



CONTRA COSTA COUNTY

AGENDA

Los Medanos Health Advisory Committee

Tuesday, April 9, 2024

5:00 PM

2311 Loveridge Rd. Los Medanos Rm.
Pittsburg, CA

352 Shoreline Dr.
Pittsburg, CA

<https://cchealth.zoom.us/j/96519195537>
Meeting ID: 965 1919 5537

Dial by your location
• +1 646 518 9805 US (New York)

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions:
Shanelle Scales-Preston (Chair)
Jelani Killings
Dr. Sefanit Mekuria
Christopher Pedraza
Lloyd Lee Mason
Charles Tramaine
Dennisha Marsh
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Review and approve minutes from 12/12/2023 and 2/13/2024 [24-1090](#)
Attachments: [LMHAC Minutes 2023-12-12](#)
[MeetingMinutes08-Mar-2024-10-50-19](#)
4. Consider electing a committee member to the position of Vice Chair for 2024 [24-1091](#)
5. Staff report regarding Board of Supervisors meeting on 3/5/2024 [24-1092](#)
Attachments: [Grant Proposals 3.5.24](#)

6. Consider reinstating the Grant Program subcommittee

[24-1093](#)

Attachments: [LMHA RFP_Final](#)

The next meeting is currently scheduled for May 13, 2024.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2311 Loveridge Rd. Pittsburg, CA 94565 or 352 Shoreline Dr. Pittsburg, CA, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Ernesto De La Torre - Ernesto.DeLaTorre@cchealth.org



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-1090

Agenda Date: 4/9/2024

Agenda #: 3.

Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE

Subject: Receive and approve minutes from 12/12/2023 and 2/13/2024

Presenter: Ernesto De La Torre

Contact: Ernesto De La Torre - Ernesto.DeLaTorre@cchealth.org

Referral History and Update:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Attached is the Record of Action for the Los Medanos Health Advisory Committee for December 12, 2023 and February 13, 2024.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Records of Action for Los Medanos Health Advisory Committee meeting on December 12, 2023.

Los Medanos Health Advisory Committee (LMHAC)

Meeting Notice and Agenda

WHEN: Tuesday, December 12, 2023, at 5:00 p.m.
2311 Loveridge Rd.
PHYSICAL LOCATION: Pittsburg Health Center, Los Medanos room (first floor)
Hybrid On-Line Zoom Meeting

ZOOM MEETING: Please click the link to join the webinar: <https://cchealth.zoom.us/j/96519195537>
Or One tap mobile: US: +16465189805,,96519195537#
Or Telephone: Dial +1 646 518 9805
Webinar ID: 965 1919 5537

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Los Medanos Health Advisory Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person can speak when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.

All public comments will be limited to 2 minutes per speaker.

AGENDA

1. CALL TO ORDER AND ROLL CALL:

- Shanelle Scales-Preston, Mayor City of Pittsburg
- Jelani Killings, Council Member City of Pittsburg
- Lloyd Lee Mason, Bay Point Municipal Advisory Council
- Charles Tremaine, Bay Point Municipal Advisory Council
- Sefanit Mekuria, MD, Contra Costa Health Services, Public Health
- Christopher Pedraza, Contra Costa Health Services, Behavioral Health
- Dennisha Marsh, At-Large

Chair called the meeting to order at 5:07 pm, All committee members present.

Also in attendance were: Ernesto De La Torre, Diana Aleman, Adrienne Sofranko, Jennie Crow, Sam Alley, Daniel Scherer, Lori Chalifoux, David Carillo, and Victoria

2. PUBLIC COMMENT:

Members of the public are invited to address the Committee regarding items not listed on the agenda. The Committee may place the item on a future agenda. Persons who comment shall limit their remarks to two minutes or less.

Speaker: Victoria provided comment about the committee’s rejection of her grant proposal. Speaker shared that she felt her proposal was not reviewed properly and did meet the goals of the grant program as stated in the RFP.

3. DISCUSSION/ACTION ITEMS

- a. Staff report on Los Medanos Healthcare Operations Committee meeting.
 - i. Advisory Measure regarding 19 initial service proposals. (Attachment A)
- b. Staff report on Property Tax Revenue (Attachment B)
 - i. Committee member Marsh requested a representative from HS Finance or the Auditor/Controller come to provide a fiscal review at a future meeting.
- c. Service Proposal Review and Approval: (Attachment C)
 - i. Review average scores for nine (9) remaining proposals.
 - ii. Review committee budget recommendations for each proposal.
 - Stoneman Village discussion: \$26,000 for 23/24. CP/LM 7-0 passes.
 - Hijas del Campo: No representative available to answer questions. Decline proposal, SM/LM 7-0 passes.
 - Souljahs: \$15,000 CP/SM 6-1-0 passes.
 - Sparkpoint/Richmond Community Foundation: Decline proposal, LM/CT 5-2-0, passes.
 - Antioch Delta Skimmers: Tabled for later discussion, CP/SM, 6-1-0, passes.
 - City of Pittsburg Basketball: 23/24 \$49,993, 24/25 \$49,993, DM/SM, 5-0-2 passes.
 - Center for Human Development: 23/24 \$30,000, 24/25 \$50,000, LM/CP, 7-0, passes.
 - City of Pittsburg Swim Program: 23/24, \$15,000, 24/25, \$15,000, CP/SM, 5-0-2, passes.
 - Monument Crisis Center: 23/24 \$50,000, SM/CP, 7-0, passes.
 - Antioch Delta Skimmers: removed from table, Decline proposal, LM/SM, 6-1-0, passes.
 - iii. Finalize the Service Proposal Recommendation package for submission to the Board of Supervisors. Advisory measure will be submitted for placement on the 1/16/24 meeting as a presentation by the committee during discussion.
 - General discussion about the final advice to present to the Los Medanos Healthcare Operations Committee. The requested amount exceeds approved budget by \$53,865. As part of the presentation Staff was directed to request approval for an additional \$53,865 for the 23/24 Fiscal Year. Final presented programs are as listed. SM/LM, 7-0, motion passes.

Name of Agency/Fiscal Agent	Program/Project Proposal	Amt Req 23-24	Amt Req 24-25	Approved	Grant Cycle Lenth
Center for Human Development	Get Walking	\$ 30,000	\$ 50,000	\$ 80,000	2 Years
City of Pittsburg Recreation Department	Youth Basketball	\$ 49,993	\$ 49,993	\$ 99,986	2 Years
City of Pittsburg Recreation Department	Buchanon Swim Program	\$ 15,000	\$ 15,000	\$ 30,000	2 Years

Monument Crisis Center	Food Program	\$ 50,000		\$ 50,000	1 Year
Souljahs	Health Fairs	\$ 15,000		\$ 15,000	1 Year
Stoneman Village	Dinner Meal Program	\$ 26,000		\$ 26,000	2 Years

1.

4. ADJOURNMENT

- a. Next regular meeting: January 9, 2024, 5:00 pm.

Attachment A: Staff Report to Los Medanos Healthcare Operations Committee

To: Los Medanos Healthcare Operations Committee
From: Ernesto De La Torre, Contra Costa Health Services (925) 839-0150
Subject: December 4, 2023 Staff Report

Report:

The Los Medanos Health Advisory Committee met on 11/29/23 to review proposals for the 2023-2025 Los Medanos Health Area Grant Program. There were twenty-eight (28) organizations that submitted proposals through the Request for Proposal (RFP) process. After nearly 4 hours of discussion the Advisory Committee approved proposals from nineteen (19) organizations. Of the 19 approved proposals 10 were submitted for 2-year terms. The Advisory Committee was not able to complete the review of all program proposals. The committee voted 6-0-0 to split the presentations to the board into 2 phases. Phase 1 for the first 19 recommended proposals will request \$1,396,982 in funding.

The Committee will meet again on 12/12/23 to finish reviewing 6 additional proposals. The Committee will present a final report on the Grant Program and all recommended programs to the Board of Supervisors at a January meeting. The amount of funding for phase 2 grants will be determined at the 12/12/23 Advisory Committee meeting. Upon approval by the Board of Supervisors, county staff will work with each organization to establish deliverables, and metrics for individual service contracts.

Name of Agency/Fiscal Agent	Program/Project Proposal	Approved	Grant Cycle Lenth
18 Reasons Aspire Youth Engagement Programs, Inc.	Food Program	\$ 100,000.00	2 Years
Bay Church	Fit Kids	\$ 50,000.00	1 Year
Cancer Support Community San Francisco Bay Area	Clean Start/Food Program	\$ 100,000.00	2 Years
City of Pittsburg Recreation Department	Cancer Support Program	\$ 20,000.00	1 Year
Darius Jones Foundation	Senior Center	\$ 49,782.00	1 Year
Dentists On Wheels	Save a Heart	\$ 99,880.00	2 Years
Full Stride Track Club	Dental Clinic	\$ 50,000.00	1 Year
Healthy Hearts Institute	Running Program	\$ 43,000.00	1 Year
Hope Solutions	Community Garden	\$ 100,000.00	2 Years
Loaves and Fishes of Contra Costa	Housing Programs	\$ 100,000.00	2 Years
Meals on Wheels Diablo Region	Food Program	\$ 50,000.00	1 Year
Nunley's Karate Do	Food Program	\$ 100,000.00	2 Years
Nunley's Karate-Do	Her Story is Mine	\$ 50,000.00	1 Year
Opportunity Junction	Karate Program	\$ 45,870.00	1 Year
	Health Career Pathways	\$ 100,000.00	2 Years

Pittsburg Fifty Plus Club Corporation	Senior Programs	\$	98,450.00	2 Years
St. Vincent de Paul of Contra Costa County	Bay Point & Pittsburg Free Food Pantries	\$	20,000.00	1 Year
St. Vincent de Paul of Contra Costa County - Rotocare	Free Medical Clinic	\$	120,000.00	2 Years
White Pony Express (WPE)	Food Program	\$	100,000.00	2 Years
	Total	\$	1,396,982.00	

Attachment B: Staff Report on Property Tax Revenue

To: Los Medanos Health Advisory Committee
From: Ernesto De La Torre, Contra Costa Health Services (925) 839-0150
Subject: December 4, 2023 Staff Report

2022 Property Tax Revenue	\$ 2,091,491
10% Administrative costs	\$ 209,149
5% Reserve Fund	\$ 104,575
Available funding 23'-24' Fiscal Year	\$ 1,020,000

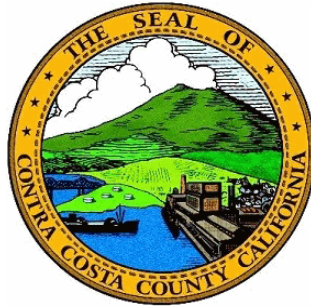
Actual Revenue was significantly higher than originally estimated. At this time, we are unsure if this is a one-time spike or if the revenue will continue at this level. The availability of extra funds for '23/'24 grants is currently undetermined pending guidance from the Los Medanos Healthcare Operations Committee.

Attachment C: Phase 2 Service Proposals

Name of Agency/Fiscal Agent	Program/Project Proposal	Amt Req 23-24	Amt Req 24-25
Antioch Delta Skimmers	Kids Fitness Program	\$ 50,000.00	
Center for Human Development	Get Walking	\$ 30,000.00	\$ 50,000.00
City of Pittsburg Recreation Department	Buchanon Swim Program	\$ 15,000.00	\$ 15,000.00
City of Pittsburg Recreation Department	Youth Basketball	\$ 49,993.00	
Hijas del Campo	Despensa food program	\$ 50,000.00	
Monument Crisis Center	Food Program	\$ 50,000.00	
Souljahs	Health Fair/ Literacy Programs	\$ 35,000.00	
SparkPoint/Richmond Community Foundation	Financial Literacy Program	\$ 50,000.00	\$ 50,000.00
Stoneman Village/ Pittsburg Senior & Handicapped Residential Community, Inc	Dinner Meal Program	\$ 50,000.00	\$ 50,000.00
	Totals	\$ 1,267,865.00	\$ 674,110.00
	Approved phase 1	\$ 987,872.00	\$ 559,110.00
	Proposed phase 2	\$ 379,993.00	\$ 165,000.00

CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553



Meeting Minutes

Tuesday, February 13, 2024

5:00 PM

**Pittsburg Health Center, Los Medanos Room
2311 Loveridge Rd. Pittsburg, CA 94565**

**<https://cchealth.zoom.us/j/96519195537>
Call in: +1 646 518 9805 Webinar ID: 965 1919 5537**

Los Medanos Health Advisory Committee

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Shanelle Scales-Preston called the meeting to order at 5:07 pm.

Present Lloyd Mason, Sefanit Mekuria, Christopher Pedraza, Shanelle Preston, and Charles Tremaine

Absent Jelani Killings, and Dennisha Marsh

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

Public comment (in person) - Victoria from First Page New Chapter asked if additional funding was approved and if so she would like to be reconsidered.

3.

Chair - Shanelle Scales-Preston

Vice Chair - Tabled until next meeting

Chair was approved. Shanelle Scales-Preston will act as Chair in 2024.

Vice Chair was split and tabled.

Motion: Mason

Second: Tremaine

3.1 Consider electing a committee member to the position of Vice Chair.

This was tabled.

4.

This Consent Item was withdrawn due to technical challenges there were no minutes to approve.

5.

Attachments: [Training Certification 2024](#)

Trainings required every two years. Implicit Bias training is new. Recommend taking at the beginning of the year. Ernesto will send links. When complete, send certificates of completion and certification form to Ernesto De La Torre.

This Discussion Item was received.

6.

Attachments: [Invite_tour of Stoneman](#)

Stoneman Village invited members of the board for a site visit. Letter received with options for dates. Ernesto De La Torre will coordinate visits.

This Discussion Item was received.

The next meeting is currently scheduled for Tuesday, March 12, 2024 at 5:00 pm.

Adjourn

Next meeting scheduled for March 12, 2024 at 5 pm.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at Pittsburg Health Center located at 2311 Loveridge Rd., during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Ernesto De La Torre - 925-839-0150



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-1091

Agenda Date: 4/9/2024

Agenda #: 4.

Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE

Subject: Selection of Committee Officer

Presenter: Shanelle Scales-Preston

Contact: Ernesto De La Torre - Ernesto.DeLaTorre@cchealth.org

Referral History and Update:

At the January 9, 2024 reorganization meeting of the Board of Supervisors, the Board decided that each of its standing committees should choose its 2024 officers (chair and vice chair).

The Committee is asked to elect the Vice Chair for 2024. At the February 13, 2024 LMHAC meeting, the position of Vice Chair was tabled.

Recommendation(s)/Next Step(s):

CONSIDER electing a committee member to the offices of Vice Chair for 2024.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-1092

Agenda Date: 4/9/2024

Agenda #: 5.

Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE

Subject: Staff report regarding Board of Supervisors meeting on 3/5/2024

Presenter: Ernesto De La Torre

Contact: Ernesto De La Torre - Ernesto.DeLaTorre@cchealth.org

Information: Staff report regarding Board of Supervisors meeting on 3/5/2024.

Referral History and Update: On 12/12/2023, the LMHAC sent recommendation to the Board of Supervisors for approval of the last six grants.

Recommendation(s)/Next Step(s): At the Board of Supervisors meeting of 3/5/2024, the item was approved as a consent item.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-2924

Agenda Date: 3/5/2024

Agenda #:

To: Board of Supervisors

From: Anna Roth, Health Services Director

Report Title: Los Medanos Health Advisory Committee 2023-2025 Grant Program, 6 Additional Grant proposals

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

1. ACCEPT the Los Medanos Health Advisory Committee (LMHAC) recommendations for the second set of Los Medanos Health Area Grants for 2023-2025; and
2. APPROVE and AUTHORIZE the Health Services Director, or designee, to execute 6 service contracts, totaling an amount not to exceed \$301,000 to identified Community Based Organizations (CBOs) that the LMHAC have determined to be eligible for awards during fiscal years 2023/24 and 2024/25 due to funding available through property tax revenue designated to provide health related programs to residents of the Los Medanos Health Area.

FISCAL IMPACT:

Approval of these actions would allocate up to \$301,000 of the Los Medanos Health Area property tax revenues to community programs within the health area boundaries. There is no fiscal impact to the County General Fund. (100% Los Medanos Community Health Area Tax Funding).

BACKGROUND:

On July 10, 2018, the Board of Supervisors adopted Resolution No. 2018/436 establishing the Los Medanos Health Advisory Committee to develop and implement the Los Medanos Area Health Plan Grant Program. The LMHAC is tasked with:

1. Developing an area health plan that identifies the major health disparities that impact residents of the former LMCHD service area and identifies priorities for improving health outcomes. The plan will be presented to the Board of Supervisors for review and will not be final unless adopted by the Board of Supervisors. The LMHAC may engage an outside consultant to assist in developing the plan. The LMHAC shall submit an updated plan for approval by the Board of Supervisors no less than every five years.
2. Soliciting proposals from service providers that are interested in participating in the Los Medanos Area Health Plan Grant Program (the "Grant Program") and are capable of addressing the priorities outlined in the adopted plan. Funding for grants will be provided from (i) a special fund established by the Auditor-Controller,

at the direction of the Board of Supervisors, that is used to segregate the property tax revenue received by the County as a result of the dissolution of the District, and (ii) any other funds made available to the grant program (e.g. through restricted donations, grants, etc.).

3. The advisory committee will recommend a list of proposed grantees to the Board of Supervisors for approval.
4. Monitor the efficacy of the programs funded by the grant program.
5. Report to the Board of Supervisors no less than once per year on the execution of the adopted plan, the allocated funds provided in the form of service contracts under the grant program, the results achieved through the adopted plan and through the program, and other matters that relate to the LMHAC's purpose and duties.

The Los Medanos Health Advisory Committee has developed five priority areas for the Los Medanos Health Area. On October 2, 2023, staff reported to the Los Medanos Healthcare Operations Committee on the health priorities and the Grant RFP process.

The LMHAC's Grant Program will support activities that meet one of the program goals listed below.

- 1) Improve the availability of and/or access to affordable healthcare services (e.g., elder care, health related clinics, and linkage to care).
- 2) Provide mental health awareness, education, and prevention programs (e.g., depression, anxiety, stress, and suicide prevention).
- 3) Provide awareness, education, and prevention programs targeted at chronic disease (e.g., cardiovascular disease, diabetes, asthma, food insecurity).
- 4) Provide service or access programs for the unhoused, prioritizing families and children.
- 5) Provide substance use awareness, education, and prevention programs (alcohol, drugs and tobacco).

The following are the terms of the Grant Program, as approved by the LMHAC:

Eligibility is limited to not-for-profit (501c3) community-based organizations, hospitals, local government, or public health agency service providers. To be eligible for funding, applicants must:

- Provide all funded services within the boundaries of the Los Medanos Health Area; and
- Demonstrate sufficient capacity to provide services to meet the programmatic objectives;
- Funds may not be spent on building/facilities improvements or to make payments for recipients of services; and
- Demonstrate fiscal stability (An agency with outstanding federal/state tax obligations is not eligible to apply for funding).

The grant program includes a public solicitation and request for proposals (RFP) process.

On December 12th, 2023 at a public meeting of the Los Medanos Health Advisory Committee, six (6) additional program proposals from community based organizations were reviewed. The advisory committee recommends the agency programs listed below for grant support. These are additional considerations and will bring the total number of recommended agency programs to 25.

Below are the individual contractors recommended under this action:

<u>Contractor</u>	<u>Program</u>	<u>Contract Payment Limit</u>	<u>Term Length</u>	<u>Term Dates</u>
The Center for Human Development	Fitness: Get Walking Program	\$80,000.00	2 Years	4/1/24-6/30/25
City of Pittsburg Recreation Dept.	Youth Basketball Program	\$99,986.00	2 Years	4/1/24-6/30/25
City of Pittsburg Recreation Dept.	Buchannon Swim Program	\$30,000.00	2 Years	4/1/24-6/30/25
Monument Crisis Center	Bay Point/Pittsburg Food Distribution	\$50,000.00	1 Year	4/1/24-12/31/24
Souljahs	Community Health Fairs	\$15,000.00	1 Year	4/1/24-12/31/24
Stoneman Village	Senior Dinner Program	\$26,000.00	1 Year	4/1/24-12/31/24
Total		\$300,986.00		

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the LMHAC will not be able to make funding recommendations for LMCHD this group of grant programs for 2023 - 2025.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-1093

Agenda Date: 4/9/2024

Agenda #: 6.

Advisory Board: LOS MEDANOS HEALTH ADVISORY COMMITTEE

Subject: Consider Reinstating the Los Medanos Grant Program Subcommittee

Presenter: Ernesto De La Torre

Contact: Ernesto.delatorre@cchealth.org

Referral History and Update:

The Grant Program Subcommittee was created to develop and review key aspects of the Los Medanos Health Area Grant Program.

The subcommittee membership is Shanelle Scales-Preston (Chair), Dr. Sefanit Mekuria, and Lloyd Lee Mason. The previous RFP requires review and updates based on lessons learned from the first round of the grant program.

Recommendation(s)/Next Step(s):

Reinstate the subcommittee with the same membership.

Receive the previous version of the RFP for review and edits.

Direct the subcommittee to meet at their earliest convenience.



**2023-2024 Los Medanos Community Health
Request for Proposal (RFP)
Annual Award Amount: Up to \$50,000
Proposal Due Date: Thursday, November 17th, 2023**

Greetings Los Medanos Health Area Community Partners!

Contra Costa Health and the Los Medanos Health Advisory Committee are excited to announce the 2023-2024 Los Medanos Health Area Service Contracts. We are currently seeking proposals from community organizations interested in providing direct health programs designed to support initiatives that contribute to the improvement of community health and well-being to the residents of the Los Medanos Health Area (formerly the Los Medanos Community Healthcare District). We invite your organization to participate and apply for this opportunity to bring your impactful health-related projects to life. Applicants may submit proposals for Service Contracts of up to \$50,000 in funding per year for the 23-24 and 24-25 funding cycles.

Applicants may submit proposals for single- or two-year service contracts. Most proposals accepted will be up to \$50,000 in funding per year. Requests over \$50,000 will require additional approval from the Contra Costa County Board of Supervisors and will only be considered for projects that address significant and emergent health needs of the Los Medanos Health Area.

Background and Service Contract Program Overview

Contra Costa Health, and the Los Medanos Health Advisory Committee have been directed by the Contra Costa Board of Supervisors to solicit proposals from service providers that are interested in participating in the Los Medanos Health Area Service Contract Program (the "Program") and are capable of addressing the priorities outlined in this notice. Funding for service contracts will be provided from a special fund established by the Auditor-Controller, at the direction of the Board of Supervisors, that is used to segregate the property tax revenue received by the County as a result of the dissolution of the Los Medanos Healthcare District. The funds collected by this property tax will be used for addressing health disparity within the Los Medanos Health Area. The advisory committee will recommend a list of proposed service contractors along with contract amounts to the Board of Supervisors for final approval.



The 2023-2024 Service contract Program is a testament to our commitment to fostering a healthier, happier, and more vibrant community. We believe that a healthy community is the cornerstone of progress and prosperity, and we are dedicated to supporting projects that address critical health issues and create lasting change. Applicants receiving awards must be able to modify their budgets and proposed services should the actual allocation be different than the amount proposed. Final contract amounts will be determined by the Board of Supervisors.

Description of Services to be Funded

The Program will support activities that meet one of the program goals listed below. All activities should be provided only within the bounds of the Los Medanos Health Area (see attached map).

- 1) Improve the availability of and/or access to affordable healthcare services (e.g. elder care, health related clinics, and linkage to care).
- 2) Provide mental health awareness, education, and prevention programs (e.g. depression, anxiety, stress, and suicide prevention).
- 3) Provide awareness, education, and prevention programs targeted at chronic disease (e.g. cardiovascular disease, diabetes, asthma, food security).
- 4) Provide service or access programs for the unhoused, prioritizing families and children.
- 5) Provide substance use awareness, education, and prevention programs (alcohol, drugs and tobacco)

Qualifications, Eligibility, and Funding Restrictions

Eligibility is limited to not-for-profit (501c3) community-based organizations, hospitals or public health agency service providers. To be eligible for funding, applicants must:

- be based in Contra Costa County,
- demonstrate sufficient capacity to provide services within the Los Medanos Health Area to meet the programmatic objectives,
- demonstrate fiscal stability. An agency with outstanding federal/state tax obligations is not eligible to apply for funding.



Funds may not be spent on building/facilities improvements or to make payments for recipients of services.

Contractual Obligations

The award will result in a contract for services after final approval by the Board of Supervisors and negotiations with the Los Medanos Advisory Committee (LMHAC) Program Manager regarding the work plan and final budget. There are general conditions, including Health Insurance Portability and Accountability Act (HIPAA) and insurance and indemnity requirements, which are common to all county contracts. A copy of these conditions is available upon request from the LMHAC Program Manager. Service contracts also require that contractors submit financial documentation with their invoices for payment. Contractors also need to provide an Employer Identification Number (EIN) and current W9.

Required Format of Application

Funding Application Cover Sheet (Appendix A)

Agency Capability – Three (3) pages maximum

- a. Provide a brief history and description of your agency.
- b. Explain the agency's experience and involvement with the community of the Los Medanos Health Area.
- c. Describe any direct services currently provided within the Los Medanos Health Area and the length of time these have been offered by the agency.
- d. Describe the qualifications of project personnel, including those providing direct services and supervisory staff.

Proposed Project Budget – Three (3) pages maximum (Appendix B)

The application must include a line-item budget, which includes a narrative justification (see attached form) explaining how each line item will be expended. There is a cap of 10% on all administrative charges. Routine administrative charges may include Director's time, agency rent and utilities, payroll, audits, maintenance, telephone, and other shared program costs. The project budget should include information on other sources of program



revenue. Applicants will be required to maintain written documentation, including legible invoices and canceled checks.

Service Continuity Plan: One (1) page maximum

The applicant must describe in detail how and with what frequency services will be conducted when a staff vacancy or other disruption of service occurs within the program. Consider the following example questions:

1. What will be done to minimize interruption?
2. Which services will be prioritized during the period and why?
3. Who will be responsible for which aspects of service delivery?
4. Who will provide supervision?
5. How will clients be notified?

Additional Supporting Documentation if applicable to service delivery

- a. **Tax-exempt status** determination letters from the Internal Revenue Service and/or the State of California.
- b. **Job Descriptions** for any primary positions to be funded under the proposed project. These should include educational/experiential qualifications for the position, as well as job duties and responsibilities.
- c. **Resumés or statements of qualifications** of primary staff funded under the proposed project as well as any supervisory staff, even if not funded under this service contract. If a prospective candidate has been identified, but not yet hired for a position to be funded, include their resumé. Resumés should reflect an individual's current job status. Proposals should not include resumés of individuals not involved in the proposed project.
- d. **Memoranda of Understanding and Letters of Collaboration** may be included but must be project specific.
- e. **Past Performance/Contract History**- Applicants are encouraged to list those contracts that are most relevant to the service category applied for.
- f. **List of Board of Directors** - including affiliations and city of residence.
- g. **Organization Chart** – including current staff names, their position with the agency, and % FTE dedicated to the project.
- h. **Agency's current operating budget**

***Additional documentation may be required to complete the contracting process.**



Application Deadline

Please submit your proposal via e-mail to Ernesto.delatorre@cchealth.org electronically time stamped no later than **4:00 p.m. on Friday November 17th, 2023**. The documents must be standard (8x11 letter sized) pages and saved in PDF format. An e-mail confirming receipt will be sent to all applicants.

Review Process & Criteria

- **Administrative Review:** Contra Costa Health staff will review all submitted proposals to ensure they are complete and in compliance with instructions stated in this RFP. Proposals not conforming to the specified instructions or are incomplete will not be accepted. Additionally, Contra Costa Health staff may conduct a physical site visit to observe the facility and/or program location.
- **Review of Proposed Program:** The Los Medanos Health Advisory Committee will evaluate and determine a preliminary score for each proposal, based on the guidelines listed below in “Review and Award Criteria.” Preliminary scores will be combined to determine a ranking for all proposals. Award recommendations will be presented to the Contra Costa Board of Supervisors for final review.
- **Contra Costa Board of Supervisors Program Review:** During a regular meeting the Board of Supervisors will review the recommendations and rationale for funding decisions and will determine the award amounts for each program. All final funding decisions will be made by the Board of Supervisors.
- **Notification of Award:** Each agency submitting a proposal will be informed in writing of the funding decision.

Review Criteria

Applicants are encouraged to use the questions listed below to guide the content of their proposal. Keep in mind that reviewers may not be aware of your proposed program or your agency’s experience in the Los Medanos Health Area or in Contra Costa County. A total point value for each proposal will be given per reviewer and averaged. The maximum score is 150 points.



Project Design and Methodology – 25 points

- Is the project design well-structured and logically organized?
- Are the methods and strategies proposed appropriate for achieving the stated objectives?
- Is there a clear timeline for project implementation, including key milestones and activities?

Impact and Benefits – 25 points

- Does the proposal clearly outline the potential positive impact on health outcomes?
- Are the expected benefits well-defined and realistic given the proposed activities?
- Does the proposal include a plan for evaluating the project's impact and outcomes?

Alignment with program objectives and priorities - 20 points

- Does the proposal clearly align with the goals and priorities of the service contract program?
- Are the project's objectives specific, measurable, achievable, relevant and Time-bound (SMART)?
- Does the proposal demonstrate a clear understanding of the health issue being addressed?

Feasibility and Sustainability - 20 points

- Does the proposal demonstrate that the project is feasible within the stated timeframe and budget?
- Are the resources, expertise, and partnerships required for project success adequately described?
- Is there a plan for sustaining project outcomes beyond the service contract period?

Budget and Resource Management - 20 points

- Is the budget well-structured, with clear allocations for different project components?
- Are the costs reasonable and justifiable in relation to the proposed activities and outcomes?
- Are potential sources of matching funds or in-kind contributions identified?

Innovation and Creativity - 15 points

- Does the proposal present innovative or creative approaches to addressing the identified priority?



- Are novel strategies or technologies proposed that could lead to significant impact or change?

Collaboration and Partnerships - 15 points

- Does the proposal demonstrate meaningful collaboration with relevant stakeholders?
- Community members, community-based organizations, healthcare providers, or county agencies?
- Are partnerships well-established and likely to enhance the project's success and impact?

Clarity and Quality of Presentation - 10 points

- Is the proposal well-written, organized, and free from grammatical errors or unclear language?
- Are all sections of the proposal clearly labeled and adequately addressed?
- Are supporting documents provided in a professional manner?