

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
FRESNO, CALIFORNIA, DIRECTING APPROVAL OF AND  
PROCEDURES FOR CARES ACT FUNDING

WHEREAS, on March 27, 2020, Congress enacted the CARES Act and created the Coronavirus Relief Fund; and

WHEREAS, as part of the CARES Act, the Department of Treasury distributed emergency financial assistance payments from the Coronavirus Relief Fund to state and local governments, including, among others, a payment of approximately \$92 million to the City of Fresno; and

WHEREAS, the CARES Act (42 U.S.C. 801(d)) requires that payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, the Coronavirus Relief Fund Guidance, dated June 30, 2020, issued by the Department of Treasury clarifies that a cost is considered "not accounted for" if "(a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget or (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation"; and

1 of 4

Date Adopted:

Date Approved:

Effective Date:

City Attorney Approval:



Resolution No.

WHEREAS, the Coronavirus Relief Fund Guidance dated June 30, 2020, issued by the Department of Treasury provides the “[e]ligible expenditures include, but are not limited to, payment for...[p]ayroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency”; and

WHEREAS, the Coronavirus Relief Fund Guidance dated June 30, 2020, issued by the Department of Treasury provides that “[e]ligible expenditures include, but are not limited to, payment for... [a]ny other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria”; and

WHEREAS, the City Council finds that the payroll and associated expenses for employees of the City’s Code Enforcement Division, set forth and attached hereto as Exhibit A, are (1) for services substantially dedicated to mitigating and responding to the COVID19 public health emergency, (2) reasonably necessary to the function of government, and (3) satisfy the Fund’s eligibility criteria; and

WHEREAS, the City Attorney has opined that based upon the published guidance available as of the date of this Resolution, the expenditures submitted by the City Attorney’s Office for Code Enforcement reimbursement as set forth in Exhibit A hereto meet the eligibility requirements for the Coronavirus Relief Fund.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fresno as follows:

1. The Council has been advised by the City Attorney concerning the legal defensibility of Council’s approval of the use of CARES funds. City Staff and the City Attorney are authorized and directed to take all necessary actions to carry out Council’s

approval and direction to spend CARES funds. In carrying out this direction, such actions shall be considered ministerial, and all City officials and employees completing these ministerial tasks consistent with Council direction shall be fully held harmless and defended by the City, for all claims, actions, and damages of every type, including approval of the advice of counsel defense to the full extent permitted by law. The City Manager and Controller are hereby directed and authorized to immediately process and take all actions necessary to allocate the expenses set forth in Exhibit A to the City's portion of the Coronavirus Relief Fund, pursuant to the CARES Act.

2. The City Manager and Controller are hereby directed and authorized to take all actions necessary to process any subsequent similar expenses in accordance with Section 1 above.

3. Any portion of the expenses allocated pursuant to Sections 1 and 2 which result in a reimbursement from the Coronavirus Relief Fund for expenses, other than personnel costs, already paid out from the affected department budget shall be immediately reimbursed and credited to that budget.

4. For Council offices, the City Attorney's Office, and the Clerk's Office, reimbursement for personnel costs when credited to the affected office or department shall then remain with that office or department, that is, added to that office or department budget.

5. For other offices and departments, reimbursement for personnel costs when credited to the affected office or department shall then revert to the general fund or other appropriate fund, to be re-appropriated for another purpose.

6. The expenditures attached hereto as Exhibit A meet the eligibility requirements for the Coronavirus Relief Fund, and therefore shall be reimbursed.

7. The procedures for application, approval, and funding of CARES/Coronavirus Relief Fund shall follow the Memo attached hereto as Exhibit B.

8. City personnel or contractors shall not utilize time and resources to conduct audits of CARES recipients during the pendency of the COVID-19 Emergency; any audits shall follow the conclusion as directed by Council.

9. This Resolution shall be effective immediately.

\* \* \* \* \*

STATE OF CALIFORNIA )  
COUNTY OF FRESNO ) ss.  
CITY OF FRESNO )

I, YVONNE SPENCE, City Clerk of the City of Fresno, certify that the foregoing resolution was adopted by the Council of the City of Fresno, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

AYES :  
NOES :  
ABSENT :  
ABSTAIN :  
Mayor Approval: \_\_\_\_\_, 2020  
Mayor Approval/No Return: \_\_\_\_\_, 2020  
Mayor Veto: \_\_\_\_\_, 2020  
Council Override Vote: \_\_\_\_\_, 2020

YVONNE SPENCE, MMC  
City Clerk

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:  
DOUGLAS T. SLOAN  
City Attorney

By: \_\_\_\_\_  
Doug Sloan Date  
City Attorney

## **EXHIBIT A**

### **CITY ATTORNEY'S OFFICE - CODE ENFORCEMENT**

#### **REIMBURSABLE PERSONNEL COSTS**

Full reimbursement for all personnel costs for positions in the City Attorney's Office, Code Enforcement, as reassigned to work on COVID-19 enforcement issues, beginning March 16 and continuing on from that date, until December 30, 2020.

For example, for the pay periods 3/30/20 through 4/12/20, and 4/27/20 through 5/10/20, the total reimbursement is \$79,564.92.



**DOUGLAS T. SLOAN**  
City Attorney

August 14, 2020

MEMORANDUM

TO: Council

RE: Processing of CARES Act Funding Requests

On June 30, 2020, the Council adopted the Coronavirus Relief Fund Strategic Plan (the Strategic Plan) to guide the City's allocation of CARES Act funds. The Strategic Plan is attached hereto as Exhibit A and sets forth categories of funding and associated funding goals.

Pursuant to the guidelines set forth in the Strategic Plan, the following procedure shall be utilized for processing of funding requests:

1. **Submission of Request.** The City of Fresno has two SharePoint sites for the submission of CARES Act funding requests; one site for internal City use for the submission of requests such as personal protective equipment/disinfecting supplies, retrofit of City facilities and telework technology requests, and the second site for use by Council Districts and the Administration to submit external CARES funding requests for activities such as pop-up testing events and community-based organization proposals (for example a proposal from UCSF or Neighborhood Industries). Upon submission, all requests are processed in a similar manner. Anyone submitting a request shall submit the following:
  - a. **Request Form.** The City utilizes FEMA Form ICS213RR for CARES Act funding requests. This fillable PDF form is available on SharePoint and can be edited according to the proposed CARES activity or service. Requests submitted by Thursdays at 5:00 pm shall generally be reviewed the following Monday.
  - b. **Simple Proposals/Ideas:** For less complex CARES activity or service proposals, such as pop-up testing events, only a completed ICS213 RR form will need to be submitted to SharePoint.
  - c. **Complex Proposals:** For more complex CARES activity/service proposals, an ICS213 RR shall be submitted as the cover sheet along with a supplemental proposal and budget. The proposal shall be written in paragraph form and should be no more than two pages in length. When attaching the ICS213 RR Form in SharePoint it will allow you to attach more than one document.

A sample request form and proposals are attached hereto as Exhibit B.

2. **Eligibility Review by CARES Action Team.** Requests are to be initially reviewed by the City Attorney and the Controller (or their designees).

- a. **Eligible Requests:** Requests determined to be eligible by both the City Attorney and the Controller and fall within existing broad categories in the Strategic Plan shall be brought to the CARES Committee for approval.
  - b. **Ineligible Requests:** Requests deemed ineligible will be brought to the CARES Committee for discussion. Ineligible requests may be returned to the submitting entity for additional information and/or clarification.
  - c. **Report and Recommendations.** Based on its review the City Attorney and Controller (or their designees) shall prepare a report with their analyses.
3. **CARES Committee and Council Approval.** The CARES Committee shall review all requests for CARES Act funding and determine whether to approve and make recommendations to Council.
  - a. **Recommendation and Council Approval.** If the Committee recommends approval of a request, it shall be promptly submitted for Council consideration; Council shall make the final decision and provide direction via Council resolution.
  - b. **External Requests.** All external funding requests will require Council approval of CARES funding, an appropriation (AAR), and a contract. If the amount is \$50,000 or less, the City Manager may be authorized and directed to approve the contract. If the amount is over \$50,000, the Council shall consider approval of the contract.
  - c. **Internal Requests.** Internal (Charter office or department) funding requests will require Council approval of CARES funding if not already included in the Strategic Plan. Departments may use existing appropriations to cover the cost of the internal request. Requests in excess of existing appropriations may require an AAR amendment that is approved by Council, if required under the AAR.
  - d. **Implementation and Funding.** All requests approved by Council shall be promptly implemented and funded. Applicants shall then be promptly notified of approval or disapproval. Approved programs, activities and services will be monitored by the multi-department CARES Action Team and Council will be provided periodic updates.

Respectfully submitted,



Doug Sloan  
City Attorney

# **Exhibit A**





# **CORONAVIRUS RELIEF FUND STRATEGIC PLAN June 30, 2020**

Prepared by Tim Orman, Chief of Staff to the Mayor  
in consultation with Mayor Lee Brand, City Manager/EOC Director Wilma Quan,  
Councilmembers Esmeralda Soria, Luis Chavez and Miguel Arias,  
Assistant City Manager Jane Sumpter, Budget Director Henry Fierro,  
EOC Deputy Director TJ Miller, EOC Operations Coordinator Jim Schaad,  
EOC Coordinator Thomas Gaffrey, EOC Communications Director Mark Standriff,  
EOC Planning Coordinator Jennifer Clark, EOC Logistics Coordinator Aaron Aguire,  
EOC Finance Director Mike Lima, EOC Safety Liaison Dan O'Meara

## **GUIDING PRINCIPLES**

The Mayor, City Council and City Manager recommend the following guiding principles in defining Fresno's strategy for utilizing Coronavirus Relief Funds (CRF) received through the CARES Act.

1. Ensure continued COVID-19 related public health and safety while building resilience and fostering economic stability for households, non-profits and businesses.
2. Create a transparent process that allows for full thorough public comment and input.
3. Create a review process that includes the City Controller, City Attorney, the City's federal consultant and others to screen programs and expenditures prior to authorization in order to not have any expenditures be declared ineligible and repaid by the General Fund in the event the CRF is audited by the Treasury Department's Office of Inspector General. City Controller and City Attorney may have opposing views of eligibility, which will be decided by Council and Mayor through the legislative process.
4. Allocate to one-time uses that avoid ongoing obligations for the City.
5. Use existing procurement and other processes where possible to expedite deployment and avoid duplicated administrative burdens.
6. Preserve City services and the City employees who provide them to avoid worsening the economic impact of the pandemic on the community.
7. Fund programs that reduce the economic burden on residents and businesses from the COVID-19 downturn.
8. Identify and fund opportunities for ongoing improvements that will benefit the community and the organization in a post-COVID-19 economy.
9. Invest at least one-third of these funds in eligible programs to help underserved communities in Southwest and Southeast Fresno.

# CITY OF FRESNO

## CORONAVIRUS RELIEF FUND STRATEGIC PLAN

### 1. COMMUNITY INVESTMENT (\$45,499,809)

- Health Clinics for Southwest and Southeast Fresno (\$10,000,000)  
Commit \$10,000,000 to purchase two facilities to be operated as health clinics by qualified operators for \$0 rent; one facility in Southwest Fresno and one in Southeast Fresno
- Mobile Heal COVID-19 Testing and Health Screening Program (\$5,000,000)  
Council approved this grant to UCSF Fresno to provide 3 mobile testing and health screening units focussing on Southwest, Southeast and Central Fresno
- Expand Testing Capability and Contact Tracing for Residents and Employees (\$5,000,000)  
Invest \$5,000,000 in expanding testing capability, primarily in Southwest and Southeast Fresno and also create contact tracing capacity in those now through end of this year
- Residential Housing Retention Grants (\$5,000,000)  
\$1,500,000 committed now; Council to authorize an additional \$3,500,000; the vast majority of these funds will flow to residents in the southern parts of the City
- Food Assistance (\$5,000,000)  
Provide grants to assist with food purchasing and delivery to vulnerable population
- Homeless Transitional Housing (\$4,500,000)  
The City will buy hotels/motels with 100 to 200 rooms to be used for transitional housing for people experiencing homelessness in the COVID-19 environment. Other federal funding may be available to rehabilitate these facilities for long-term use after the pandemic
- Upgrade and Rehabilitate Parks and Community Centers (\$4,000,000)  
Rehabilitate City-owned parks and community centers to meet COVID-19 safety protocols; it is expected that most of this work will be in Central, Southwest and Southeast Fresno
- Save Our Small Business Grants (\$4,000,000)  
\$2,750,000 distributed or in process; authorize an additional \$1,250,000 at a later date
- Childcare Vouchers for Essential Workers and Vulnerable Populations (\$2,389,809)  
Provide child care vouchers to income-qualified essential workers and vulnerable populations who need affordable child care in order to keep working
- Micro Farmers Farm to Family Grant Program (\$500,000)  
Council approved this expenditure to provide grants up to \$1,000 to small farmers who live in the City to cover their harvest and packing costs and then donate the crops to food banks
- Contract with EDC and Chambers to educate business on safe practices (\$110,000)  
Council approved this expenditure to amend the existing EDC contract to assist local businesses in following State, County and City health and safety protocols

# CITY OF FRESNO

## CORONAVIRUS RELIEF FUND STRATEGIC PLAN

### 2. CITY COVID-19 EXPENDITURES (\$9,250,000)

- Retrofit City Facilities (\$4,250,000)  
City Hall and other City facilities need to be retrofitted with touchless restroom fixtures, physical changes to accommodate social distancing, barriers for public counters, signage and other improvements to create a safer environment for City employees and Fresno residents who need to visit City buildings
- \* Telework Technology Upgrade (\$2,000,000)  
Expanding and improving the capability of City employees to telework and enhance their ability to provide quality service to our residents
- Personal Protective Equipment (PPE) Purchasing (\$1,000,000)  
Purchase of PPE for City needs and also for Skilled Nursing Facilities as well as for small business needs
- Current Eligible City Expenses (\$1,000,000)  
Approximate amount the City has spent to respond to COVID-19 as of 6/30/2020 that is not covered in other line items in this or other plans
- Future Eligible City Expenses (\$1,000,000)  
Estimate of additional eligible City expenses not covered in other line items between 6/30/2020 and December 30, 2020

### 3. PRESERVATION OF ESSENTIAL CITY SERVICES FOR RESIDENTS (\$38,006,912.80)

- Citywide Salaries related to COVID-19 mitigation (\$25,000,000)  
\$9,000,000 in Fiscal Year 2020 and \$16,000,000 in the first half of Fiscal Year 2021 for salaries of City employees who have provided services to City residents to mitigate the impacts of COVID-19 on the community
- Contingency for unforeseen expenses or change in CARES Act rules (\$13,006,103.80)  
The first choice for this contingency is if Congress and/or the Administration allow states and cities to use CARES Act Coronavirus Relief Fund monies for revenue replacement and these funds can help close the FY2021 deficit and preserve the City's ability to provide core services to our residents. If additional flexibility is not granted, these funds should be programmed for additional community investment by October 1, 2020

# **Exhibit B**

## RESOURCE REQUEST MESSAGE (ICS 213 RR)

<b>1. Incident Name:</b> Pop up testing center at Maxie Park on 8/25 at 0800 hrs	<b>2. Date/Time</b> 7/30/2020 0900 hrs	<b>3. Resource Request Number:</b> [Leave Blank]			
<b>4. Order</b> (Use additional forms when requesting different resource sources of supply.):					
Requestor	Logistics	Finance			
<b>Qty.</b>	<b>Kind</b>	<b>Type</b>	<b>Detailed Item Description:</b> (Vital characteristics, brand, specs, experience, size, etc.)	<b>Arrival Date and Time</b>	<b>Cost</b>
			-Transportation fees for lab samples	Requested	Estimated
			-PPE		300.00
			-Post event clean up fee ( and what company will be doing this)		200.00
			-Lab fees		250.00
			-Personnel		150.00
			-Facility rental fee		300.00
			-Traffic mitigation (cones, etc)		50.00
			-Signage; Advertisement/Marketing,		100.00
			-Tents; Power (generators, etc),		75.00
					400.00
<b>5. Requested Delivery/Reporting Location:</b> PARCS Community Center - Maxie Park with Health Care Partner Clinica Sierra Vista					
<b>6. Suitable Substitutes and/or Suggested Sources:</b> Contact D3 for substitute information					
<b>7. Requested by Name/Position:</b> Dolores /Chief of Staff/D3			<b>8. Priority:</b> <input checked="" type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		
<b>10. Logistics Order Number:</b>			<b>9. Section Chief Approval:</b>		
<b>12. Name of Supplier/POC:</b>			<b>11. Supplier Phone/Fax/Email:</b>		
<b>13. Notes:</b>					
<b>14. Approval Signature of Auth Logistics Rep:</b>			<b>15. Date/Time:</b>		
<b>16. Order placed by (check box):</b> <input type="checkbox"/> SPUL <input type="checkbox"/> PROC					
<b>17. Reply/Comments from Finance:</b>					
<b>18. Finance Section Signature:</b>			<b>19. Date/Time:</b>		
ICS 213 RR, Page 1					



# Child Care for COVID-19 Essential Workers in Fresno County

JUNE 29, 2020

## Overview

Access to quality child care is vitally important for essential workers and all families in Fresno County. When parents have access to quality child care they can work, financially support their families and contribute to the prosperity of our region. Child care providers are community anchors that strengthen neighborhoods and create the environment for early learning. Children who receive quality early education are ready to enter school and ready to succeed in work and life. The lasting impacts of access to quality child care for parents, children and the local economy is impossible to overstate.

During the 2008 Great Recession, the county lost over 405 licensed child care homes and centers that have never been regained. This means that approximately 7,000 child care slots were lost in a county that was already significantly short of childcare. It is imperative that we do not lose more child care slots due to the pandemic. This proposal focuses on both the immediate need for essential workers and the retention of the currently operating childcare homes and centers. As background, 61% of Fresno County's total 17,117 child care slots are in the City of Fresno (10,441 child care slots) and the remaining 39% are in the rest of Fresno County.

## Quick Summary

To ensure that essential workers who are parents or guardians of young children can continue to do their jobs at full productivity, despite the shutdown of schools and some child care centers, and the variable school re-opening plans, **we propose a two-pronged response to bridge funding for child care through December 31, 2020. We are prioritizing utilization of the existing system of care providers, for safe, rapid, and no-cost access to child care to augment the emergency child care actions taken to date:**

1. **Essential Worker Child Care Vouchers** - Provide 190 child care vouchers to essential workers, with top priority for frontline healthcare workers, to enable them to secure no-cost child care. Voucher value will be sufficient to cover hazard pay for child care workers and the extra costs of providing care during the pandemic. **The first priority is bridge funding for 40 City of Fresno children now utilizing these child care services and another new 150 children added for July 1 through December 31, 2020.** This is especially important with schools re-opening and the increased need for child care for all levels of school personnel and families returning to work in a variety of essential services, often with non-traditional hours. This includes the agricultural industry. A voucher follows the child, so if a child starts in a center for most of the day but then moves to a license-exempt home for the evening, the child is covered.

Families can select any of the following care providers:

- a. licensed child care center or licensed family child care home;
- b. license-exempt school-age care for children in community settings;
- c. care by a professional caregiver, if the caregiver meets Trustline background check, in the family's home or in the caregiver's home for children from only one family; or
- d. by a family member, friend or neighbor, if the caregiver meets Trustline background check and care for only one family.

**Total Funding Requested: \$ 1,506,390 for a total of 190 children for six months.**

Funding would be provided to Central Valley Children Services Network for distribution to the child care homes and centers or parents for continuity of care.



2. **Child Care Provider PPE and Cleaning Supplies:** To meet the safety precautions, child care providers utilize PPE and cleaning supplies beyond the scope of their contracted reimbursement. This expense is becoming an issue for retention of child care homes and slots. A request is included to provide the per child cost of \$65.89 to providers one time. The funding requested is based on 10,103 children in child care.

**Total Funding Requested: \$665,663 for licensed and license-exempt homes and centers.**

Funding would be provided to Children Services Network for distribution to the child care homes and centers.

**Total Program Cost: \$2,172,553**

**Indirect at 10% of total.** Indirect covers a portion administration of vouchers, accounting, IT, reporting and other operational costs.

**City Indirect = \$217,255**

**GRAND TOTAL REQUESTED FROM CITY OF FRESNO: \$2,389,808**

### Desired Impact

- Desired Impact for Employers
- Increased availability of workers in critical roles
- Reduced absenteeism
- Reduced time spent trying to solve employees' child care struggles

### Desired Impact for Essential Workers

- Reduced cognitive load on working parents/guardians to figure out child care arrangements, worrying about their children in unstable child care arrangements and worrying about child care expenses
- Reduced child care costs

### Desired Impact for Children

- Happy, safe, learning and loved
- More predictable routines, which add resiliency during traumatic times
- Support to complete school work

### Desired Impact for Child Care Providers

- Support resilience of child care providers through the crisis so that child care capacity is available when the crisis abates and parents/guardians are able to go back to work

*Developed by members of Fresno Cradle to Career in partnership with Fresno Community Health Improvement Partnership, Fresno DRIVE and The Children's Movement representing the sectors of early childhood, health, K-12 education, higher education, government agencies, housing, justice, philanthropy, economic development, business, workforce upskilling and development, and neighborhood development.*

## GRANT PROPOSAL for UCSF FRESNO and CITY of FRESNO MOBILE Heal PROJECT

### **Background:**

COVID-19, a novel disease, caused by the SARS COV-2 virus, is responsible for a worldwide pandemic, which has affected all of the United States. This new disease has stressed the healthcare system and resulted in significant damage to the economy, including the healthcare system and economy of Fresno. Economic recovery and disease control will both require much better understanding of the epidemiology of the disease, especially in communities of color, which are disproportionately affected and who hold many of the essential jobs in the economy. An example of this is the recent large scale testing done in the Mission District in San Francisco by UCSF (<https://www.statnews.com/2020/05/28/sobering-finding-covid19-struck-mostly-low-wage-essential-workers-san-francisco/>). In testing more than 4000 people, about 2% tested positive. However, 95% of the positives occurred in Latinx even though they represent only 58% of the population of the district. Currently, the best tests available to diagnose the infection, either symptomatic or asymptomatic, are polymerase chain reaction tests for the viral RNA (pcr testing).

In developing testing for vulnerable and underserved populations in Fresno, one needs to address a number of issues:

1. Fixed testing sites in the city will not meet the needs of this population and will encourage the use of public transportation, which itself presents a risk.
2. There is often general levels of distrust of governmental authority in these populations.
3. Language and cultural barriers often interfere with delivering appropriate health care
4. Patients in these communities often have limited access to appropriate health care
5. Screening these populations benefits the health of the entire community.

### **Goals:**

1. Facilitate testing done in underserved neighborhoods in Fresno using the model of mobile health care developed at UCSF Fresno by Dr. Kenny Banh. Mobile testing sites will come to the neighborhoods to obviate the problem of transportation and come at off hours or days to facilitate testing people when they are not working.
2. Provide screening services to identify underlying health issues that increase the person's risk to both the infection and more serious consequences of the infection (diabetes, hypertension, lung and heart disease) using point-of-care testing and screening evaluations.
3. Appropriately connect the people that are symptomatic and positive to health care providers using telehealth capability, which can be initiated, through the mobile sites equipped with hot spot technology.



**Proposal:**

Our proposal is to develop at least three mobile “clinics” that can be deployed for testing for SARS COV-2, screening for at risk health conditions, and connect symptomatic patients to health care providers using telehealth technology. The focus will be on neighborhoods traditionally underserved for health care in Fresno. This will require several steps; however, we need to begin initial screening as soon as possible. For this reason, we have developed this project in three phases:

**PHASE 1 (first 30 days):**

1. Develop community relationships with neighborhood organizations, churches, schools and community leaders, both elected and unelected to help carry the message to the citizens of the neighborhoods.
2. Purchase two vans equipped with test and supplies, which can be utilized to initiate the first testing sites.
3. Order two larger RV’s to be designed to provide mobile clinic facilities for phase three.
4. Purchase point-of-care testing equipment.
5. Finalize a contract with UCSF Chan Zuckerberg Biohub to run SARS COV-2 pcr testing.
6. Establish a fixed based of operations for staff by leasing existing space in the city.
7. Hire the initial medical director, the administrative director, and medical assistants. We will search for bilingual candidates to facilitate addressing language issues.
8. Train personnel in collecting samples for pcr.
9. Develop screening questionnaires and consent in at least three languages (English, Spanish and Hmong).
10. Obtain sufficient PPE and test supplies to initiate the testing.
11. Develop strategic partnerships with existing projects testing farm workers through Fresno State and UC Berkeley.

**Phase 2 (31-90 days):**

1. Initiate at least one and possibly two mobile testing sites that can operate 5 days per week.
2. Work out the logistics of testing in this environment.
3. Set up telehealth capability
4. Develop a strategic relationship with federally qualified health centers in Fresno to link to symptomatic patients to provide care
5. Hire or contract for social workers to assist positive patients as needed for social support
6. After 30 days, use LEAN PDSA (Plan Do Study Adapt) to evaluate and improve the processes
7. Train contact tracers to use the developing software in collaboration with other testing sites for contact tracing

**Phase 3 through December 15, 2020 unless additional funding is received:**

1. Launch the two mobile RV clinics to expand capacity for screening and clinical services
2. Repurpose one of the vans used in phase 2 to serve as a supply van for the other three vehicles serving as mobile sites
3. Expand services to seven days per week depending on our ability to add staff and maintain sufficient PPE and testing supplies
4. Phase 3 will continue so long as we have the resources and the need within the community.

A detailed budget is attached.