

# 32031

## PUBLIC BENEFITS OVERSIGHT COMMITTEE GRANT AWARD AGREEMENT

City of Long Beach

### A. PURPOSE OF GRANTEE

The City of Long Beach (GRANTEE) is a municipal corporation in the County of Los Angeles, a political subdivision of the State of California.

### B. PURPOSE OF AWARD

BP West Coast Products, LLC (“BP” or “GRANTOR”) hereby grants an award to GRANTEE, for the purposes set forth in Attachment I. The March 2005 Settlement Agreement between the South Coast Air Quality Management District (“AQMD”) and BP specifies that BP will fund a public benefit program that addresses conditions caused or exacerbated by the health effects of air pollution, or results in air pollution prevention or reduction. The community benefit programs are to be selected by a Public Benefits Oversight Committee (the “Oversight Committee”), as established by the Settlement Agreement. Funds are paid by BP to the recipients selected by the Oversight Committee. GRANTEE was selected by the Oversight Committee to receive funding under the terms and conditions set forth in this Agreement.

### C. AMOUNT OF AWARD/PERFORMANCE SCHEDULE

The amount of the award and the time for performance of activities shall be as set forth in Attachment I.

### D. CONDITIONS OF AWARD

GRANTEE agrees to accept the award only under the following conditions:

1. Compliance with Activities. GRANTEE shall perform the activities set forth and described in Attachment I and Attachment III.
2. Written Budget and Status Reports. GRANTEE has provided a Budget for this grant program, incorporated herein as Attachment II. GRANTEE shall also provide the Oversight Committee written budget and status reports as specified in Attachment I.
3. Management of Award. GRANTEE shall manage the award funds as follows: (a) all award funds shall be segregated, (2) all disbursements shall be accounted for, and (3) a budget report shall be prepared and submitted as specified in this Agreement.

4. Identification of GRANTOR as Sponsor. GRANTEE shall ensure that GRANTOR and AQMD are clearly identified as sponsor or support organization on all published material funded by this grant.
5. Expenditure of Funds. GRANTEE shall expend the funds only for the purposes described in Attachment I. Any funds not expended as contracted for or committed during the term of the grant period, as described in Attachment I, must be returned to GRANTOR within thirty (30) days of the grant's termination date. If GRANTEE obtains the permission of the Oversight Committee, GRANTEE may modify the budget items as changes in circumstances dictate. GRANTEE shall not use the grant funds for participation or intervention in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office or for carrying on propaganda, or otherwise attempting to influence legislation or for participation in any political initiative, referendum or voter registration drive.
6. Grantee's Status as a Qualified Charitable Contribution Recipient. This grant is specifically conditioned upon GRANTEE's status as a government entity, qualified to receive deductible charitable contributions under Internal Revenue Code Section 170(c)(1) and related IRS Regulation Section 1.170A-9(d). GRANTEE warrants and represents that GRANTEE is exempt from Federal income tax under section 115 of the Internal Revenue Code, therefore, no tax determination letter is required. GRANTEE shall immediately notify GRANTOR in writing of any change or potential change in GRANTEE's status as qualified to receive deductible charitable contributions.
7. Return of Funds. GRANTEE shall return to GRANTOR any unexpended funds granted to it by GRANTOR if (i) GRANTOR, upon recommendation by the Oversight Committee, determines that GRANTEE has not performed in accordance with the terms of this Agreement or the GRANTEE's grant program or budget approved by GRANTOR or (ii) the grant subject to this Agreement, or this Agreement itself, expires or terminates or is terminated or deemed or rendered void for any reason.
8. Records, Audit, Site Visits. GRANTEE shall be responsible for maintaining adequate financial records of this grant program. GRANTOR reserves the right, upon written notice, to review GRANTEE's books and records relating to the expenditure of any funds provided by GRANTOR.
9. No Further Obligations by GRANTOR. This grant is made with the understanding that GRANTOR has no obligation to provide other or

additional support or grants to GRANTEE.

10. Travel, Conferences, and Food Expenses. GRANTEE will not use grant funds to pay for travel, conferences, or food expenses, unless specifically set forth in Attachment I.
11. Licensing and Credentials. GRANTEE hereby agrees to maintain or requires others 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 award.
12. Management and Organizational Changes. GRANTEE hereby agrees to provide immediate written notice to GRANTOR if significant changes or events occur during the term of this award that could potentially affect the outcome of this award, including, without limitation, changes in GRANTEE's management personnel or losses of funding.

#### **E. GENERAL PROVISIONS**

1. Independent Contractors. The parties to this Agreement are independent contractors, and neither shall be deemed to be the employee or the agent of the other.
2. Applicable Law. This Agreement shall be governed by the applicable laws of the State of California.
3. No Assignment. This Agreement shall be void if assigned. Neither party shall subcontract its obligations under this Agreement, except upon prior written consent of the other party.
4. Amendments. This Agreement shall not be amended except by written agreement by the parties' duly authorized representatives.
5. Entire Agreement. This Agreement is the entire Agreement between the parties and supersedes any prior agreements, representations or warranties with respect to the subject matter hereof.
6. Notices. Any notices, written budgets or status reports required to be submitted by the GRANTEE shall be sent to the Oversight Committee, as follows:

BP/AQMD Public Benefits Oversight Committee  
c/o Jean Ospital, Health Effects Officer  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765-4178

Any notices or approvals required from the Oversight Committee or GRANTOR shall be sent to the GRANTEE as follows:

The City of Long Beach  
Patrick H. West, City Manager  
333 W. Ocean Blvd.  
Long Beach, CA 90802

Either GRANTOR or GRANTEE may change the address for notification by informing the other party in writing.

- Indemnification. GRANTEE agrees to hold harmless and indemnify GRANTOR, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, cost, lawsuits, demands, judgments, legal fees or any other expenses which GRANTOR, its officers, employees, agents, representatives, and successors-in-interest may incur or be required to pay by reason of any injury or property damage arising from the negligent or intentional conduct or omission of GRANTEE, its employees, its subcontracts, or its agents in the performance of this Agreement.

GRANTOR:

GRANTEE:

BP West Coast Products, LLC

City of Long Beach

Assistant City Manager

By: 

By: 

EXECUTED PURSUANT  
TO SECTION 301 OF  
THE CITY CHARTER.

Title: Executive Vice President

Title: City Manager

Governments Public Affairs

Date: 2.7.2011

Date: 12.30.10

APPROVED AS TO FORM

12/14 20 10  
ROBERT E. SHARPE, City Attorney

By: 

## ATTACHMENT I

### STATEMENT OF WORK

#### BP/AQMD PUBLIC BENEFITS OVERSIGHT COMMITTEE GRANT AWARD TERMS AND CONDITIONS

##### City of Long Beach

#### 1. ACTIVITIES TO BE FUNDED BY AWARD:

The monies from this award will be used by GRANTEE, the City of Long Beach, for the Community Asthma and Air Quality Resource Education (CAARE) Program to address conditions caused or exacerbated by both indoor and outdoor air pollution in West Long Beach. Specific services to be provided are described in the attached proposal from the City of Long Beach, which are incorporated herein (Attachment III).

##### Project Goals and Description

The goals of the CAARE Program are to improve the health and well-being of senior citizens and adult residents with asthma who are 18-54 years of age, who work or reside in West Long Beach.

In order to achieve these goals, GRANTEE has established the following outcomes:

- 50% increase in knowledge proficiency in indoor and outdoor environmental asthma triggers
- 50% increase in asthma knowledge and belief in ability to manage asthma
- 50% increase in the number of persons that begin seeing a primary care physician
- 50% increase in the number of persons that obtain long-term controller medication
- 50% increase in frequency/number of visits to doctor's office for routine asthma care
- Decrease use of emergency and hospital based asthma services by 50%
- Decrease the number of asthma symptoms during the day and at night by 50%
- Decrease in-home environmental triggers by reducing and eliminating asthma triggers in the home environment by 25%
- Decrease the number of persons missing work days by 50%
- Increased feeling of support and connectedness, and
- Increased quality of life

##### Objectives

Project objectives for the CAARE Program include the following:

- **Objective 1:** Conduct 150 intensive one-on-one in home educational visits and case management to adult residents 18-54 years of age in West Long Beach

- **Objective 2:** Conduct 50 intensive one-on-one in home educational visits and case management to adult residents 55 years of age and older in West Long Beach.
- **Objective 3:** Conduct five, two-hour community workshops called “Care for Your Air at Home and Outside” for up to 200 residents of West Long Beach.
- **Objective 4:** Conduct the Long Beach Breathe Well Community Asthma Resource Fair and continue to partner with Long Beach Alliance for Children with Asthma, American Lung Association of California, hospitals, respiratory therapist, physicians and other agencies on at least two (2) local and/or regional asthma events to increase awareness and knowledge of asthma and environmental triggers and health impacts of air pollution.
- **Objective 5:** Conduct an in-house bus pass/air pollution education exchange program where 100 adults and seniors will receive a monthly bus pass by attending a one hour education session about asthma, air pollution and its health effects.

**Services To Be Provided**

Specific services to be provided are described in the attached proposal from the City of Long Beach, dated May 6, 2010, and which are incorporated herein (Attachment III).

**2. AMOUNT OF AWARD AND SCHEDULE OF PAYMENTS:**

The amount of award is \$325,000 payable within 30 days of execution of the agreement. The project budget is in Attachment II.

**3. TERM OF GRANT AWARD:**

Grant funds are to be applied to expenses incurred and paid for the period of one year from October 1, 2010, to October 1, 2011. This term may be extended if the Oversight Committee, based on documentation provided by GRANTEE determines that the project or program funded by this grant has successfully met its goals.

Any such extension may only be by way of a mutual written agreement of the parties that the parties execute and deliver separate and apart from this Agreement. Therefore, there is no guarantee or assurance of any kind that such an extension will in fact occur and any such extension is in any event subject beforehand to a recommendation from the Oversight Committee in accordance with the foregoing provisions of this paragraph 3.

#### **4. IMPLEMENTATION ACTIVITIES**

##### Months 1-3:

- Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC and local community based organizations, Breathmobile and others for participant referrals to community workshops and in-home interventions.
- Continue to identify local and regional activities coordinated by LBACA, ALAC and other organizations to increase community's awareness of asthma and increase their knowledge proficiency in indoor and outdoor environmental asthma triggers.
- Continue to publicize new program to target communities
- Complete City requirements for Subcontractors
- Conduct 75 asthma education and outreach to adults and seniors with asthma who will receive intensive one-on-one in-home educational visits and case management to adults and seniors living in West Long Beach,
- Conduct 1-hour interactive sessions to 20 adults and seniors at local Senior Centers and Public Libraries who will receive a certificate of completion and a bus pass good for 1 month.
- Complete 1st Quarter Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma Program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Program accomplishments and challenges

##### Months 4-6:

- Conduct two (2) community workshops for adults and seniors of West Long Beach
- Conduct 75 asthma education and outreach to adults and seniors with asthma who will receive intensive one-on-one in-home educational visits and case management to adults and seniors living in West Long Beach,
- Conduct follow-up activities for those who completed the in-home case management program in the first quarter.
- Conduct 1-hour interactive sessions to 40 adults and seniors at local Senior Centers and Public Libraries who will receive a certificate of completion and a bus pass good for 1 month.
- Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC and local community based organizations, Breathmobile, and others for participant referrals to community workshops and in-home interventions.
- Participate in 1-2 local and regional asthma activities coordinated by LBACA, ALAC, and other organizations to increase asthma knowledge and understand environmental asthma triggers.
- Complete 2nd Quarter Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Program accomplishments and challenges

Months 7-9:

- Conduct two (2) community workshops for adults and seniors of West Long Beach
- Conduct 50 asthma education and outreach to adults and seniors with asthma who will receive intensive one-on-one in-home educational visits and case management to adults and seniors living in West Long Beach,
- Conduct follow-up activities for those who completed the in-home case management program in the first and second quarter.
- Conduct 1-hour interactive sessions to 40 adults and seniors at local Senior Centers and Public Libraries who will receive a certificate of completion and a bus pass good for 1 month.
- Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC, and local community based organizations, Breathmobile, and others for participant referrals to community workshops and in-home interventions.
- Participate in 1-2 local and regional asthma activities coordinated by LBACA, ALAC, and other organizations to increase asthma knowledge and understand environmental asthma triggers.
- Complete 3rd Quarter Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Program accomplishments and challenges

Months 10-12:

1. Conduct one (1) community workshop for adults and seniors of West Long Beach
2. Complete follow-up activities for those who received the intensive one-on-one in-home educational visits and case management to adults and seniors living in Long Beach,
3. Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC, and local community based organizations, Breathmobile, and others for participant referrals to community workshops and in-home interventions.
4. Complete Final Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Results which measures asthma day and night symptoms, quality of life items, number of Emergency room visits and hospitalizations related to asthma, and missed work.
  - Results of the home environment reported through the Home Environmental Assessment survey which measures environmental asthma triggers with the home and guides the education and case management conducted.
  - Program accomplishments and challenges



**5. BUDGET AND STATUS REPORTS**

GRANTEE shall provide the Oversight Committee with periodic written status reports (both by e-mail and regular mail). Such reports shall include: (1) summaries of activities conducted during the grant period; (2) outcomes summarizing the operations and impact of the program in each participating community; and (3) a budget report and accounting for all disbursements. The due dates for such written reports are as follows:

Status & Budget Reports	Provided Quarterly
Final Status & Budget Report	Due October 31, 2011.

The summary report shall include an analysis of health improvements based on the following expected program outcomes:

- 50% increase in knowledge proficiency in indoor and outdoor environmental asthma triggers
- 50% increase in asthma knowledge and belief in ability to manage asthma
- 50% increase in the number of persons that begin seeing a primary care physician
- 50% increase in the number of persons that obtain long-term controller medication
- 50% increase in frequency/number of visits to doctor's office for routine asthma care
- Decrease use of emergency and hospital based asthma services by 50%
- Decrease the number of asthma symptoms during the day and at night by 50%
- Decrease in-home environmental triggers by reducing and eliminating asthma triggers in the home environment by 25%
- Decrease the number of persons missing work days by 50%
- Increased feeling of support and connectedness, and
- Improved quality of life

**6. EXPENDITURE OF FUNDS:**

Under federal tax law, all of the grant funds must be expended for charitable, educational, scientific or religious purposes. This grant is made only for the purposes described in this Attachment. The grant funds may not be used for any other purpose without prior written approval from the Oversight Committee.

**ATTACHMENT II**  
**BP/AQMD PUBLIC BENEFITS OVERSIGHT COMMITTEE**  
**GRANT AWARD TERMS AND CONDITIONS**

**Project Budget**  
**City of Long Beach Department of Health and Human Services**

<b>Part II - Cost Proposal: Grant Detailed Budget Worksheet - CAARE Program 10/01/10 to 9/30/2011</b>					
Name and Address of Applicant		The City of Long Beach Department of Health and Human Services			
		Bureau of Environmental Health			
		2525 Grand Avenue, Room 220			
		Long Beach, CA 90815			
Category	Estimated Hours	Rate	FTE	Estimated Cost	
<b>(A) Personal Direct Labor</b>					
Project Director	N Kerr	104	\$47.48	0.05	\$4,938
	J Luong	832	\$35.78	0.40	\$29,751
Program Manager	K Estrada	832	\$25.15	0.40	\$20,924
Health Educator	R Rainey	104	\$39.83	0.05	\$4,131
Administrative Analyst	V Chavez	1,040	\$21.17	0.50	\$22,012
Program Assistant	6 CHW's	6,240	\$13.97	3.00	\$87,182
Community Health Workers-part time		9,152		4.40	
Total Hours/FTE's					\$81,746
Total Full-Time Direct Labor		2,912		1.40	\$87,187
Total P/T Direct Labor		6,240		3.00	\$168,928
Total Direct Labor		9,152		4.40	
(a1) Fringe Benefits					\$34,497
Full-Time Fringe Benefits	42.20%				\$3,601
Part-time Fringe Benefits	4.13%				\$38,897
Total Fringe Benefits					\$207,025
Total Labor Cost					\$28,403
(a2) Indirect Costs (13.72%)		13.72%			\$235,429
Grand Total Labor Cost					
<b>(B) Subcontractor Costs</b>					
Evaluation Consultant					\$15,000
The Children's Clinic					\$10,000
Westside Neighborhood Clinic					\$10,000
American Lung Association of CA (Books)					\$7,000
Total Subcontractor Cost					\$42,000
<b>(C) Travel</b>					
Mileage	2000		\$0.500		\$1,000
Travel/Training/Conferences					\$1,000
Taxi Vouchers					\$500
Total Travel Costs					\$2,500
<b>(D) Other Direct Costs</b>					
Office Supplies					\$2,500
Information Services/Phone					\$1,500
Printing					\$2,700
Incentives (Gift Cards)					\$6,500
Bus Passes	100		\$65.00		\$1,000
Interpreter/Translation Services					
Green Kits & Dust Mite Proof Mattress Covers/Pillowcases					\$12,500
Green Kits	250		\$50.00		\$7,500
Mattress Covers/Pillowcases	250		\$30.00		\$8,000
Spacers and Peak Flow Meters	250		\$20.00		\$3,250
Office Space/Storage					\$671
Postage					\$45,071
Total Other Direct Costs					\$235,429
Total Labor Cost					\$42,000
Total Subcontractor Costs					\$2,500
Total Travel Costs					\$45,071
Total Other Direct Costs					\$325,000
<b>TOTAL REQUESTED AMOUNT</b>					

## ATTACHMENT III

### BP/AQMD PUBLIC BENEFITS OVERSIGHT COMMITTEE GRANT AWARD TERMS AND CONDITIONS

#### Technical Proposal

#### City of Long Beach Department of Health and Human Services

##### A. SUMMARY

The City of Long Beach Department of Health and Human Services has successfully coordinated and implemented the Community Asthma and Air Quality Resource Education (CAARE) Program for the last twenty-four months. The goals of the CAARE Program are to improve the health and well-being of adults with asthma and assist communities of the BP Settlement area to reduce and/or eliminate indoor and outdoor air pollutants that may contribute to asthma, allergies and other respiratory illnesses. The grant proposal in this funding round will be expanded to focus on seniors. The CAARE Program is the only asthma case management program in the greater Long Beach area which focuses on adults and seniors. Through the CAARE Program, several program benefits have taken place. These benefits include increasing the asthma resources for adults in Long Beach, especially those in West Long Beach area, and helping them manage and/or control their asthma, increasing the referrals to the Long Beach Alliance for Children with Asthma (LBACA), educating adults about the health impacts of air pollution and reducing their environmental health hazards in their home to control or manage their asthma.

This proposal builds on developed and implemented strengths and successes of the program we have seen over the last two (2) years. This proposal will be a 12-month extension (October 1, 2010 – September 31, 2011) of the current CAARE Program. It will also create an opportunity to improve on program areas that may need modifications and ensure that there is continuity of operations for adults with asthma especially directing services to seniors who are currently underserved. According to the 2000 US Census, of the 461,522 Long Beach residents, over 41,902 are senior citizens. In the last few months, CAARE Community Health Workers surveyed 39 seniors (55 years and older) in West Long Beach and found that 72% of them indicated that they have asthma and that they would like to learn more about air pollution, causes of asthma, asthma triggers, medications and community resources that are designed for them. Furthermore, this grant application provides us a means of expanding our partnerships with local clinics in West Long Beach such as The Children's Clinic and the Westside Neighborhood Clinic where adults and seniors who have no health insurance will be given a medical home and resources to assist them with their asthma and other respiratory conditions. Also, amplifying our partnerships with the local community colleges and

university increases our outreach opportunities to increase awareness about asthma, air pollution and its health effects.

Despite the growing asthma resources and services in Long Beach, the CAARE Program is the **sole** provider of an in-home intensive asthma case management program for adults and seniors. Many of these current asthma services available are designed for children with asthma. Moreover, although the Long Beach Health Department provides a variety of health services to Long Beach residents, asthma education and management particularly for adults and seniors has not been emphasized due to lack of funding, staff and resources. Having the ability to continue the CAARE Program fills this gap and enhances the asthma education services especially for adults and seniors in Long Beach.

### **1. Major Accomplishments for the Past CAARE Grants:**

The attached CAARE Report highlights our program accomplishments and demonstrates the effectiveness of the program and its impact on adults with asthma in Long Beach.

*See Enclosed - CAARE Program Report – Highlights of the Asthma In-Home Case Management Program for Adults in Long Beach, CA.*

The following is a summary of our successes and critical components of the CAARE program developed over the past two years:

- The implementation of the two CAARE Community Health Worker Training Academies enabled the Health Department to publicize the CAARE Program and increase the community's interest in learning more about asthma. The overwhelming response received at the training demonstrated the community's high-level of interest and excitement of learning and becoming more knowledgeable about asthma, increased their proficiency in understanding the health impacts of air pollution, indoor and outdoor environmental asthma triggers and increased their belief that asthma can be effectively managed. Approximately thirty (30) of the 70 training participants submitted their resumes for a Community Health Worker position. Ten people were identified through an interview/selection process and now help to provide the tenant outreach and adult asthma in-home interventions.
- Community Health Workers were trained and certified as facilitators and have conducted the in-home case management program for adults. As of March 31, 2010, **351** adults have been enrolled and **263** have completed the in-home education case management program. The CAARE Program has established a database system that evaluates related activities for data entry, program analysis and reports that will explain how we are able to affect the health of adults with asthma. Health outcomes measured in these visits are detailed in the attached CAARE Program report.
- Strengthened partnership with LBACA through the CAARE Referral Program where **209** children have been referred from CAARE's outreach activities and continued our partnership and collaboration with the American Lung Association by utilizing its Breathe Well, Live Well: An Asthma Management Program for Adults. Through the CAARE Training and Referral program, partnerships with many Health Department programs including Public Health Nursing, Housing Inspection Program, Healthy Homes Program, and local hospitals and Respiratory Therapists continues providing

asthma services to adults in Long Beach. The training and referral program ensures that adults and children are referred to the appropriate programs and services are effectively provided and that there is no duplication of services.

- Communicated with local community based organizations and partnering agencies to coordinate and implement nineteen (19) CAARE community workshops. To date, a total of 453 Long Beach citizens have attended the community workshops. Preliminary findings reveal that 96% of attendees felt empowered to apply the knowledge and skills they acquired at the workshop, especially the non-toxic home cleaning methods. Ratings of the workshop content and presenters have also been consistently high.
- Created an “Asthma Education Information Hotline” to ensure CAARE participants and the public have asthma resources and are able to easily get their questions answered about asthma, it’s triggers and how to maintain a healthier home to avoid asthma complications.

## 2. Goals and Objectives

The goals of the CAARE Program is to create outcomes which improve the health and well-being of adults and seniors with asthma and assist communities of the BP Settlement area, particularly those residing in West Long Beach, to reduce and/or eliminate indoor and outdoor air pollutants that may contribute to asthma, allergies or respiratory illnesses.

In order to achieve these goals, the CAARE Program has established the following outcomes:

- 50% increase in knowledge proficiency in indoor and outdoor environmental asthma triggers,
- 50% increase in asthma knowledge and belief in ability to manage asthma,
- 50% increase in the number of persons that begin seeing a primary care physician,
- 50% increase in the number of persons that obtain long-term controller medication,
- 50% increase in frequency/number of visits to doctor’s office for routine asthma care,
- Decrease use of emergency and hospital based asthma services by 50%,
- Decrease the number of asthma symptoms during the day and at night by 50%,
- Decrease in-home environmental triggers by reducing and eliminating asthma triggers in the home environment by 25%,
- Decrease the number of persons missing work days by 50%,
- Increased feeling of support and connectedness, and
- Increased quality of life.

In order to achieve the above goals, project objectives for the CAARE Program include the following:

- **Objective 1:** By Month 12, conduct 150 intensive one-on-one in-home educational visits and case management to adult residents 18-54 years of age living in West Long Beach,
- **Objective 2:** By Month 12, conduct 50 intensive one-on-one in-home educational visits and case management to residents 55 years of age and over living in West Long Beach,

- **Objective 3:** By Month 12, conduct 5, 2-hour community workshops called “CAARE for Your Air at Home and Outside” for nearly 200 residents of West Long Beach,
- **Objective 4:** By Month 12, conduct the Annual Long Beach Breathe Well Community Asthma Resource Fair and continue to partner with LBACA, ALAC, AAFA, hospitals, respiratory therapists, physicians and other agencies on at least two (2) local and/or regional asthma events to increase awareness and knowledge of asthma and environmental triggers, and health impacts of air pollution.
- **Objective 5:** By Month 12, conduct an in-house bus pass/air pollution education exchange program where 100 adults and seniors will receive a monthly bus pass by completing a 1 hour education session about asthma, air pollution and its health effects.

### **3. Project Beneficiaries**

Located in southern Los Angeles County, the city of Long Beach is the fifth largest city in the State of California and the 34th largest in the United States covering an area of 52 square miles. The population of Long Beach, 461,522 (2000 U.S. Census), is ethnically diverse with Hispanics comprising 35.8% of the population; Whites, 33.1%; African-Americans, 14.5%; and Asian/Pacific Islanders, 13.1%. The size, cultural diversity and geographic location as a coastal community with an extremely busy port and an even larger port (Port of Los Angeles) bordering the City of Long Beach, make it particularly vulnerable to environmental conditions known to cause adverse health effects. The Ports of Los Angeles and Long Beach are rated third in the world for the number of containers received and processed which exposes the community to some of the worst air pollution in the country. Long Beach residents are at a higher risk for health concerns due to the high volume of air pollutions that are produced by vessels from our ports and multiple freeways that are accessed by trucks that discharge vehicle emissions. Four highly traveled freeways, 405, 710, 91 and Terminal Island or Route 47, transverse the City of Long Beach adding to the pollution from the ports and transportation of goods. All four freeways were highly traveled over the years exposing families and properties residing in zip codes 90802, 90805, 90810 and 90807 to particulate matter from diesel fuel as the trucks carry containers across the highways to take goods throughout California and the country.

*See Attachment 1 – City of Long Beach within Los Angeles County Map*

The CAARE Program will directly benefit adults and seniors of West Long Beach, a population characterized by a large percentage of families living below federal poverty level, illness and detrimental health outcomes due to the environmental risks of an aging housing stock, and neighboring major trucking and shipping corridors. West Long Beach finds itself at a confluence of some of the largest stationary and mobile outdoor air pollution sources in Southern California, those being the ports of Long Beach and Los Angeles, refineries, railroads and the 710 and 405 freeways. Data from the Housing Inspection Program indicates that buildings located in West Long Beach tend to have more housing code violations. This is an area where Housing Inspectors received more complaints compared to other areas of Long Beach.

Although air pollution has long been accepted as an asthma trigger, current research shows that it is likely to be involved in the causation of asthma. Research has consistently shown that children in the inner city, who live in areas of high population density, with low socioeconomic status, and lack access to health care are particularly vulnerable to asthma.

Long Beach residents, especially those living in West Long Beach will receive extensive information and training in several areas including but not limited to general asthma 101, education on asthma management skills/practices, asthma maintenance, air quality issues and interventions designed to significantly reduce triggers and eliminate conditions in the home and outside that exacerbate asthma, allergies and other respiratory illnesses.

#### **4. Overall Approach**

##### ***a) Intensive In-home Case Management Program***

As demonstrated in the attached CAARE Report, the CAARE Program brings several benefits to the Long Beach community by providing a comprehensive approach in facilitating high quality, cost effective, in-home and clinic based medical care, health education and tenant outreach for adults with asthma in Long Beach. The in-home asthma management program is an intensive intervention wherein one-on one, in-home educational visits are employed to decrease environmental triggers within the home and educate tenants on asthma treatment and care. Currently, the CAARE Program has adapted and modified the American Lung Association's "Breathe Well, Live Well: An Asthma Management Program for Adults" to fit the one-on-one education model. The "Breathe Well, Live Well" program is a proven curriculum where adults with asthma learn real hands-on skills to effectively manage their asthma and focuses on reducing illness and disability due to asthma by improving asthma knowledge and self-management skills. According to ALAC, "evaluations of the program have shown a decrease in severity of asthma symptoms and a decrease in the incidence of respiratory problems among participants."

The CAARE Community Health Workers (CHW) are responsible for conducting the one-on-one tenant outreach and in-home health education sessions. The CHWs are trained public health leaders in the community and reflect the diversity, language and cultural needs of the adults served in Long Beach. All CAARE Program staff, including CHWs, are certified by ALAC to conduct the "Breathe Well, Live Well" curriculum.

The established Memorandum of Understanding (MOU) between the American Lung Association of California and City of Long Beach Department of Health and Human Services will continue to create a working relationship between the American Lung Association of California (ALAC) and the City of Long Beach Department of Health and Human Services. This MOU provides the broad framework for cooperation between the two organizations on providing health information and services on Lung Health to prospective clients.

*See Attachment 2 – MOU between ALAC and CAARE Program for more details on the partnership and collaboration.*

Table 1 below demonstrates the CAARE Program's adaptation of the "Breathe Well, Live Well: Asthma Case Management Program for Adults."

Table 1: <b>CAARE PROGRAM: BREATHE WELL, LIVE WELL IMPLEMENTATION PLAN</b>			
During the recruitment phase, in person or by phone, facilitators will encourage participants to invite a family member, friend, or caregiver to provide support and join them during the sessions to assist them in taking control of their asthma. In addition, Module 3, Follow-up will be conducted in 2-6 weeks after lesson 6, in a group setting where participants will be able to review all of the lessons and provide a social network for all participants. If there are more than 20 adult participants, we will implement break out sessions with a facilitator for each group.			
Visit	Activities	Forms and Supplies	Time
<b>Module 1</b>  Home Visit 1- Recruitment and Enrollment	Recruitment of Participant Enrollment of Participant	BWLW Intake Form Asthma Home Environment Checklist BWLW Registration Form	1.0
<b>Module 2</b>  Home Visit 2- Education	Introduction to BWLW Lesson 1- Asthma and Breathing Lesson 2 – Getting Help from the Pros Lesson 3-Learning about Asthma Medicines	BWLW Facilitator's Guide BWLW Participant Workbook Asthma Questionnaire Asthma Medicines Chart Placebo Inhalers	1.5
<b>Module 2</b>  Home Visit 3- Education	Review Lesson 4-Asthma, Medicine Use and Other Health Conditions Lesson 5- Daily Self-Management Lesson 6-Good Health Practices	BWLW Facilitator's Guide BWLW Participant Workbook Sample Peak Flow Meters	1.5
<b>Module 3</b>  <b>Group Meeting- Group Activities and Follow-up</b>	Review of all lessons Group Activities: (Activities below will be prioritized based on participants needs) Asthma Triggers p. 12-13 Role Play – Talk with Healthcare Provider p. 25 Solving Common Problems p. 19 When to see a Healthcare Provider p. 20 Group Discussion on doctors appointment Group Discussion on recognizing medicines Metered Dose Inhaler (MDI) and Dry Powder Inhaler Practice Group Discussion on medicine knowledge Group Discussion on remembering to take meds Asthma Trigger Discussion p. 49-52 Peak Flow Meter Demonstration Group Discussion on avoiding asthma triggers Stress and Stress Management p 63-64 Deep Breathing Exercise Role Play – Explaining your asthma to others Group Discussion on reducing stress Program Reinforcement Questions	BWLW Facilitator's Guide BWLW Participant Workbook Asthma Medicines Chart Placebo Inhalers Sample Flow Meters Asthma Questionnaire Participant Evaluation Follow-up Information Form Certificate of Completion	1.0

The CAARE Community Health Workers will recruit and enroll **150 adults with asthma 18-54 years of age and 50 seniors (55 years of age and older)** in Long Beach, particularly those residing in West Long Beach. The CAARE Community Health Workers will assess the health and social needs of the affected adults and seniors with asthma and other respiratory ailments by administering a tenant education interview form. The interview form will include a referral services form to be forwarded to appropriate health and social services.

Adults and seniors who have no health insurance or medical resources will be referred to The Children's Clinic or Westside Neighborhood Clinic for further case management and to provide a medical home for those who have no health insurance. Preliminary findings



reveal that nearly 25% of our current CAARE participants do not have health insurance. By providing a medical home, CAARE participants will receive medical resources that can only be provided by the clinics.

*See Attachments 3 and 4 – MOU between The Children’s Clinic/Westside Neighborhood Clinic and CAARE Program and Letter of Support for more details on the partnership and collaboration.*

Participants will receive spacers, peak flow meters, mattress cover and/or a Green Kit bucket containing non-toxic cleaning supplies such as Murphy’s Oil Soap, vinegar, boric acid, gloves, washable cloths and recipe guide, along with a demonstration on how to use the alternative cleaning supplies. Follow-up activities will take place three months after the initial visits and will include an administration of the tenant education interview form and provide additional assistance or referral services.

**b) Community Workshops**

The CAARE Program will continue the delivery of "CAARE for Your Air at Home and Outside" workshops at five various locations in Long Beach. The purpose of this workshop is to empower residents on how to reduce environmental hazards in the home and outside that may contribute to asthma, allergies and respiratory illnesses. In addition, participants will receive information about the City’s Multi-Family Health Housing Program, Preventive Health Nursing, Environmental Health services, tenant’s rights and responsibilities, air quality issues and other indoor and outdoor environmental health hazards contributing to asthma and allergies. Participants will also receive training on how to use safe and non-toxic cleaning supplies to promote a healthier home environment.

Survey data from 211 workshop attendees indicate increased knowledge and empowerment after attending the workshops. Approximately 76% of attendees increased or retained their knowledge of asthma, air quality and other workshop topics. In addition, 82% felt more capable of applying the knowledge and techniques learned during the workshops when compared to how they felt before the workshop. Evaluations of the overall workshop experience, presenters and content on a 10-point high scale averaged 9.7, 9.5, and 9.6, respectively. Taken collectively, these results provide a rationale for continuation of this CAARE program component.

To complement our in-home asthma case management program for seniors, in this funding cycle, the majority of the workshops will be conducted at the City of Long Beach Parks and Recreation Centers where Senior Citizen Programs are available. Currently, these programs are available at the following sites:

- California Recreation Center
- Cesar Chavez Park Community Center
- Houghton Park Community Center
- El Dorado Park Wes Community Center
- Long Beach Senior Center
- Silverado Park Community Center

Approximately 80% of the seniors surveyed reveal that they would like to learn more about how to eliminate asthma triggers in their home and guidance on effective ways to take asthma medication. These workshops provide a means of getting the resources to the general public even when they are not part of the asthma in-home management program.

**c) Asthma Resource Fair**

In order to increase public awareness about asthma programs and services available, CAARE Program staff will coordinate and implement the Long Beach Breathe Well Community Asthma Resource Fair. The CAARE Program implemented the first Long Beach Breathe Well Community Asthma Resource Fair in March 2009 in West Long Beach and had more than 200 attendees. The Asthma Resource Fair provided resources from local and regional agencies such as the Long Beach Alliance for Children with Asthma, the American Lung Association of California, local physicians, respiratory therapists, nurses and other health care professionals to showcase its commitment to asthma education and prevention. The Long Beach Breathe Well Community Asthma Resource Fair focused on the importance of improving one's quality of life by effectively managing asthma, reducing asthma symptoms and learning about air quality and how it impacts one's health. More than 90% of the participants stated that they learned something new and that they would like to see similar events happen in their neighborhood.

In addition, CAARE Program will actively participate in at least two local and regional asthma community activities conducted by LBACA, ALAC and other local and regional partners. Active participation in these programs will ensure that the community is aware and knowledgeable about asthma program activities available to adults and children and that there is no duplication of services.

**d) Bus Pass Exchange Program**

Additional outreach to adults and seniors will occur through the local Senior Centers and Public Libraries in Long Beach. By completing a 1-hour interactive online session in the facility computer lab, the participant will receive a certificate of completion along with a monthly bus pass worth \$65. The CAARE Program will modify its Power-Point presentation on "Air Pollution and its Health Effects" in order to make it available online through the Department's [www.longbeach.gov/health](http://www.longbeach.gov/health) website. It will be publicized on the Department website, in addition to the Senior Centers and Libraries. The presentation will also be accessible at our main building for those who may not have internet access.

## **5. Program Evaluation Framework**

Evaluation of the CAARE Program will assess the implementation and proximate outcomes of the activities and services outlined in the scope of work. The evaluation methodology will provide empirical evidence to demonstrate concurrence of the health education and outreach protocols (i.e., the Intervention) with reduced frequency of asthma symptoms and collateral impacts, reduced utilization of emergency medical

services to treat asthma symptoms, increased asthma management practices and increased overall quality of life with asthma.

The proposed evaluation is built upon the following program impact theory:

Program inputs	Short-term outcomes	Intermediate outcomes	Longer-term outcomes
<input type="checkbox"/> Personalized education about asthma <input type="checkbox"/> Instruction on proper medication usage <input type="checkbox"/> Instruction on reduction or elimination of asthma triggers	<input type="checkbox"/> Reduced symptom frequency <input type="checkbox"/> Reduced asthma triggers in the home	<input type="checkbox"/> Reduced utilization of emergency asthma care services <input type="checkbox"/> Fewer missed days of work <input type="checkbox"/> Fewer missed days of school	<input type="checkbox"/> Increased quality of life <input type="checkbox"/> Reduced medical costs

The outcome evaluation will utilize a quasi-experimental design with multiple measurements. The primary data collection instruments for the evaluation include the Client Assessment Survey (CAS), the EPA Asthma Home Environment Checklist (HEC), the Mini Asthma Quality of Life Questionnaire (Mini-AQLQ), and the evaluation tools from the ALA Breath Well, Live Well (BWLW) curriculum (i.e., Intake Form, Registration Form, and Asthma Questionnaire). The CAS assesses client demographics, healthcare utilization, asthma symptoms, asthma medication usage and asthma preventive care and management practices. For the proposed evaluation, the Intake and Registration forms from the BWLW evaluation will be incorporated into the CAS. The Asthma Questionnaire (AQ) assesses client knowledge about asthma triggers, management strategies and efficacy to implement various asthma management strategies. The HEC assesses the presence of asthma triggers in the home environment and tracks the remediation suggestions that CHWs offer to clients. The Mini-AQLQ assesses the frequency and severity of limitations that asthma symptoms impose on clients. The CAS, HEC and Mini-AQLQ will be administered during the initial (or enrollment) session at clients' homes and three months after the formal asthma educational intervention concludes. The AQ will be administered during the initial home visit, at the conclusion of the intervention and again at the three month follow-up assessment. Data indicators for each proposed program outcome (see Section A-2) at the pre-intervention and post-intervention assessments for each of these tools will be analyzed to determine whether implementation of the intervention coincides with achievement of (or progress toward) program outcomes.

Evaluation of the CAARE community workshops will utilize pretest and posttest assessments to measure changes in knowledge of asthma triggers, allergens, pest management, non-toxic cleaning methods and their ability to apply strategies to reduce asthma triggers and allergens in their home environment. In addition, workshop

attendees will complete a workshop evaluation form to rate the quality and accessibility of the workshop content and the presentation style of the presenters using rating scales and an open-ended comment item.

To demonstrate established program evaluation tools, below is a preliminary analysis of our current database relating to the in-home case management program administered by the Community Health Workers. Relative to the initial assessment, the following outcomes were demonstrated within our client population three months after completion of the CAARE intervention:

- 27% more clients began visiting a primary care physician
- 29% more client began taking an asthma controller medication
- 13% more clients had asthma wellness visits with a physician
- 39% fewer clients visited an emergency department for asthma care
- 10% more clients reported good control of daytime asthma symptoms
- 13% more clients reported good control of nighttime asthma symptoms
- 11% fewer clients reported smoking inside of their home or automobile
- 18% fewer clients reported pest infestation in their home environment
- 47% fewer clients reported missing work days
- 30% fewer clients reported missing school days
- 67% of clients reported an improved quality of life

The aforementioned benefits are expected to continue and be augmented through formal collaboration with asthma care providers. CAARE Program activities have benefited the Long Beach community, particularly those residing in West Long Beach, by educating and empowering residents to create a healthier home environment that reduces the presence and impact of asthma and allergen triggers, understanding health impacts of air pollution and managing asthma. This reduction will result in fewer emergency room visits, hospitalizations, missed days of work or school due to asthma symptoms and improved quality of life for persons with asthma and their family.

### **Evaluation Summary**

CAARE has made considerable progress toward stated service and outcome goals. Preliminary program data indicate the CAARE Program is contributing to a substantive decrease in clients' utilization of direct medical services as an asthma crisis management strategy. Implementation of the intervention is associated with reduced frequency of asthma symptoms, increased use of effective asthma management practices and increased overall quality of life.

*See Enclosed – CAARE Report – Program Highlights and Accomplishments  
See Attachments 5 and 6 – CAARE Scope of Work and Program Evaluation Plan.*

## **B. PROGRAM SCHEDULE**

The CAARE Program offers a well-integrated, comprehensive and coordinated approach to educating the public on housing-based health hazards and instructing residents in West Long Beach on reduction or elimination of conditions in the home that lead to asthma, allergies and respiratory illnesses. All CAARE Program activities will be completed within 12 months from the start date, as detailed in the scope of work:

- 1) No Start-Up activities needed except for renewing Subcontractors and Purchase Orders for materials and supplies.
- 2) An 11-month implementation phase, focusing on education and training of adults and seniors residing in West Long Beach especially those in designated zip codes for target outreach activities; and
- 3) A one-month evaluation and reporting phase, including progress and final reports to the BP/South Coast Air Quality Management District Public Benefits Oversight Committee.

The CAARE Program Manager will submit quarterly reports to appropriate BP/South Coast Air Quality Management District representative. Quarterly reports will include program accomplishments, successes, and challenges as reflected in the scope of work. Below is the projected timeline for implementing project activities described in this proposal.

### **Timeline for Project Implementation:**

Months 1-3:

- Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC and local community based organizations, Breathmobile and others for participant referrals to community workshops and in-home interventions.
- Continue to identify local and regional activities coordinated by LBACA, ALAC and other organizations to increase community's awareness of asthma and increase their knowledge proficiency in indoor and outdoor environmental asthma triggers.
- Continue to publicize new program to target communities
- Complete City requirements for Subcontractors
- Conduct 75 asthma education and outreach to adults and seniors with asthma who will receive intensive one-on-one in-home educational visits and case management to adults and seniors living in West Long Beach,
- Conduct 1-hour interactive sessions to 20 adults and seniors at local Senior Centers and Public Libraries who will receive a certificate of completion and a bus pass good for 1 month.
- Complete 1<sup>st</sup> Quarter Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma Program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Program accomplishments and challenges

Months 4-6:

- Conduct two (2) community workshops for adults and seniors of West Long Beach
- Conduct 75 asthma education and outreach to adults and seniors with asthma who will receive intensive one-on-one in-home educational visits and case management to adults and seniors living in West Long Beach,
- Conduct follow-up activities for those who completed the in-home case management program in the first quarter.
- Conduct 1-hour interactive sessions to 40 adults and seniors at local Senior Centers and Public Libraries who will receive a certificate of completion and a bus pass good for 1 month.
- Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC and local community based organizations, Breathmobile, and others for participant referrals to community workshops and in-home interventions.
- Participate in 1-2 local and regional asthma activities coordinated by LBACA, ALAC, and other organizations to increase asthma knowledge and understand environmental asthma triggers.
- Complete 2<sup>nd</sup> Quarter Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Program accomplishments and challenges

Months 7-9:

- Conduct two (2) community workshops for adults and seniors of West Long Beach
- Conduct 50 asthma education and outreach to adults and seniors with asthma who will receive intensive one-on-one in-home educational visits and case management to adults and seniors living in West Long Beach,
- Conduct follow-up activities for those who completed the in-home case management program in the first and second quarter.
- Conduct 1-hour interactive sessions to 40 adults and seniors at local Senior Centers and Public Libraries who will receive a certificate of completion and a bus pass good for 1 month.
- Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC, and local community based organizations, Breathmobile, and others for participant referrals to community workshops and in-home interventions.
- Participate in 1-2 local and regional asthma activities coordinated by LBACA, ALAC, and other organizations to increase asthma knowledge and understand environmental asthma triggers.
- Complete 3<sup>rd</sup> Quarter Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Program accomplishments and challenges

Months 10-12:

1. Conduct one (1) community workshop for adults and seniors of West Long Beach
2. Complete follow-up activities for those who received the intensive one-on-one in-home educational visits and case management to adults and seniors living in Long Beach,
3. Conduct meetings with staff from Housing Inspection Program, Public Health Nursing, LBACA, ALAC, and local community based organizations, Breathmobile, and others for participant referrals to community workshops and in-home interventions.
4. Complete Final Report to The BP/SC AQMD Public Benefits Oversight Committee which will include progress to goals:
  - # of adults and seniors recruited and referred to the Adult Asthma program
  - # of community workshops conducted
  - # of local and regional events attended
  - # of adults and seniors educated on air pollution and its health effects
  - Results which measures asthma day and night symptoms, quality of life items, number of Emergency room visits and hospitalizations related to asthma, and missed work.
  - Results of the home environment reported through the Home Environmental Assessment survey which measures environmental asthma triggers with the home and guides the education and case management conducted.
  - Program accomplishments and challenges

### **C. PROJECT ORGANIZATION**

The CAARE Program Manager oversees the administration of the CAARE grant program. The manager conducts monthly staff meetings to determine if program activities are on schedule and to evaluate progress, successes and challenges. The meetings will also provide a venue to determine issues and concerns encountered during outreach and other program activities. It will also assess effectiveness of materials used and developed. The Program Manager will oversee the day-to-day management of the program activities and facilitate communication among key staff, subcontractors and community partners. Program Manager will also provide overall planning, direction and coordination for the project. Program Manager will also be responsible for preparation and timely submission of reports and other administrative requirements of the grant. Program Manager will work with Administrative Analyst in monitoring budget expenses such as personnel and operating costs.

The Project Director will be responsible for overseeing the overall program management and will actively participate in key decision-making processes including personnel issues and communication with the BP/South Coast Air Quality Management District Public Benefits Oversight Committee. The Project Director will also provide support in key administrative issues, approval of subcontractors, and other program management activities.

The Health Educator will primarily serve as a Field Supervisor for the CAARE Community Health Workers. The Health Educator will be responsible for facilitating, coordinating and conducting related training presentations, assist in the review and production of educational materials and related tools. The Health Educator will also assist with the day-to-day management of the grant. The Health Educator will be responsible for preparation of presentation and materials, administration of pre and posttests and evaluation forms. CAARE Program staff will also provide technical assistance on as needed basis.

The Administrative Analyst will be responsible for all budget preparations, input, invoicing and cost reporting procedures. Administrative Analyst will also be responsible for tracking all expenditures for CAARE budget and work with the Program Manager to ensure all subcontractors' fiscal and invoicing procedures are correct and on time. Administrative Analyst will work with the Program Manager in monitoring budget expenses and will adhere to financial regulations administered by BP/South Coast Air Quality Management District Public Benefits Oversight Committee.

The Program Assistant will be responsible for assisting CAARE Program staff with all CAARE Program related activities including clerical duties, telephone, data entry, filing, invoicing, interdepartmental communications and other duties as assigned.

Community Health Workers responsible for recruitment, enrollment and delivery of the tenant outreach and health education activities. CAARE Community Health Workers will attend required trainings and administer the related evaluation forms.

#### **D. QUALIFICATIONS**

Recognized as an independent local health jurisdiction within the State, the City of Long Beach Department of Health and Human Services has been in existence since 1906 and is responsible for all aspects of preventive and public health services as well as human services and social programs within the City. The mission of the Health Department is to improve the quality of life of the residents of Long Beach by addressing the health and human services needs, and ensuring that the conditions affecting the public's health provide a healthy environment in which to live, work and play. The Health Department is comprised of six Bureaus: Public Health, Preventive Health, Environmental Health, Animal Control, Human and Social Services and Support Services.

The Bureaus of Preventive Health and the Environmental Health will primarily support the CAARE Program. The Bureau of Preventive Health provides wellness, prevention, education, and health care services to the community. Preventive Health services include: maternal and child health, public health nursing field services, communicable disease control, health services for older adults, nutrition services, public health laboratory services, family and community health education programs, and health promotion and tobacco education services. The Bureau of Environmental Health is responsible for protecting public health by preventing exposures to toxic substances, disease, unsanitary conditions and other environmental hazards, through enforcement of municipal, State and Federal laws. Environmental Health Bureau programs include Hazardous Materials, Food Inspection, Vector Control, Water Quality, Noise Control, Housing Inspection, Lead Hazard Control and Healthy Homes Demonstration.

The Health Department has demonstrated its capacity to initiate, implement, and administer a wide range of health programs dedicated to improving the quality of life of Long Beach residents. The Health Department manages an operating budget of over \$40 million of local, state and federal funds. Currently, the Health Department employs over 400 staff members reflecting the diverse population of Long Beach. This experience will contribute to the success of the CAARE Program.



## **Key Partners**

The CAARE Program will continue to utilize existing infrastructures and strengths of the Health Department, especially through successful program activities and services provided by the Healthy Homes Program, Multi-Family Health Housing Program, and Public Health Nursing Program, and the Tobacco Education Program. Furthermore, the CAARE Program will rely on an extensive array of local and regional community based organizations such as LBACA and American Lung Association of California (ALAC) to achieve the program goals.

### **1. American Lung Association of California**

The American Lung Association of California works to prevent lung disease and promote lung health. Since 1904, the American Lung Association has been fighting lung disease through education, community service, advocacy and research. Lung disease, including asthma, emphysema, and lung cancer, is the third leading cause of death in America. The American Lung Association of California offers comprehensive programs of support and education aimed at children, parents, and adults with asthma. The Breathe Well, Live Well: An Asthma Management Program for Adults is an innovative adult asthma program designed to reduce asthma-related illnesses and disabilities by building knowledge and self-management skills.

### **2. Long Beach Alliance for Children with Asthma**

The Long Beach Alliance for Children with Asthma (LBACA) has been a long established partner of the City of Long Beach Health Department especially through the Healthy Homes Program. The LBACA is a community based, coalition approached to improving care and capacity in the target communities through expansion of LBACA's models, by working with local primary care providers and clinics. Started in 1999, the LBACA is a community partnership improving the lives of children with asthma in the Long Beach community. LBACA is one of 7 sites in the US and Puerto Rico awarded grants under the Robert Wood Johnson Foundation's Allies Against Asthma program, one of 12 sites in California awarded grants under The California Endowment's Community Action to Fight Asthma (CAFA) Program and also recently received funding from the South Coast Air Quality Management District's British Petroleum Settlement fund to expand its programming into San Pedro, Wilmington and Carson. LBACA's activities include a community health worker home visiting program, an asthma resource center, Physician Asthma Care Education training to improve physician asthma management skills and training medical assistants to provide asthma education to patients at provider sites. LBACA is also teaming up with schools, after-school programs, parks and recreational centers to develop asthma-friendly environments and policies; and mobilizing the community to respond to air quality issues, both indoors and outdoors.

### **3. The Children's Clinic**

The Children's Clinic, serving children and their families, has been dedicated to providing comprehensive health care in a culturally sensitive and linguistically appropriate manner to medically underserved, low-income and high-risk populations in Long Beach and the South Bay for over 70 years. The Clinic is a true medical home for the greater Long Beach area and surrounding communities providing medical care and

counseling for well-child visits; acute and chronic care; adult clinic; teen services; community outreach and education; immunizations; laboratory testing; prescribed medications; linkage to community resources; and evening and Saturday hours in clinics.

#### **4. Westside Neighborhood Clinic**

The Westside Neighborhood Clinic is a non-profit, 501(c)(3) community clinic, dedicated to the health care needs of low income, uninsured families and individuals who reside primarily in West Long Beach. The clinic has been serving this population from the same location since 1975. The staff is bilingual in English and Spanish and culturally sensitive to a target group that is 75% women and children. The mission of Westside Neighborhood Clinic to contribute to the wellness of the people of the Long Beach community by providing low cost medical services to the medically indigent. The clinic also provides ongoing educational and training experiences in family medicine to medical professionals and paraprofessionals to increase their awareness of the health care needs of the medically indigent. Through the use of their expertise they contribute to the wellness of the community, providing both student and patient with a quality experience.

#### **5. The Long Beach Health Department's Housing Inspection Program**

The Multi-Family Health Housing Program provides annual routine and complaint-based inspections of over 8,000 multi-unit (4 or more unit) dwellings and enforces municipal health and housing codes in the City of Long Beach. The goal of the Housing Inspection Program is to identify housing violations jeopardizing resident's health and safety, and take the appropriate enforcement action to correct the violations. The Housing Inspection Program has had a successful, long-standing housing inspection program that conducts proactive routine inspections of multi-units of four or more for more than 40 years. With a major focus on maintenance and sanitation issues, the Housing Inspection Program has increasingly utilized education and outreach toward the goal of improving and enhancing quality of life for occupants of multiple unit dwellings. In addition to protecting and improving living conditions for tenants, the Housing Inspection Program has also formed strong working relationships with property owners, managers and their professional associations that have produced increased cooperation with the housing inspection program's requirements.

#### **6. The Long Beach Health Department's Public Health Nursing Program**

The Public Health Nursing Program services for individuals and families include assistance in identifying community resources, determining their health needs, understanding the significance of health problems, education on positive health practices and plan for healthcare. The Public Health Nurses (PHN) are committed to serving the public health needs of the people of Long Beach. Prevention of illness and achievement of optimum health for the total population are the goals of Public Health Nursing. The PHN works to achieve these goals by helping individuals determine their health needs and understand the significance of their health problems, by planning for health care, by teaching positive health practices, and by promoting utilization of community resources. The PHN works with individuals, families and community groups in the home and the community providing assessment, case management, health teaching, counseling and advocacy.

## **7. The Long Beach Health Department's Healthy Homes Demonstration Program**

The Bureau of Environmental Health consists of several environmental health programs including the Healthy Homes Program. The Healthy Homes Demonstration Program is funded by the United States Department of Housing and Urban Development (HUD), Office of Healthy Homes and Lead Hazard Control. The Healthy Homes Demonstration Program was designed for children with asthma and to assist families of multiple-unit dwellings in the control or elimination of housing-based health hazards that contribute to asthma, lead poisoning and unintentional injuries. The principal element of the Healthy Homes Program consisted of one-on-one outreach and education delivered to tenants where residents are characterized as predominantly low socio-economic status, under-educated and/or minorities. This program was selected based on its identification as high-risk for the presence of multiple housing deficiencies, according to a statistical analysis of City of Long Beach Multi-Family Health Housing Program data. Education was tailored to identify hazards within each participant's home, and included specialized instruction for the reduction or elimination of conditions that may exacerbate asthma, allergies and/or respiratory illness.

### **E. ASSIGNED PERSONNEL**

**Project Director:** Nelson Kerr, Acting Manager, Bureau of Environmental Health will serve as Project Director. He has been employed by the City of Long Beach, Bureau of Environmental Health for 17 years. Mr. Kerr currently oversees Environmental Health Bureau direction; planning; hiring and supervising of program staff; budgeting; development of internal and external partnerships; and ensuring timely and effective achievement of objectives. Mr. Kerr's broad Environmental Health experience includes oversight of food facility regulation, hazardous materials, medical waste compliance, underground storage tanks, disaster preparedness; recreational water quality; vector control; housing and other complex interdisciplinary programs. Mr. Kerr has a strong working relationship with the South Coast Air Quality Management District, working to facilitate the dissemination of air quality data to community residents and city officials. Mr. Kerr has a bachelor's degree in Zoology and an MPA, both from California State University, Long Beach.

**Program Manager:** Judeth Luong has served as Program Manager on the current HUD Healthy Homes Grant. She oversees the development of all facets of the program, including: enrollment of eligible housing units; housing-based hazard control; data collection and evaluation; education and outreach, and other activities. Ms. Luong has been with the Health Department for 10 years, including five years with the Bureau of Preventive Health and four years with the Bureau of Environmental Health (EH). As a Public Health Professional II, Ms. Luong has overseen the EH strategic planning process; grant writing and management; community assessments and submission of applications for EH awards and recognitions.

**Health Educator II:** Kathy Estrada has been with the Health Department for 10 years, and has served as a Public Health Educator for the past six years. She works as Remediation Specialist in the Healthy Homes Demonstration Program, along with field supervising the staff of Community Health Workers, and coordinating and presenting the community workshops. Additionally, Ms. Estrada delivers educational programs to children in LBUSD in the following program areas: housing-based health hazards and hazardous materials/pollution prevention. In 2003-04, Ms. Estrada served as Co-Chair of the team charged with creating the children's curriculum: "Take a Closer Look: Be a Junior Inspector".

**Administrative Analyst:** Robert Rainey has been employed with the Health Department since 2005 providing budget related support to various Environmental Health programs and services. In addition, Mr. Rainey conducts budget preparations, invoicing and cost reporting for the Bureau of Environmental Health. Mr. Rainey comes with a wealth of experience in preparing financial reports and other financial related duties.

**Program Assistant:** Victoria Chavez has been employed with the Health Department since 2004 and has served as the Program Assistant for the Healthy Homes Program and the Lead Hazard Control Program. Ms. Chavez assists program staff by providing clerical and administrative support.

**Community Health Workers:** Six (6) CAARE Community Health Workers have been converted from the Contract Consultant status to a non-classified, part-time employee and will be responsible for recruitment, enrollment, and delivery of the tenant outreach and health education activities. CAARE Community Health Workers will attend required trainings and administer related evaluation forms.

***See Part II – Cost Proposal, Grant Detailed Budget Worksheet for Proposed Labor Hours***

*See Attachment 7 - Resumes*

## **F. SUBCONTRACTORS**

**Evaluation Consultant:** Evaluation Consultant will be responsible for the overall evaluation component of the program. This position will provide consultation relating to all phases of program evaluation design such as formative, process and impact/outcome evaluations. This position will also assist with the measurement development, data collection, data analysis, and related report writing activities. Michael Lyde, Ph.D. has served as the Evaluation Consultant for the current CAARE Program, Healthy Homes Program and as the Evaluation Consultant for the Long Beach Alliance for Children with Asthma in the past five years. In addition, Dr. Lyde manages a consulting firm that provides survey research, program development, program evaluation, and professional development and training services to community-based organizations and government agencies.

**American Lung Association of California (ALAC):** ALAC will be responsible for providing the curriculum materials for the Breathe Well, Live Well: An Asthma Management Program for Adults and conduct additional trainings required by ALA to maintain certification of Community Health Workers and key staff in implementing their Breathe Well, Live Well program.

**The Children's Clinic (TCC) and Westside Neighborhood Clinic (WNC):** TCC and WNC will be responsible for accepting adults with asthma with no insurance to address their medical needs and other primary care services affecting their asthma case management. Current preliminary findings indicated that about 25% of adults did not have medical insurance.

## **G. CERTIFICATION REGARDING CONFLICTS**

See Attachment 8 - Signed Certification Regarding Conflicts