



# RESOLUTION No. 23-103

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

**RESOLUTION APPROVING AMENDMENT NO. 2 TO THE CONTRACT WITH ADVOCATES FOR MENTALLY ILL HOUSING, INC., DBA AMI HOUSING, INC., FOR THE PROVISION OF HOUSING SUPPORT TO INCREASE THE MAXIMUM CONTRACT PRICE FROM \$714,473 TO \$1,086,382, AND REVISE EXHIBIT "B", SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE CHANGES TO THE HOUSING AND STAFFING LINE ITEMS TO THE MAXIMUM CONTRACT PRICE FOR THE TERM OF JULY 1, 2022 THROUGH JUNE 30, 2023 (RES 22-314)(RES 22-569)**

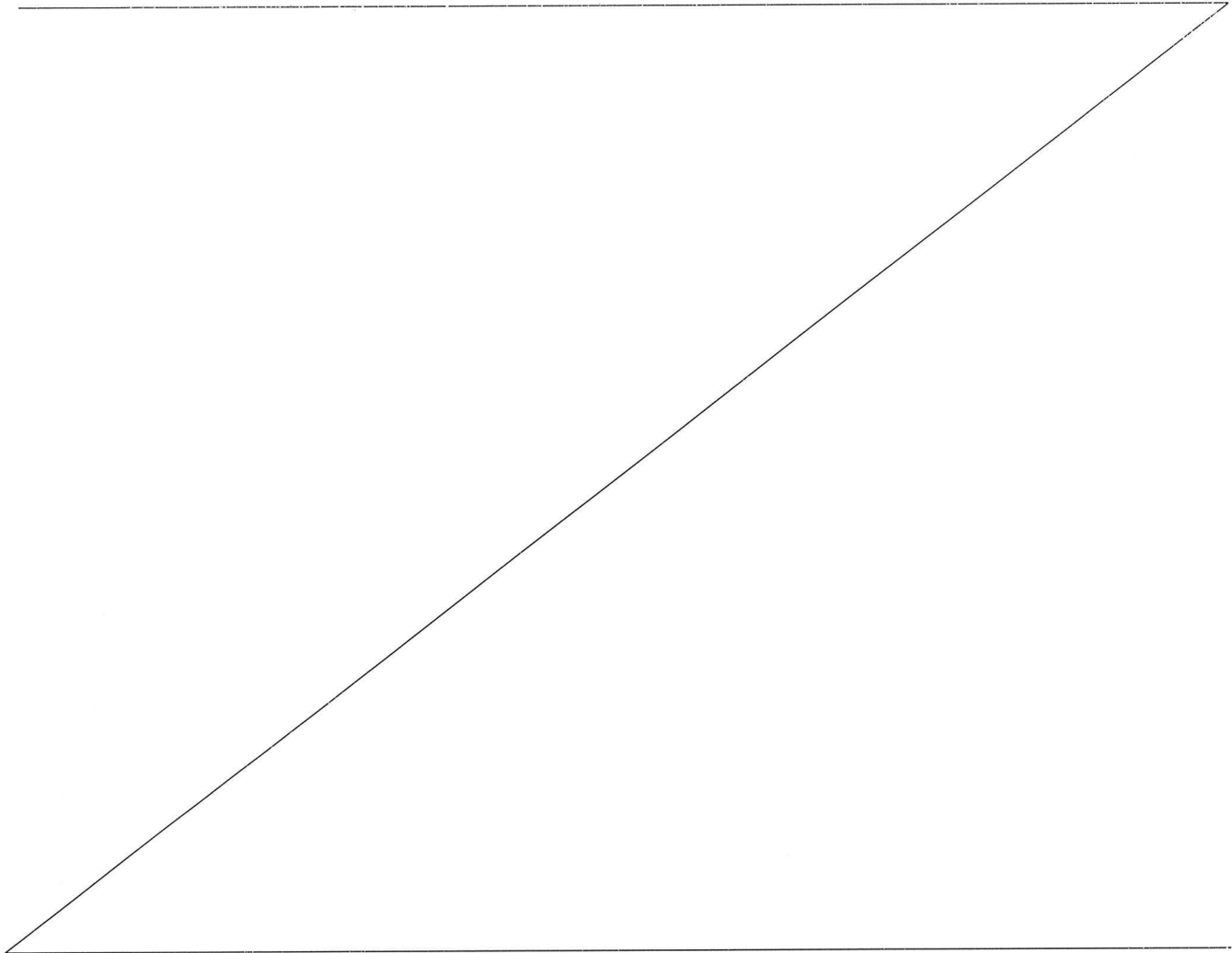
WHEREAS, on June 28, 2022, per Resolution 22-314 the Nevada County Board of Supervisors approved execution of the Professional Services Contract with Advocates for Mentally Ill Housing, Inc., dba AMI Housing, Inc., for the services related to the CalWORKS Housing Support Program, which was amended on December 6, 2022 per Resolution 22-569; and

WHEREAS, the overall objective of the contract is to assist families who are experiencing homelessness and who are at risk of homelessness by providing housing services, linkage to supportive services and hands on support with locating and maintaining long term, safe, and stable housing; and

WHEREAS, the parties desire to amend their Agreement to the contract price of \$1,086,382 and amend Exhibit "B" Schedule of Charges and Payments to reflect the changes to Housing and Staffing Line items within the maximum amount.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment No. 2 to Professional Services Contract by and between the Advocates for Mentally Ill Housing, Inc., dba AMI Housing, Inc., pertaining to services related to provision of Housing Support Services in the maximum amount of \$1,086,382 for the contract term of July 1, 2022 through June 30, 2023, be and hereby is approved, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Contract on behalf of the County of Nevada.

Funds to be disbursed from account: 1589-50105-494-5001/521520



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 14<sup>th</sup> day of March, 2023, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarouth, Susan Hoek and Hardy Bullock.
- Noes: None.
- Absent: None.
- Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Edward C. Scofield, Chair

3/14/2023 cc: DSS\*  
AC\*

**AMENDMENT #2 TO THE CONTRACT WITH  
ADVOCATES FOR MENTALLY ILL HOUSING, INC. DBA  
AMI HOUSING, INC. (RES 22-314)(RES 22-569)**

**THIS AMENDMENT** is executed this 14<sup>th</sup> day of March 2023, by and between Advocates For Mentally Ill Housing, Inc. Dba Ami Housing, Inc., hereinafter referred to as "Contractor" and COUNTY OF NEVADA, hereinafter referred to as "County". Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on June 28, 2022 per Resolution RES 22-314 and amended on December 6, 2022 per Resolution RES 22-569; and

**WHEREAS**, the Contractor operates Family housing support and self-sufficiency services in Western and Eastern Nevada County; and

**WHEREAS**, the parties desire to amend their Agreement to increase the contract price from \$714,473 to \$1,086,382 (an increase of \$371,909), amend Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract amount with a termination date of June 30, 2023.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #2 shall be effective as of December 1, 2022
2. That Maximum Contract Price, shall be amended to the following:  
\$1,086,382
3. That the Schedule of Services, Exhibit "A" is amended to the revised Exhibit "A" attached hereto and incorporated herein.
4. That the Contract Termination Date is amended to the following:  
June 30, 2023.
5. That the Schedule of Charges and Payments, Exhibit "B" is amended to the revised Exhibit "B" attached hereto and incorporated herein.
6. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.


COUNTY OF NEVADA:

By:   
Ed Scofield  
Chair of the Board of Supervisors

ATTEST:

By:   
Julie Patterson-Hunter  
Clerk of the Board

CONTRACTOR:

By:   
Advocates for Mentally Ill Housing,  
Inc. dba AMI Housing, Inc.  
PO Box 5216  
Auburn, CA 95604

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**ADVOCATES FOR MENTALLY ILL HOUSING, INC DBA AMI HOUSING, INC.**

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Contract and as described in Exhibit A, a maximum amount not to exceed \$1,086,382 for the contract term of July 1, 2022 through June 30, 2023.

The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

CONTRACT EXPENDITURE BREAKDOWN

<b>1. Housing Costs</b>	<b>Total</b>
Monthly Rental Payments	\$760,000
Deposits	\$34,000
Application fees, Credit Checks, copies	\$2,500
On-site Rental Credit Report Service dues and fees/ subscription	\$1,000
Eviction fees, utility fees, other outstanding debts preventing housing	\$14,300
Landlord Incentives	\$4,000
Furnishings (Appliances, Kitchenware, Paper & cleaning supplies, Linens) and Relocation/Storage fees	\$49,500
Master Leasing (leasing costs, repairs, utilities, supplies, legal fees)(1-2 properties)	\$48,000
<b>Total Housing Costs</b>	<b>\$913,300</b>
<b>2. Staffing Costs (AMIH)</b>	
Wages, payroll taxes, worker's comp	\$71,920
Mileage/Travel	\$2,100
Phone	\$300
<b>Travel, Conferences, Training, and Related</b>	<b>0</b>
<b>Total Staffing Costs</b>	<b>\$74,320</b>
<b>3. Administrative Costs (AMIH)</b>	
<b>10% Indirect Cost Admin Total</b>	<b>\$98,762</b>
<b>Total Contract Amount</b>	<b>\$1,086,382</b>

Note: Changes to the line items as detailed above in excess of ten percent (10%) shall be submitted in advance for approval by the Director of Social Services or designee who at sole discretion shall determine if the change in the operating budget will continue to meet the outcomes of the Contract.

**BILLING AND PAYMENT** Contractor shall submit to County by the 20<sup>th</sup> of each month following the month services were rendered.

Each invoice shall include:

- Contract Number assigned to the approved contract
- Dates/Month services were rendered and/or billing period covered
- Actual cost of services rendered, per the budgeted line items above
- Supporting documentation and/or reports as required and specified in Exhibit A

**SUBMIT INVOICES TO:**

HHS  
Attn: DSS Fiscal  
950 Maidu Avenue  
Nevada City, California 95959

County shall review each billing for supporting documentation; verification of eligibility of individuals being served; dates of services and costs of services as detailed previously. Should there a discrepancy on the invoice, said invoice will be returned to Contractor for correction and/or additional supporting documentation. Payments will be made in accordance with County processes once an invoice has been approved by the department.

Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County, it is not necessary for Contractor to re-submit these statements and verification under this Contract.

**BILLING PROCESS EXCEPTION**

By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the twentieth of July