

**AMENDMENT #2 TO THE AGREEMENT WITH THE NEVADA COUNTY  
HOUSING DEVELOPMENT CORPORATION (RES 22-360) (RES 22-538)**

**THIS AMENDMENT** is executed this January 24, 2023 by and between NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION, hereinafter referred to as “Contractor” and COUNTY OF NEVADA, hereinafter referred to as “County.” Said Amendment will amend the prior Professional Services Contract, executed on July 12, 2022 per Resolution 22-360 and subsequently amended on October 25, 2022 per Resolution 22-538; and

**WHEREAS**, Contractor provides services related to community-based housing projects and specialized housing programs for residents with a mental health disability; and

**WHEREAS**, the parties desire to amend their Contract to 1) increase the contract amount from \$999,632 to \$1,294,703 (an increase of \$295,071), 2) revise Exhibit “A” Schedule of Services to consolidate programs, add additional language and clarification and, 3) revise Exhibit “B” Schedule of Changes and Payments to reflect the increase in the maximum contract price.

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

1. That Amendment #2 shall be effective as of July 1, 2022.
2. That Exhibit “A”, “Schedule of Services”, shall be revised to the amended Exhibit “A” as attached hereto and incorporated herein.
3. That the maximum Agreement price will be increased from \$999,632 to \$1,294,703 (an increase of \$295,071).
4. That Exhibit “B”, “Schedule of Charges and Payments”, shall be revised to the amended Exhibit “B” as attached hereto and incorporated herein.
5. 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:

CONTRACTOR:

By: \_\_\_\_\_  
Ed Scofield  
Chair of the Board of Supervisors  
County of Nevada

By: \_\_\_\_\_  
Nevada County Housing  
Development Corporation  
PO Box 5216  
Auburn, CA 95604

ATTEST:

By: \_\_\_\_\_  
Julie Patterson-Hunter  
Clerk of the Board of Supervisors

**EXHIBIT “A”**  
**SCHEDULE OF SERVICES**  
**NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION**

Nevada County Behavioral Health hereinafter referred to as “County”, and Nevada County Housing Development Corporation (NCHDC)/AMI Housing (AMIH) hereinafter referred to as “Contractor”, agree to enter into a specific contract for services related to Behavioral Health’s community-based housing programs:

- I. Purdon House - interim low barrier housing designed to provide short term stability for individuals transitioning from or between other community settings and into permanent housing.
- II. Orchard House – transitional housing (up to 24 months) for mentally ill individuals with high levels of recidivism in jails who are engaged in a court-based program (i.e. mental health court, drug court etc.)
- III. Permanent Supportive Housing (PSH) – permanent housing and wrap around supportive services for chronically homeless individuals living with disabilities.
- IV. Empire Mine Courtyards – Permanent Housing where tenants rents are subsidized through a variety of ongoing rental subsidy sources and who are connected to supportive services provided by community partners. AMI provided property management services and oversight of the location and works in coordination with identified case managers as a means to support tenant housing retention.
- V. Tahoe/Truckee Homeless Outreach – Homeless Outreach coordination in the Tahoe/Truckee region

These programs encompass housing programs for homeless households including those who are receiving services from the Behavioral Health Department who are living with a mental health disability, substance use and/or co-occurring disorders. The Contractor costs associated with providing these services will be reimbursed upon successful administration of services outlined in the description of services.

**A. Description of Services:**

**I. Purdon House – Interim, Low-barrier program**

The goal of the Purdon House program is to provide low barrier access to interim housing for clients who are transitioning into permanent housing or are waiting for placement in other community or residential settings. The Purdon House provides a short term stay for households who have an identified exit path from the house within 90 days of placement. Participants referred to the program will live in a shared living setting. Primary Case management duties will remain the responsibility of the referring entity, but contractor staff will provide oversight and property management service of the facility and coordinate with service providers to ensure client progress towards housing goals.

CONTRACTOR will:

- Maintain a master lease agreement for the Purdon House interim program location.
- Ensure that the property is properly managed and maintained; ensuring that the property remain clean and habitable to protect both participants and neighbors.
- Implement a maximum 90-day stay interim program that will connect clients of the County

Behavioral Health Department (NCBH)D to interim housing as a means to facilitate transition from different community settings. The NCBHD Homelessness Program Manager will be the primary referral source for all Purdon House referrals.

- Develop Purdon House policies and procedures; Referral and intake, Purdon House Rules, Purdon House Client Agreement, termination noticing, roles and responsibilities of contractor staff and participant primary case managers, communication policies that ensure contract staff and primary case managers stay connected and engaged during a participants stay in the house.
- Enter all relevant intake, referral and discharge data in HMIS for Purdon House participants
- Coordinate with the NCBHD Homeless Program Manager to facilitate daily check-ins with participants. The NCBHD be responsible for providing case management of Purdon stayers and will check in with clients at the location at least every other day. Contractor staff will contact participants in the house at least weekly and check in regularly with the Live-in House Liaison. NCBH Case management staff, Contractor Staff and the Live-In House Liaison will exchange contact information to ensure communication and rapid follow up to any housing issues.
- In consultation with primary case managers, support participants in increasing life skills and/or income, education and assisting in connecting program participants to other housing resources.
- Secure a House Liaison who will live at the site to provide assistance to tenants in the evenings and on weekends. The House Liaison will have direct contact information for an immediate supervisor. The House Liaison will be trained in de-escalation and peer support methods and will have clear procedures pertaining to addressing any emergency situations and/or client conduct that is detrimental to other program participants or the surrounding neighborhood.

Programs Positions:

Purdon House Liaison:

- Living onsite at the Purdon House
- Help troubleshoot tenant relations issues and communicate with primary case managers
- Participate in daily morning check-in with residents
- Ensure residents' adherence to house rules, especially after hours
- Check in with AMI Housing Program Manager and Housing Service Coordinator as needed and at least weekly regarding house dynamics and tenants' adherence to house rules.

## **II. Orchard House – Diversion Program**

The goal of the Orchard House Diversion Program is to provide housing to homeless households with a high degree of justice involvement who are involved in a court-base program (drug court, mental health court) as a means to reduce recidivism in jail. Diversion practices reduce jail utilization and conserve other community resources by diverting justice involved, homeless individuals with behavioral health needs from jail into mental health and substance use disorder treatment using targeted housing supports; including low barrier, sober housing, and rental assistance, among other tools.

CONTRACTOR will:

- Provide six (7) low barrier housing units (6 plus live in House Liaison) for those experiencing homelessness who are chronically involved in the criminal justice system and enrolled in a court diversion program. This house will be considered long-term transitional housing with a maximum stay of two years.
- Provide Service Coordinator and House Liaison services according to Nevada County's Proposition 47 and Community Services Infrastructure Grant (CSIG) agreements.
- Develop Orchard House policies and procedures; Referral and intake, House Rules, House Client Agreement, termination noticing, roles and responsibilities of contractor staff and any other primary case managers connected to the participant, communication policies that ensure contract staff and primary case managers stay connected and engaged during a participants stay in the house.
- In line with client housing goals and in coordination with the clients assigned case manager and/or court ordered plan, connect Orchard stayers to AMI housing navigation services no later than 3 months before the clients court plan is set to be completed.
- Enter all relevant referral, intake, and discharge data into HMIS project participants
- Secure a House Liaison who will live at the site to provide assistance to tenants in the evenings and on weekends. The House Liaison will have direct contact information for an immediate supervisor. The House Liaison will be trained in de-escalation and peer support methods and will have clear procedures pertaining addressing any emergency situations and/or client conduct that is detrimental to other program participants or the surrounding neighborhood.
- Operate the building in compliance with current County and City zoning.
- Ensure that building remains in good repair and in keeping with orderly and well-maintained facility and grounds. CONTRACTOR will ensure timely follow up to maintenance requests made by program participants and will review and address maintenance and/or trash or refuse clean up requests from neighbors.
- Abide by all terms contained the separate ground lease agreement between the County and the Contractor.

Program positions:

Diversion Service Coordinator (1.0 FTE):

- Serve as the lead case manager for all residents of the Orchard House, including developing and/or reviewing case plans with residents
- Provide supportive services and linkages to services
- Provide life skills group three times per week to residents of the house
- Provide recovery groups and/or life skills education groups one day per week
- Hold daily morning check-in with residents

- Assist with longer term housing searches and placements for residents
- Meet twice a month with the Prop 47 Personal Services Coordinator (PSC) embedded in the Public Defender's office
- Work with Housing Resource Team and Prop 47 PSC to review referrals for suitability
- Troubleshoot participant relations issues

Orchard House Liaison:

- Living onsite at the Orchard House
- Help troubleshoot participant relations issues
- Participate in daily morning check-in with residents
- Ensure residents' adherence to house rules, especially after hours
- Check in with Diversion Service Coordinator at least weekly regarding house dynamics and tenants' adherence to house rules.

**III. Permanent Supportive Housing (PSH) Program**

The PSH Program encompasses four activity areas that are supported through a combination of federal, state and local funding sources.

1. Provide Rental assistance to program participants in compliance with HUD funding requirements
2. Provide property management services at scattered site locations
3. Provide post housing supports to program participants in coordination with Behavioral Health, Turning Point and other community providers as needed.
4. When funding allows, acquire and/or rehabilitate new units of PSH housing

Overall, PSH is designed to promote long-term, community-based housing and supportive services for chronically homeless households with severe and persistent mental health disabilities. The program provides ongoing rental subsidies combined with permanent supportive services to ensure all participants do not return to homelessness.

CONTRACTOR will:

Rental Assistance and Property Management services:

- Negotiate and enter a minimum of thirty (30) bed units with Master Leases, which will be limited to HUD Fair Market Rates and/or Public Housing Authority Rent Payment Standards, with landlords for properties to be sublet to tenants with HUD vouchers.
- Collect tenant rents and coordinate for payment of utilities
- Maintain Capital Operating Reserve Subsidy (COSR) to fund maintenance and improvements to houses leased or owned by NCHDC
- Ensure units comply with HUD Housing Quality Standards including rent reasonableness standards (if applicable), HUD environmental review standards (if applicable) and Lead- based

paint and asbestos compliance standards.

- Ensure that all leased properties are properly managed and maintained; ensuring that the properties remain clean and habitable to protect both tenants and neighbors.
- Conduct HUD Inspection Checklist upon client move in and annually thereafter.
- Collect HUD required Environmental Review Documentation prior to signing the lease.
- Maintain and update as needed all tenancy documentation required by HUD
- Complete quarterly redetermination of each tenant's eligibility for continuation in housing programs in line with HUD PSH Tenant Referral, Selection, and record maintenance policies and procedures. Perform quarterly reviews and update the housing case files to keep documentation current.
- Ensure communication with landlords and provide rapid response to issues or concerns raised by neighbors and communicate to the Behavioral Health Program director regarding issues, follow up and abatement steps taken to mitigate the issues raised.
- Work with AMI housing navigators to connect homeless residents of Nevada County to rental assistance and housing navigation services.
  - Rental assistance provided in this contract comes from the State Homeless Housing and Prevention Assistance (HHAP) program funding and must be used in accordance with HHAP guidelines
  - This funding is flexible and can be used to cover staffing costs associated with housing navigation services and participant costs related to prevention/diversion assistance, landlord incentives, general rental assistance and master leasing.

Provide post-housing services to tenants:

- Provide assistance to tenants in completing goals and tasks to maintain housing, which may include driving potential tenants to community-based organizations to pick up documents, assisting in attending appointments or to sign up for or enroll in benefits, etc.
- In line with the policy and procedures governing the PSH programs, the Nevada County Behavioral Health Program Managers will receive referrals for PSH housing, verify that the referred household is in the Coordinated Entry System (CES) and on the By-Name List (BNL). The BH Program Manager will then assign the household to either an internal Behavioral Health Case Manager, FSP PCS or may refer the individual to AMI to complete the intake process. In the later case and Under the supervision of the AMI Housing Program Manager, AMI PSH housing staff will assist the household in gathering documents required to verify applicant's eligibility for PSH Programs based on the following criteria and in accordance with HUD Program applicable rules and regulations:
  1. Chronic Homeless Status
  2. High vulnerability as indicated by the CES Vulnerability Index Tool
  3. Disability Determination and verification
  4. Income eligibility verification
  5. Resident Rental share based on income
- Once a Tenant has been accepted into the program and a unit identified

AMI staff will coordinate to meet with new tenants and the tenants case manager to review Program and House rules and complete the Housing Readiness Evaluation. AMI staff, the tenant and the primary case manager will ensure that all release of information documents are reviewed and accepted.

- AMI program staff overseeing the housing locations will work with the Primary case manager to create a housing services plan. These plans will outline major roles and responsibilities of AMI staff, housing liaison positions and primary case management as it relates to the provision services for housing stability.
- AMI staff will calculate rent subsidy and inform the tenant of the portion of rent they are responsible for
- AMI staff and primary case manager will encourage and provide assistance in helping the tenant acquire payee services. This service is optional for the tenant and not required to be in the program.
- Assist tenants to identify furnishing and household item needs for their unit.
- Organize social activities for housing clients and provide transportation to and from activities
- Support clients in identifying vocational, educational, and recreational activities
- Support clients in life skills development including meal planning, budgeting, cooking, bill paying, and household maintenance
- In coordination with identified primary case managers and/or in line with tenants own choice for supports, assist tenants year-round on meeting their housing program goals so that they may remain in permanent housing. Assistance may include:
  1. Helping participants increase skills and/or income
  2. Working with Behavioral Health and Contractor staff to help participants achieve greater self-determination to live independently as possible.
  3. Assisting participants in applying for other state and federal programs such as SSI, Housing Choice Vouchers, General Assistance, Food Stamps, etc.
- Complete quarterly redetermination of each tenant's eligibility for continuation in housing programs in line with HUD PSH Tenant Referral, Selection, and record maintenance policies and procedures. Perform quarterly reviews and update the housing case files to keep documentation current.
- Review and follow any procedures outlined in the Nevada County PSH program policies and procedures manual.

#### Permanent Supportive Housing Acquisition:

When funding allows, the Contractor will work to acquire and/or rehabilitate new properties for the purpose of expanding available PSH housing. This activity also includes use of master leasing to secure properties for program participants

- Contractor will be responsible for identifying and purchasing property/properties, including the selection of any independent real estate agent. Contractor will consult with County on property selection.
- Contractor will be responsible for identifying potential landlords interested in a master lease of a

property(ies). Contractor will consult with the County on property selection

- Contractor will work with County to meet requirements for notice of purchase of real property pursuant to Government Code section 25350.
- Contractor will require as a condition of sale that the property meets inspection requirements, including compliance with County and Fire codes.
- The property/properties must be located in Nevada County
- Contractor will add County as an additional insured on the owner's property insurance which will be done at the close of escrow, and for renewals of owner's property insurance.
- Contractor shall be responsible for securing proper permits for the property(ies) and Contractor shall be responsible for any claims and costs associate with improper permitting. This responsibility includes financial responsibility.
- For each property purchased, Contractor shall execute a 55-year Deed Restriction agreed to by Contractor and the County during or immediately after closing to allow for recording of the document. The preferred method is for Contractor to include the deed restriction as "Exhibit A" to the Grant Deed and provide it to the Title Company for it to be executed during the closing process. Contractor shall provide a Notary to obtain signature from Nevada County's Director of Health and Human Services, County Executive Officer, or other authorized representative, and shall then sign and execute it as part of the close of escrow. Once the Grant Deed has been finalized and recorded, Contractor will submit a certified copy to County.
- All properties acquired shall be utilized for permanent supportive housing (PSH) for individuals with serious mental illness, with supportive services provided by Contractor or other provider identified by County.
- Contractor shall coordinate with County and any identified service providers on housing related issues or concerns, including tenant selection and screening.
- Enter into Lease Agreements with eligible residents.
- Collect all necessary lease documentation and keep in accordance with all laws and regulations.
- Assure the property is maintained in good repair, and is in compliance with all federal, state, and local housing and building regulations including the federal Fair Housing Amendments Act of 1988, and the American with Disabilities Act.
- Inform COUNTY immediately of any housing vacancies.
- Notify, in writing, the referring program of any changes in participant's status. Inform client's service coordinators or Behavioral Health staff of any resident concerns that may result in notice to vacate or eviction.
- Calculate subsidies. Collect rents, deposits, and any other funds as appropriate.
- Maintain all fiscal records in accordance with County and State accounting practices.
- Maintain property management hours from 9-4, Monday-Friday, excluding holidays, and provide on-call after hours emergency phone service.

- Provide residents with Information Packet that includes: signed lease, house rules, important housing telephone numbers, move-in checklist, grievance process, and how to apply for a delay of payment plan. Review with residents these items and will include information about how to avoid evictions and how to maintain their housing.
- Collaborate with COUNTY and relevant community partners to help tenants maintain their housing.
- If issues and/or questions pertaining to the project arise, CONTRACTOR will be an active partner in providing answers and assisting with resolution.
- Participate in neighborhood and community associations and will inform COUNTY of community concerns.
- Maintain rents within Fair Market Rent (“FMR”) or "rent reasonable" standards upon County approval. Per HUD’s calculations, the FMR for units larger than four bedrooms is calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. The FMR for each bedroom would then equal the FMR for the house divided by the number of bedrooms. [For example, if the FMR for a four bedroom house is \$2,538, the FMR for a six bedroom house would be \$3,300 (\$2,538 x 1.3). The FMR for each bedroom in the house would be \$550 (\$3,300 ÷ 6).]
- Maintain subsidies where tenants pay no more than 40% of their income towards their rent. Recertify tenant income annually or whenever there are significant changes to income (e.g., tenant receives SSI/SSDI, tenant loses employment, etc.).
- Inform COUNTY of any property or operation concerns.
- Work with COUNTY on an as-needed basis to modify policies, procedures, and practices to maximize tenant success.
- Actively participate in the Homeless Resource Council of the Sierras/Continuum of Care.

Furnish and renovate/repair household as needed

PSH Program Positions:

AMI Housing Program Manager (1.0 FTE):

- Provide oversight and leadership to the Nevada County Housing programs;
- Implements and enforces AMIH’s policies and procedures and ensures compliance with the landlord and tenant regulations; AMIH tenant agreements and house rules; formulates strategies and tactics in line with Housing First Core Principals to mitigate violations and avoid program exits including:
  - Development of prevention focused case planning tools to be used by post housing staff
  - Implementation of regular training opportunities for Post Housing Supportive staff
  - Development of expanded services options for PSH clients to include life skills and enrichment opportunities aimed at preventing a return to homelessness and developing a strong social support system.
- Work closely with Behavioral Health Program Manager to increase communication and collaboration regarding all PSH clients as a means to coordinate for onsite service delivery for PSH clients.
- Ensure communication between AMI staff, primary assigned Behavioral Health case managers, peer supporters and/or contracted FSP providers at all PSH locations

- Oversees staff performing rent calculations and verification of incomes; move in and move out procedures; and applicable HUD required documentation related to lease up and yearly review of tenants eligibility for PSH housing
- Guides AMIH staff in effectively resolving difficult tenant issues and disputes

#### Post Housing Service Coordinators (3.0 FTE)

- Provide supportive services and linkages to services for residents at designated PSH program locations including up to 6 units at EMC
- Work with tenants and primary case managers to ensure that tenants remain compliant with all lease terms.
- Communicate with primary case managers regarding issues that could jeopardize tenants housing
- Work with HRT to review referrals for suitability
- Troubleshoot tenant relations/neighbor relations
- Coordinate with assigned FSP or BH case managers for additional services with County and community service providers as needed
- Conduct crisis intervention as needed

#### Housing Administrator Support (1.0 FTE)

- Ensure that HMIS data is collected and entered into HMIS database
- Coordinate all paperwork associated with housing program including leases and verification documents are complete and up to date; ensure that HUD documentation is complete and up to date

#### House Liaison:

- Orient new residents to the home; assist with weekly meal planning and grocery shopping and other daily living skills
- Coordinate monthly social outings; provide transportation to activities
- Interact with residents and monitor their overall well being

### **IV. Empire Mine Courtyards – Permanent subsidized rental housing**

The Empire Mine Courtyards (EMC) is permanent housing facility comprised of 19 rental units. Tenancy in 13 of the units is not tied to eligibility for Behavioral Housing programs. 6 units are designated as PSH units. The facility is a deed restricted facility that requires no tenant pay more than 30% of their income in rent. For this reason, tenants must have voucher subsidies to support rental costs for their units. While units are not dedicated to Behavioral Health Clients, the EMC must utilize the Coordinated Entry System and the By-Name list as a primary source for referrals for vacant units. Because of this, the units are dedicated to households experiencing homelessness. Prospective tenants and tenants residing in the facility must be connected to primary case management from community services providers who work with on-site staff to assist clients in maintaining housing within the parameters of standard lease agreement. The Contractor acts as the property manager, ensuring the safety and upkeep of the facility and good neighbor practices in the

surrounding neighborhood

CONTRACTOR will:

- Maintain property management hours at the CONTRACTOR's main office from 9am-12pm and 1pm-4pm, Monday-Friday, excluding holidays, and provide residents access to an on-call after hour's emergency phone service. Managers will be on-call all other hours.
- Participate in neighborhood and/or community association meetings and inform COUNTY of community concerns.
- Secure a resident manager who will live at the site to provide assistance to tenants in the evenings and on weekends. The Resident manager will have direct contact information for an immediate supervisor. Resident manager will be trained in de-escalation and peer support methods and will have clear procedures pertaining addressing any emergency situations and/or client conduct that is detrimental to other program participants or the surrounding neighborhood.
- Operate the building in compliance with current County and City zoning.
- Ensure that building remains in good repair and in keeping with orderly and well-maintained facility and grounds. CONTRACTOR will ensure timely follow up to maintenance requests made by program participants and will review and address maintenance and/or trash or refuse clean up requests from neighbors.
- Abide by all terms contained the separate ground lease agreement between the County and the Contractor.

Program Positions:

Onsite Property Manager (1.0 FTE)

- Live onsite and provide supervision of property/residents during the weekend and after hours
- Provide emergency support for repairs or crisis
- Report prohibited activities and ensure participants are following program rules after hours
- Interact with residents and monitor their overall well being

Facilities Technician (.5 FTE)

- Complete minor household repairs as needed
- Keep the property in good repair and ensure the property has curb appeal
- Keep up on all landscaping and habitability requirements
- Do regular inspections of each unit (monthly) to meet safety and habitability standards
- Coordinate with contractors for larger repairs
- Assist clients with move ins and move outs

- Provide moving assistance for clients moving into permanent placements

## V. Homeless Outreach

The Tahoe/Truckee Homeless Outreach Coordinator is the only position of its kind in the region, thereby providing a unique and targeted service to the population experiencing homelessness. In addition to promoting safety, forming relationships, learning common language construction, facilitating and supporting change, and forming cultural and ecological considerations, the Coordinator has provided participants with many needed items, such as camping supplies, blankets, warm clothes, hygiene bags, food vouchers, gas vouchers, and local bus passes. They support and assist individuals to utilize warming shelters, as they are available, and educate individuals experiencing homelessness about mental health and substance abuse issues and resources. If an individual experiencing homelessness is severely mentally ill, the Coordinator refers them to treatment and assists them in attending treatment services. The Coordinator supports the individual with their first appointment and/or until the individual is comfortable with the service provider. The Coordinator also assists individuals and/or families to connect to housing, to the CalWORKs One Stop Office, and/or apply for mainstream benefits (e.g., SSI, CalWORKs, CalFresh, Medi-Cal, General Assistance, etc.).

The Tahoe/Truckee Homeless Outreach Coordinator will:

- Provide outreach to homeless people where they are located
- Go to remote outlying areas, as needed.
- Provide essential needed items: socks, sleeping bags, blankets, jackets, clothes, personal hygiene items, etc. as these items are available (based on funding).
- Support and assist individuals to utilize warming shelters, as they are available. Connecting individuals to hotel rooms for emergency situations and as funding is available through other sources.
- Ask the homeless individuals what services they need and work together to connect with service providers.
- Create relevant goals jointly with homeless individuals.
- Educate the homeless on mental health and substance abuse issues and resources.
- Refer severely mentally ill homeless population to treatment and assist the homeless individual to engage in treatment services.
- Support individual with their first appointment to service providers and/or until the individual is comfortable with the service provider.
- Assist individuals and/or families to apply for Social Security Income and other mainstream benefits (CalWORKs, CalFresh, Medi-Cal, General Assistance, etc.).
- Assist individuals and/or families connect to housing.
- Assist individuals to connect to the CalWORKs One Stop office (employment services).
- Refer appropriate individuals and/or families to the Behavioral Health Access Team and/or

other mental health service providers.

- Participate in the MHSA Steering Committee.
- Participate in the Nevada County Continuum of Care to End Homelessness Collaborative.
- Enter individual and/or family data and services provided into the Homeless Management Information System (HMIS)
- Ensure those served on the Coordinated Entry By-Name List have accurate Vulnerability Scores in HMIS and update score as needed.
- Work with Nevada County COC/Home Team workgroups that review By-name lists and triage vulnerable cases with the goal of transitioning someone into permanent housing

**B. Reporting Requirements (all programs)**

- Number housed per program (Prop 47, Bridges to Housing, Permanent Supportive Housing)
- Number discharged and housing outcomes of discharged clients
- Average length of stay for each program
- For Prop 47 Program:
  - Number housed in Prop 47 master-leased house
  - Case management and service engagement reporting for all clients served by the Prop 47 Service Coordinator.
  - Attendance logs for various groups and check-ins with residents
- Provide Quarterly and Annual Reports as required by MHSA. MHSA quarterly reports are due on April 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup> and January 30<sup>th</sup>. The MHSA Annual report is due on July 30<sup>th</sup> of each year.
  - MHSA report should delineate data separately for PSH, Innovation (Purdon), and Homeless Outreach programs
- For Homeless Outreach reporting:
  - The number of homeless individuals and families served in Eastern Nevada County and Eastern Placer County
  - Homeless Outreach Coordinator will serve a minimum of 36 individuals or families per year.
  - Number of Nevada County and Placer County residents served
  - The number of homeless individuals and families that find stable permanent housing
  - 90% of homeless will be referred to the Coordinated Entry HMIS system
  - 90% of homeless and severely mentally ill individuals with no Social Security income (or other source of income) will be offered assistance with a referral to the Social Security

office and/or an application for benefits so that the individual can receive Social Security income.

- 90% of homeless and severely mentally ill individuals will be referred to mental health services.
- 70% of individuals with a drug problem will be referred to drug treatment services.
- 70% of individuals who are referred engage in the referred service, defined as participating at least once in the service
- 25% of individuals and/or families served will secure stable housing.
- Provide data for Quarterly Reports as required by Proposition 47. Progress reports are due August 15<sup>th</sup>, November 15<sup>th</sup>, February 15<sup>th</sup>, and May 15<sup>th</sup>.
- Provide the Annual Progress Report for the SHP (Summer's Haven, Winters' Haven and Home Anew) by the required due dates as identified by HUD.
- Perform quarterly reviews and update the housing case files to keep documentation current.
- Update MHSA Steering Committee, Mental Health Board and other stakeholders regarding MHSA Housing Programs.
- Continue to participate in and support the HRCS.

Contractor is required to establish data collection and reporting measures consistent with state and federal funding requirements across all programs listed here:

- Contractor is required to utilize HMIS to collect and report data and to ensure all project participants are in Coordinated Entry.
  - Ensure all clients are in HMIS and on the By-Name List (i.e. open to coordinated entry)
  - Enter each client, who has completed a valid release of information, into the HMIS database within one (1) week of data collection. HMIS Entry/Exit, Update and Annual Assessment forms should be utilized to ensure all necessary data elements are being collected and entered into HMIS
  - Track service transactions and progress notes in HMIS
  - Work with the HMIS System Administrator to Ensure all distinct program types covered in this contract are in HMIS, including your grant information
  - If a client is housed, always enter a move in date.
- Run quarterly data quality reports and make appropriate updates
  - Work with the HMIS System Administrator to complete reports
  - System-wide HMIS reports (which include your program) are submitted to the state of California Homeless Data Integration System and the Department of Housing and Urban Development (HUD). To ensure these reports are accurate, it is critical that the data entered is thorough, timely and precise

- Review and adhere to state guidance related to data reporting requirements and processes published by the California Homeless Coordinating and Financing Council (HCFC) Homeless Housing Assistance and Prevention Program (HHAP) including:
  - HHAP Annual report guide
  - HHAP Annual report checklist
  - HHAP Round 2 and 3 NOFA
  - Health and Safety Code Section 50222, subdivision (a)
  - Coding HCFC Grants as funding Sources in HMIS
  
- Assist County staff in completing all aspects of the HHAP annual reports as required by HCFC in line with state requirements. Annual reports are January 1. Contractor is not responsible for submitting annual reports but is required to assist County staff in the reporting process. To prepare for annual reports contractor shall:
  - Conduct quarterly APR reviews to ensure data quality.
  - Work with onsite staff to make any corrections to participant enrollment, demographic information and exit information.
  - Provide an annual APR in CSV file format
  - Produce a summary report of APR data specific to:
    - The number of people served
    - The number of exits and exit destinations
  
- Assist County staff in reviewing APR data to complete the state required Supplemental Outcomes Form, the Performance Metrics Form and the Narrative Reporting -Racial Equity and Partnership review questions.
  
- Provide Annual Progress Reports in CSV format for upload into the SAGE system. Work with County staff to provide Bed and Unit Inventory and Utilization information, review data for PSH performance accomplishments.
  
- Provide an annual written qualitative data report that includes:
  - An evaluation of Program performance including highlights and successes and areas where the Program could improve
  - An individual story of a Program participant that highlight Program successes and challenges and collaboration with other service providers
  - An area where the Program made adjustments or implemented new approaches during the contract year and areas that are being looked at for improvement in the coming year.

### **Diversity, Equity, and Inclusion**

Despite progress in addressing explicit discrimination, racial inequities continue to be deep, pervasive, and persistent across the country. Though we have made many strides toward racial equity, policies, practices, and implicit bias have created and still create disparate results. Through partnerships with the community, Nevada County Behavioral Health strives to address these inequities and continue progress in moving

forward.

Contractor is encouraged to hire a diverse and inclusive workforce that includes representation from the disparate communities served by our county. Contractor will be expected to think holistically about creating services, program sites and an employee culture that is welcoming and inclusive. Contractor should track metrics on Diversity, Equity, and Inclusion outcomes within their service delivery. Additional efforts should be made to identify and highlight growth opportunities for equitable outcomes, access to services, and other opportunities. Contractor should contact County contract manager about proposed metrics to track.

Services should be designed to meet clients' diverse needs. Contractor will be expected to participate in the NCBH Cultural Competency program, participate in trainings and tailor outreach efforts and marketing materials to engage a diverse population of community members. Given that Spanish is a threshold language in Nevada County, a special emphasis should be placed on engaging Latinx communities and providing services in Spanish.

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION**

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$1,294,703 for the contract term.

The contract maximum is based on the following project budget:

	NC Personnel - all programs	RHA/Sect 8	HUD HA/WH	Orchard House	Purdon House	Quarry House	Homeless Outreach Coordinator	PSH Acquisition & Renovation	Empire Mine Courtyard	Landlord Liaison & Rapid Rehousing	PLHA Post Housing CM	Total
<b>Personnel</b>												
Staff	92,596		-	76,751	43,263		15,800		59,741	52,000	112,773	452,924
Benefits	22,223		-	18,420	10,383		4,442		14,338	15,800	27,066	112,672
Operating Expenses (cellphone, office supplies, travel, training, meetings)	15,000		-	-	-	-	990		5,000	2,500		23,490
Auto (mileage included)	10,000		-	-	-	-	-		5,000	2,500		17,500
<b>Subtotal Personnel</b>	<b>139,819</b>	<b>-</b>	<b>-</b>	<b>95,171</b>	<b>53,646</b>	<b>-</b>	<b>21,232</b>	<b>-</b>	<b>84,079</b>	<b>72,800</b>	<b>139,839</b>	<b>606,586</b>
<b>Operations</b>												
Leases, Rents, Utilities		15,000	161,543	7,500	38,000	8,010	-		67,000			297,053
Other Direct Expenses (supplies, maintenance & repairs, Insurance, Legal, etc)	-		12,982	19,500	3,000	28,250	-	90,634	135,600			289,966
Rapid Rehousing/Rental Assistance										50,000		50,000
Landlord Incentives/Repair Fund										20,000		20,000
Deferred Maintenance												-
Operating Expenses	40,000											40,000
COSR - owned properties	-		-	-	-	4,500	-		-	-	-	4,500
Bus Passes	2,500		-	-	-	-	-		-	-	-	2,500
<b>Subtotal Operations</b>	<b>42,500</b>	<b>15,000</b>	<b>174,525</b>	<b>27,000</b>	<b>41,000</b>	<b>40,760</b>	<b>-</b>	<b>90,634</b>	<b>202,600</b>	<b>70,000</b>	<b>-</b>	<b>704,019</b>
<b>Indirect 10%</b>	<b>18,232</b>	<b>1,500</b>	<b>17,453</b>	<b>12,217</b>	<b>9,465</b>	<b>4,076</b>	<b>2,123</b>	<b>-</b>	<b>28,668</b>	<b>14,280</b>	<b>13,984</b>	<b>121,998</b>
Less Program Income/Contractor Funded				(18,950)		(18,950)			(100,000)			(137,900)
<b>Total Expenses</b>	<b>200,551</b>	<b>16,500</b>	<b>191,978</b>	<b>115,438</b>	<b>104,111</b>	<b>25,886</b>	<b>23,355</b>	<b>90,634</b>	<b>215,347</b>	<b>157,080</b>	<b>153,823</b>	<b>1,294,703</b>

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval to the Director or their designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request.

**Billing and Payment**

As compensation for services rendered to County, Contractor shall bill County monthly and shall be reimbursed for actual costs incurred in carrying out the terms of the contract.

To expedite payment, a complete invoice submission includes:

- Invoice cover page on contractor template. Invoice cover page to include:
  - Invoice date
  - Unique invoice number
  - Resolution/purchasing order number assigned to Contract
  - Time period billed
  - Total invoice amount
  - Personnel hours being billed
  - Reimbursement expenses being claimed by funding source
- Budget Status Table with starting budget amounts, expenditures per billing period and remaining budget balance by budget line item.
- All applicable backup to support expenditures. Examples can include:
  - Detailed receipts
  - Financial reports
  - Payroll hours reports
  - Mileage reimbursement documents (mileage reimbursement rate may not exceed the current IRS allowable rate)

Contractor agrees to be responsible for the validity of all invoices.

County shall review the invoice and notify the Contractor within fifteen (15) working days if an individual item or group of costs is being questioned. Contractor has the option of delaying the entire invoice pending resolution of the cost(s). Payment of approved invoices shall be made within thirty (30) days of receipt of a complete, correct, and approved invoice.

Contractor shall submit invoices to:

Via mail:

HHSA Administration

Attn: BH Fiscal

950 Maidu Avenue

Nevada City, CA 95959

Or

Via Email:

BH.Fiscal@co.nevada.ca.us

CC: Contract Manager (refer to Notification section)