

**AMENDMENT NO. 1 TO THE CONTRACT WITH SPIRIT - PEERS FOR  
INDEPENDENCE AND RECOVERY, INC. (RES. 24-260)**

**THIS AMENDMENT** is executed this April 22, 2025 by and between SPIRIT - PEERS FOR INDEPENDENCE AND RECOVERY, 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 11, 2024 per Resolution 24-260; and

**WHEREAS**, the Contractor operates SPIRIT Mental Health Peer Empowerment Center and provision of services to meet unmet community needs as a component of the County’s Mental Health Services Act (MHSA) Plan; and

**WHEREAS**, the parties desire to amend their Agreement to increase the contract price from \$485,006 to \$507,401 (an increase of \$22,395) and amend Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price.

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

1. That Amendment #1 shall be effective as of May 13, 2025.
2. That Maximum Contract Price, shall be amended to the following:  
\$507,401
3. That the Schedule of Charges and Payments, Exhibit “B” is amended to the revised Exhibit “B” attached hereto and incorporated herein.
4. 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: \_\_\_\_\_  
Chair of the Board of Supervisors

ATTEST:

By: \_\_\_\_\_  
Clerk of the Board

CONTRACTOR:

By: \_\_\_\_\_  
SPIRIT – Peers for Independence and  
Recovery, Inc.  
276 Gates Place  
Grass Valley, CA 95945

**EXHIBIT “A”**  
**SCHEDULE OF SERVICES**  
**SPIRIT - PEERS FOR INDEPENDENCE AND RECOVERY, INC.**

SPIRIT - PEERS FOR INDEPENDENCE AND RECOVERY, INC., hereinafter referred to as “Contractor”, shall provide free peer support services and classes to Nevada County residents for the Department of Behavioral Health, herein referred to as “County”.

**Program Overview/List of Programs:**

The SPIRIT Peer Empowerment Center is a peer-driven community support center that offers free drop-in services and classes that support participants 18 years of age and over as they identify their path to recovery and empower themselves to achieve their personal goals. One of the key populations that SPIRIT Peer Empowerment Center supports are those experiencing homelessness, including offering basic services such as showers and laundry in addition to empowerment and recovery-focused support. For enhancement and expansion of services to meet unmet community needs as a component of the County’s Mental Health Services Act (MHSA) Plan SPIRIT, herein referred to as “Contractor”, shall provide the following:

**1. Contractor Responsibilities**

**A. Services provided:**

**1) Peer Support and Trainings at no cost to participants:**

- (a) One-on-one Peer Support and theme-specific peer support/self-help groups built around the needs of individuals or self-identified groups of SPIRIT consumers, as needed.
- (b) Support to participants in their educational and career goals including assistance in compiling a resume, practicing for a job interview, connecting them with a current list of job postings, and/or providing bus passes to the local Business and Career Center.
- (c) Weekly support groups that are co-facilitated by two (2) Peer Supporters or by a Peer Supporter and a trainee. These groups may include but are not limited to the following topics: Peer Support 101, Depression and Anxiety, Diagnosis with Dignity, Co-Occurring Disorder Diagnosis, Progress not Perfection, Men’s Group, Women’s Group, and other support groups.
- (d) Plan, coordinate, implement and evaluate the WRAP (Wellness Recovery Action Plan) program and trainings, or other similar Evidence Based Practice.

**2) Outreach and Education:**

- (a) Periodic engagement and outreach to unserved and the underserved individuals with mental health difficulties, community partners and groups, local nonprofits and businesses to inform and educate them on SPIRIT services.
- (b) Produce educational materials to disseminate to community partners and broader community entities related to mental health and stigma.

**3) Leadership opportunities and Lived Experience Committee**

- (a) In coordination with the HOME team, develop and implement leadership opportunities for people experiencing homelessness, and that are engaged in some type of recovery, to provide authentic and meaningful input into specific SPIRIT programming and overall input in the delivery of homeless services including HOME team and other County programs and initiatives.
- (b) Identified leaders shall be offered a stipend for the opportunity to participate in the development of programming, , and to use their voices and lived experience to engage in messaging with the broader community.
- (c) Leaders will be incentivized to use their stories as a primary means to assist SPIRIT in reaching out to the community to provide education about mental health services, and mental health illness to reduce the stigma associated with mental illness.
- (d) Utilizing the Leadership cohort, develop a survey tool that is meaningful to their identified issues and topics/ The survey will be deployed to connect the broader community to the effort of evaluating SPIRIT and County programming through the lens of those with lived experience.
- 4) Referrals and linkage:
  - (a) Provide SPIRIT consumer with referral to community resources, including mental health services, SUD services, housing services and workforce development.
  - (b) Provide navigation and warm hand off support to individuals to ensure “right fit” connection to referred resources.
- 5) Day Center:
  - (a) Operate and maintain the Commons Resource Center Space with a focus on accessibility for all in an environment that is warm and inviting.
  - (b) Abide by provisions of the lease agreement.
  - (c) Contractor shall provide staff support and direct purchase of furnishings for the remodel of the Commons Resource Center. This will include procurement of furnishings for but not limited to: group room, participant bathroom, laundry room, entrance/greeting area, and offices. When making recommendations and/or purchases for furniture, fixtures and materials, design factors such as function, infection control, ADA and life safety requirements, user needs, energy use, building codes, durability, and aesthetics will be considered as will prudent cost saving principles. Before the purchase of any furnishings or materials in an amount greater than \$500 contractor will obtain prior permission from the County Behavioral Health Director or Administrative Services Officer supporting Behavioral Health. Any items purchased at \$500 or more will be property of Nevada County.

**B. Deliverables**

- 1) Complete a comprehensive operation manual for the CRC.
  - (a) Detailed manual outlining all operational functions of the center including but not limited to hours, programming, access to day services, staffing plan, privacy and confidentiality plan, and policies and procedures governing access consumer behaviors that can lead to temporary inability to access services at the center.

- (b) The manual shall be completed and given the County Homeless Services Program Manager for review and approval no later than one month prior to operations commencing at the CRC location.
- 2) Coordinate and deliver WRAP (or other evidence-based peer trainings) 2 times a year.
- 3) Conduct 44 Weekly support groups per year.
- 4) Update and refresh all SPIRIT marketing and educational materials to incorporate CRC location and expanded services.
- 5) Coordinate quarterly (4 per year) informational/educational events open to area business and stakeholders. Events can be held at the CRC location or delivered at other suitable locations that ensure access to invited participants.
  - a) Events should collect information and insights from attendees that can be summarized and presented to the Homeless Services Program Manager.
- 6) Host monthly (11 per year) leadership meetings. Meetings will solicit input from identified service consumer regarding SPIRITs programming and other countywide initiatives and programs. Participants will be compensated and provided with food for each meeting.
- 7) Contractor will Organize and conduct two fundraising drives or grant funding efforts per year.
- 8) 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.

#### C. Staffing

- 1) Level of Staffing/qualifications – Contractor shall provide staffing at the CRC using a combination of paid staff and volunteers.
  - a) Paid Staff – 3 FTE The executive director, operations manager and administrative support team. 3FTE trained peer support specialists with lived experience as mental healthcare consumers and/or experience with homelessness. Peer Supporters should be encouraged to complete MediCaL peer certification.
  - b) Volunteers –. Contractor can use its own methods to ensure volunteers are qualified to serve alongside paid staff to deploy services, and must be free of substance use
- 2) Contractor is encouraged to have a diverse and inclusive workforce that includes representation from the disparate communities served by our county.
- 3) 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.
- 4) Training: Contractor shall ensure that staff receive training appropriate to roles within the organization including but not limited to:
  - Privacy training
  - Training on bias/harassment/diversity training

#### D. Infrastructure: Computers/Electronics/Network

- 1) Contractor will provide its own internet service provider onsite at the CRC and will work with County Information Technology staff to ensure that internet networks are established and maintains privacy standards.
- 2) Computer and other electronic devices shall be provided by the contractor.
- 3) Security camera system will be provided by the contractor through its own private vendor.

E. Administrative

- 1) Data: Contractor shall provide the following specific data on a quarterly and annual basis in a narrative report. This report shall be submitted by service category for each approved program and service. The report shall include, but not be limited to the following:
  - Number of homeless participants who received basic services.
  - the targeted number of individuals and participants and self-identified adult families to be served in each reporting quarter. The targeted number of individuals is: 300.
  - Provide the number of participants referred to other agencies for services and provide a list of the agencies receiving the referrals.
  - Number of participants who obtained gainful employment
  - Number of peer support sessions
  - Number of peer support training hours
  - List of services offered to peers to optimize opportunities for productive activity:
    - Listed by service
    - Listed by hours for each service
  - daily attendance
  - Number of weekly support groups
  - Number of social activities per quarter
  - Number of participants in Spirit sponsored structured educational classes
  - Document fundraising efforts
    - For activities and events, include dates and attendance numbers
    - For fundraising letters, include date of mailing and approximate number of each mailing
  - The number of hours the Center was open.
  - 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 shall consult with County contract manager about proposed metrics to track.

- 2) Fiscal Reporting: Contractor shall provide timely reports of expenditures covered by funds provided by this contract.
  - The final Annual Exhibit 6 Report shall include the total number of unduplicated individuals served by each program/service during the fiscal year.
  - The Exhibit 6 Report shall be submitted no later than 30 days following the end of each reporting quarter. Reports are due: November 1, February 1, May 1, and August 1.
  - Contractor shall submit Annual number of individuals served/demographic data to the Nevada County Behavioral Health Department within 30 days of the end of the Fiscal Year (August 1). Template to be provided by Nevada County Behavioral Health.
  - Providing a yearly detailed budget to Nevada County Behavioral Health
  - Providing within six (6) months of the close of SPIRIT's fiscal year, an annual independent financial review of SPIRIT's entire operation.
  - Provide results of client surveys indicating changes in quality of lift.
- 3) Contractor shall maintain documented internal controls, policies and procedures to include those related to policies and procedures for personnel. These documents shall be made available to the County upon request.
- 4) Record Keeping: Contractor will maintain all records for a minimum of 7 years.

F. Joint responsibilities

- 1) Actively participate with local media in order to educate and involve the public in mental health issues by providing content to newspapers, TV, internet, radio and social media.
- 2) County will host MHSA Community Services and Supports (CSS) Subcommittee and MHSA Steering Committee Meetings, contractor shall attend and participate in these meetings.
- 3) 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.

**EXHIBIT “B”**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**SPIRIT PEERS FOR INDEPENDENCE AND RECOVERY, INC.**

The contract begins on July 1, 2024. The maximum obligation under this agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$507,401 for the contract term.

The contract maximum is based on the following project budget:

SPIRIT FY 24/25	
<b>Personnel (Salary and Benefits)</b>	
Executive Administration (Direct)	98,000
PSS Peers	138,190
Operations Manager	49,920
Training	4,500
Taxes and Benefits	43,592
<b>Total Payroll</b>	<b>334,202</b>
<b>Operating Expenses</b>	<b>0</b>
Rent, Utilities	40,790
Office Supplies/Postage/Equipment	11,042
Moving related expenses	10,000
Insurance/ Licenses (incl 4 HMIS)	19,211
Professional Services (Tech Support, CPA, cyber security, etc.)	15,100
Maintenance/Repairs	4,000
Security	5,400
Leadership Cohort (stipends, supplies, video production, etc.)	14,400
Direct Service (Lunches, bus passes, personal hygiene supplies, emergency supports, etc.)	28,256
Furnishings and startup supplies	25,000
<b>Total Operating</b>	<b>173,199</b>
<b>SPIRIT Center Total Expenses</b>	<b>507,401</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.

Furnishings and related materials for the refurbishing of the Commons Resource Center in excess of \$500 require prior permission from the County Behavioral Health Director or Administrative Services Officer supporting Behavioral Health.

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@nevadacountyca.gov](mailto:BH.Fiscal@nevadacountyca.gov)

CC: Contract Manager (refer to Notification section)