

**AMENDMENT #1 TO THE AGREEMENT WITH THE  
NEVADA COUNTY HOUSING DEVELOPMENT  
CORPORTATION (RES 21-0288)**

**THIS AMENDMENT** is executed this 14<sup>th</sup> day of December by and between NEVADA COUNTY HOUSING DEVELOPMENT CORPORTATION, 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 13, 2021 per Resolution 21-288; and

**WHEREAS**, Contractor provides services related to the Nevada-Placer Continuum of Care (CoC) including development and submission of the annual application for the McKinney-Vento Homeless Assistance Funds; and

**WHEREAS**, the parties desire to amend their Agreement to 1) increase the contract amount from \$397,538 to \$405,760 (an increase of \$8,222) , 2) revise Exhibit “A” Schedule of Services to reflect the addition of homeless outreach services for the Tahoe/Truckee region 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 #1 shall be effective as of November 20, 2021.
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 \$397,538 to \$405,760 (an increase of \$8,222).
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: \_\_\_\_\_

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

Nevada County Board of Supervisors Chair  
County of Nevada

Nevada County Housing  
Development Corporation  
PO Box 5216  
Auburn, CA 95604

**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

- Bridges 2 Housing (B2H) interim low barrier housing designed to provide short term stability for individuals transitioning from or between other community settings and into permanent housing.
- Prop 47 Bridgeport House – transitional housing (up to 24 months) for mentally ill individuals with high levels of recidivism in jails or a high degree of law enforcement contact
- Permanent Supportive Housing – permanent housing and wrap around supportive services for chronically homeless individuals living with disabilities
- Project Home Key – interim housing and navigation services for individuals experiencing homelessness.

These programs target vulnerable county residents who are homeless and who are living with a mental health disabilities, substance use and/or co-occurring disorders Contractor costs associated with providing specific supportive services as described in the scope of work for authorized program participants. The Contractor costs associated with providing supportive services to housing program participants will be reimbursed upon successful administration of services outlines in the description of services.

**Background:**

Approximately half of the people experiencing homelessness suffers from a mental health issue, according to the National Alliance to End Homelessness. Mental and physical health problems are often exacerbated by living on the streets and / or in homeless shelters. In 2010, the Nevada County Homeless Coordinating Council and the Placer Consortium on Homelessness agreed to merge. This organization is now a non-profit, Homeless Resource Council of the Sierras (HRCS). HRCS works to achieve improved coordination of services, more efficient resource allocation and regional planning to address homelessness. AMI Housing (formerly NCHDC) is a charter member of HRCS.

Over the last several years, Nevada County, in partnership with HRCS and AMI Housing, has been able to expand housing opportunities services for the chronically homeless through grants awarded by Housing and Urban Development (HUD). These grants support three Permanent Supportive Housing (PSH) programs (Winters Haven, Summers Haven, and Home Anew) by

providing rental subsidies to over 30 individuals. These individuals are also provided with supportive housing services through Behavioral Health and other contracted providers. Supportive housing enables this special needs population to live as independently as possible in permanent housing.

In 2018, Nevada County worked to build on the success of the PSH program and the experience of the Contractor's delivery of similar services to implement a Housing First pilot project to expand housing opportunities for individuals experiencing chronic homelessness and co-occurring mental health and substance use disorders. The County provided funding to the Contractor to master lease a minimum of 12 bed units of housing. The Contractor located 3 houses at scattered sites in the community.

In 2019, the County received additional funding from state and federal sources to acquire housing units and provide rental assistance to homeless and chronically homeless individuals with mental illness and substance abuse issues. To coordinate across multiple funding sources and manage grants and contracts across multiple departments, HHS staff a weekly Homeless Taskforce meeting. These meetings established the need for clearer communications and delineation of contracted activities when multiple county departments are contracting with a single provider with similar services. The Homeless Taskforce agreed to approach FY 2020 contracts with a new found sense of clarity on the roles of each department in providing housing and services to highly vulnerable homeless residents of Nevada County. Housing and Community Services (HCS) will administer one contract covering only activities related to acquiring and maintaining housing and Behavioral Health will administer a separate contract related to services provided to individuals and families who reside in the housing units.

### **Overview of Program:**

Nevada County Behavioral Health's housing programs target individuals with a mental health disability. Supportive housing enables this special need population to live as independently as possible in permanent housing. The primary objective of the Nevada County Mental Health Services Act (MHSA) Housing Program and Nevada County supported housing programs (SHP-Summer's Haven, Home Anew and Winters' Haven) is to support individuals with mental health disabilities in acquiring and maintaining their housing.

The Supportive Housing Programs through grant agreements with HUD are designed to promote, as part of a local Continuum of Care Strategy, the development of long-term, community-based housing and supportive services for MHSA eligible homeless persons with mental health disabilities.

The goal of the Proposition 47 Homeless & Justice involved project is to reduce recidivism and conserve 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.

## Permanent Supportive Housing (PSH) Program:

- AMI staffing to include Program Manager (1.0 FTE), Housing Administrator (1.0 FTE) and House Liaisons (Penn Valley, Prop 47, and Purdon) to provide the following services in support of the PSH program as well as other programs identified below
- Provide Housing Coordinator services to include administrative and supportive services.
- Provide assistance to potential tenants in completing their housing applications, which may include driving potential tenants to community-based organizations to pick up documents, or to sign up for benefits, etc.
- Determine applicant's eligibility for Mental Health Services Act (MHSA) Housing Programs, including SHP Programs based on the following criteria and in accordance with HUD Program applicable rules and regulations:
  1. Homelessness
  2. Disability
  3. Income
  4. Resources
  5. Resident Rental share based on income
- Negotiate and enter a minimum of seventeen (17) rooms 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.
- Assist potential tenants to negotiate and enter a minimum of two rental agreements with landlords.
- Sublet master-leased units to mental health clients.
- Assist tenants to identify furnishing and household item needs and coordinate with County Behavioral Health staff for approval and purchasing.
- 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
- 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.
- Serve as the Housing Coordinator liaison between landlords, tenants, and the County.

### **AMI Housing Program Manager (1.0 FTE):**

- Provides 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 to mitigate violations
- Oversees staff performing staff calculations and verification of incomes; move in and move out procedures;
- Guides AMIH staff in effectively resolving difficult tenant issues and disputes
- Leads, supervises, and directs AMIH's Nevada County housing team including Housing Coordinator, Prop 47 service coordinator, Peer Counselor, and House Liaisons.

### **Housing Administrative Support (1 FTE)**

- **Ensure that HMIS data is collected and entered into HMIS database**
- **Coordinate all paperwork associated with PSH and B2H including leases and verification documents are complete and up to date; ensure that HUD documentation is complete and up to date**

### **Project HomeKey (Empire Mine Courtyards)**

The Contractor will collaborate with the County in the Empire Mine Courtyards program to provide interim "navigation" housing and services. In Phase II of the program, the Contractor will work with the County to convert the interim housing into permanent affordable housing to the residents of Nevada County. The Parties purpose in the project is to operate a "Navigation" model of interim housing during Phase One of the project, a model with a growing level of evidence to support its effectiveness in addressing chronic, street-based homelessness. In addition, the goal is to expand supportive housing during Phase Two, a nationally recognized evidence-based practice, and/or affordable housing for individuals, veterans, families, and seniors experiencing homelessness or at-risk of homelessness who live on a fixed income and are eligible for a rental subsidy program.

### **Service Coordinator (1.0 FTE Empire Mine Courtyards, EMC)**

- Provide supportive services and linkages to services for residents at EMC
- Support and maintain a coordinated entry process with a centralized referral list of eligible individuals
- In collaboration with each tenant, ensure that onsite services are conducting needs assessments, developing recovery-focused service plans and establishing appropriate linkage to community-based services essential for achieving and maintaining independent living
- Hold daily morning check-in with residents
- Assist residents with applications for rental units and work with AMIH

- Housing Coordinators to locate appropriate housing within 90 days
- Work with HRT to review referrals for suitability
  - Troubleshoot tenant relations/neighbor relations
  - Coordinate services with County and community service providers
  - Conduct crisis intervention as needed
  - Provide necessary documents to households to be placed on waiting lists for affordable housing rental properties and subsidy programs; Provide housing counseling and budget training to help client prepare for housing; Assist households in meeting housing eligibility requirements
  - Complete credit checks and connect with Legal Services of Northern California to resolve issues as needed

**Onsite Property Manager (1.0 FTE Empire Mine Courtyards)**

- **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 Empire Mine Courtyards)**

- **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**

**House Liaison (Purdon, Prop 47 and Penn Valley):**

- 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

**Bridges to Housing Program (Purdon House) Contractor Responsibilities:**

- Bridges 2 Housing (B2H) interim low barrier housing is designed to provide short term stability for individuals transitioning from or between other community settings and into permanent housing.
- Develop Purdon House policies and procedures; Purdon House Rules and Purdon House Client Agreement
- Enter all relevant intake, referral and discharge data in HMIS for Purdon House participants
- Provide daily check-ins and daily life skills/Recovery Groups
- Support tenants in increasing life skills and/or income, education
- Support Purdon House Liaison in their responsibilities as follows
  - Living onsite at the Purdon master-leased house
  - Help troubleshoot tenant relations issues
  - Participate in daily morning check-in with residents
  - Ensure residents' adherence to house rules, especially after hours
  - Check in with AMI Housing Program Manager at least weekly regarding house dynamics and tenants' adherence to house rules.

### **Proposition 47 Program**

- Continue to provide six (6) low barrier housing units (5 plus House Liaison) with master leases for those experiencing homelessness who are chronically involved in the criminal justice system, according to Nevada County's Proposition 47 grant agreement. 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 grant agreement.
- Develop policies and procedures, including tenant housing agreement, for the master-leased Prop 47 House
- Enter all relevant referral, intake, and discharge data into HMIS for Prop 47 tenants
- The Prop 47 Service Coordinator (1.0 FTE) responsibilities include:
  - Serve as the lead case manager for all residents of the master-leased 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 Team and Prop 47 PSC to review referrals for

- Troubleshoot tenant relations issues
- The Prop 47 House Liaison responsibilities include:
  - Living onsite at the Prop 47 master-leased house
  - Help troubleshoot tenant relations issues
  - Participate in daily morning check-in with residents
  - Ensure residents' adherence to house rules, especially after hours
  - Check in with Prop 47 Service Coordinator at least weekly regarding house dynamics and tenants' adherence to house rules.

### **Reporting Requirements**

- 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.
- Provide data for Quarterly Reports as required by Proposition 47. Progress report periods are August 15, 2019 to December 31, 2019, January 1, 2020 to March 31, 2020, and April 1, 2020 to June 30, 2020.
- 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.

### **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

### **Homeless Outreach Outcomes:**

- 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.

### **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**

Subject to the satisfactory performance of services required of Contractor pursuant to this Agreement, and the terms and conditions set forth in this Agreement, the County shall pay Contractor a maximum amount not to exceed \$405,760 for the performance of all services to be provided under this Agreement.

The contract maximum is based on the following 21/22 estimated project budget:

	<u>MHSA CSS</u>	<u>MHSA INN</u>	<u>Prop 47</u>	<u>Homekey</u>	<u>Homeless Outreach</u>	<u>Total</u>
<b>Personnel</b>						
Program Manager Housing	\$ -	\$ 13,520	\$ 13,520	\$ 27,040		\$ 54,080
Housing Administrator	\$ 16,640	\$ 10,400	\$ 4,160	\$ 10,400		\$ 41,600
House Liaisons	\$ 3,042	\$ 6,084	\$ 6,084	\$ -		\$ 15,210
Service Coordinator	\$ -	\$ 10,400	\$ -	\$ 31,200		\$ 41,600
Service Coordinator	\$ -	\$ -	\$ 41,600	\$ -	5,838	\$ 47,438
Maintenance	\$ 2,080	\$ 4,160	\$ 4,160	\$ 10,400		\$ 20,800
Onsite Property Manager	\$ -	\$ -	\$ -	\$ 37,440		\$ 37,440
Program Manager RRH/LR	\$ -	\$ -	\$ -	\$ -		\$ -
Housing Counselor	\$ -	\$ -	\$ -	\$ -		\$ -
Landlord Liaison	\$ -	\$ -	\$ -	\$ -		\$ -
Benefits	\$ 1,959	\$ 4,011	\$ 6,257	\$ 10,483	640	\$ 23,350
Taxes	\$ 2,829	\$ 5,793	\$ 9,038	\$ 15,142	922	\$ 33,725
Workers Comp	\$ 979	\$ 2,005	\$ 3,129	\$ 5,242	75	\$ 11,355
<b>Subtotal Personnel</b>	<b>\$ 27,529</b>	<b>\$ 56,373</b>	<b>\$ 87,948</b>	<b>\$ 147,347</b>	<b>7,475</b>	<b>\$ 326,672</b>
Mileage	\$ 3,000	\$ 4,500	\$ 6,600	\$ 7,500		\$ 21,600
Bus Passes	\$ 2,500	\$ -	\$ -	\$ -		\$ 2,500
Operating Expenses (cellphone, office supplies, travel, training, meetings)	\$ 3,700	\$ 3,300	\$ 1,100	\$ 10,000		\$ 18,100
<b>Subtotal Operations</b>	<b>\$ 9,200</b>	<b>\$ 7,800</b>	<b>\$ 7,700</b>	<b>\$ 17,500</b>	<b>-</b>	<b>\$ 42,200</b>
Indirect/Admin	\$ 3,673	\$ 6,417	\$ 9,565	\$ 16,485	747	\$ 36,887
<b>Total Projected Budget</b>	<b>\$ 40,402</b>	<b>\$ 70,591</b>	<b>\$ 105,213</b>	<b>\$ 181,332</b>	<b>8,222</b>	<b>\$ 405,760</b>

County shall review the invoice and notify Contractor within fifteen (15) working days if an individual item or group of costs is questioned. Contractor has the option to remove the questioned cost(s) or delay payment pending resolution of the cost(s).

Contractor shall notify County immediately when a lease is terminated, and refund to County within thirty (30) days of receipt any payments made after termination.

Contract reimbursement will be based on actual salary/benefits of Contractor's assigned staff and program expenses. Contractor shall submit monthly invoices with an itemized breakdown by grant program listing:

- Date(s) and number(s) of hours of services performed,
- Mileage (at the approved IRS mileage rate),
- Office supplies
- Administrative costs calculated as 10% of the total of the month's expenses including all lease reimbursements due for that month (which are invoiced separately).

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

County shall review the invoice and notify Contractor within fifteen (15) working days if an individual item or group of costs is questioned. Contractor has the option to remove the questioned cost(s) or delay 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, reports and documentation, and lease reimbursement vouchers to:

Nevada County Behavioral Health  
Department Attn: Fiscal Staff  
500 Crown Point Circle,  
Suite 120  
Grass Valley, California 95945