



# RESOLUTION No. 21-091

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

**RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 1 TO THE RENEWAL CONTRACT WITH NEVADA COUNTY SUPERINTENDENT OF SCHOOLS (NCSOS) FOR THE PROVISION OF TRANSITIONAL HOUSING PROGRAM PLUS (THP+), FOR ELIGIBLE FOSTER CARE YOUTH INCREASING THE MAXIMUM CONTRACT AMOUNT TO \$313,915 FOR FY 20/21 (AN INCREASE OF \$13,915), REVISING EXHIBIT "A" SCHEDULE OF SERVICES TO REFLECT A CHANGE TO INCLUDE THE HOUSING NAVIGATOR PROGRAM (HNP) AND THE TRANSITIONAL HOUSING PROGRAM (THP), AND REVISING EXHIBIT "B" SCHEDULE OF CHARGES AND PAYMENTS TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE (RES 19-271)**

WHEREAS, on June 18, 2019, per Resolution 19-271, the Nevada County Board of Supervisors approved the renewal contract with Nevada County Superintendent of Schools to provide services related to THP+ (Transitional Housing Program Plus), a Transitional Housing Placement Program for eligible foster care youth, 18-25, who have emancipated from the Child Welfare System; and

WHEREAS, the contracted support systems will include regular visits to the participants' residences, educational guidance, employment counseling, instruction and monitoring of budget and household expenses, and assistance in reaching their goals as outlined in each participant's Transitional Independent Living Plan (TILP); and

WHEREAS, The Department of Housing and Community Development (HCD) allocated funding to counties for the support of the Housing Navigators Program (HNP) and the Transitional Housing Program (THP) to help young adults aged 18 years and up to 25 years secure and maintain housing, with priority given to young adults from the foster care system; and

WHEREAS, the parties desire to amend their agreement to 1) increase the Maximum Contract Price to \$313,915 (an increase of \$13,915); 2) revise Exhibit "A" Schedule of Services to reflect a change to include the Housing Navigator Program and the Transitional Housing Program, and 3) revise Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract price.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that Amendment No. 1 to the Personal Services Contract by and between the County and Nevada County Superintendent of Schools for the provision of Transitional Housing Program Plus (THP+) services for eligible foster care youth, increasing the maximum contract amount to \$313,915 (an increase of \$13,915), revising Exhibit "A" to reflect a change to include the Housing Navigator Program and the Transitional Housing Program and revising Exhibit "B" to reflect an increase in the maximum Contract price for Fiscal Year 2020/21 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 encumbered in the amount of \$150,000 for Fiscal Year 2020/21 and disbursed from account: 1589-50204-494-3421/521520 and in the amount of \$13,915 disbursed from 1589-50104-494-3101/521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 13th day of April, 2021, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Dan Miller, Chair

4/13/2021 cc: DSS\*  
AC\*  
NCSoS\*

4/20/2021 cc: DSS\*  
AC\* (Release)  
NCSoS\*

**AMENDMENT #1 TO THE PERSONAL SERVICES CONTRACT WITH  
NEVADA COUNTY SUPERINTENDENT OF SCHOOLS (RES 19-271)**

**THIS AMENDMENT** is dated this 13<sup>th</sup> day of April, 2021 by and between NEVADA COUNTY SUPERINTENDENT OF SCHOOLS, 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 Personal Services Contract, executed on June 18, 2019 per Resolution No. 19-271; and

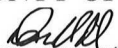
**WHEREAS**, the Contractor provides services relating to Transitional Housing Program Plus (THP+) for eligible foster care youth; and

**WHEREAS**, the parties desire to amend their agreement to: 1) amend the Maximum Contract Price from \$300,000 to \$313,915 (an increase of \$13,915) to cover additional program expenses; 2) amend Exhibit "A" Schedule of Services to reflect changes to include the Housing Navigator Program and the Transitional Housing Program; and 3) 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 April 1, 2021
2. That the Maximum Contract Price set forth from \$300,000 shall be changed to \$313,915, an increase of \$13,915.
3. That Exhibit "A", "Schedule of Services", shall be replaced with the amended Exhibit "A" as attached hereto and incorporated herein.
4. That the Schedule of Charges and Payments, Exhibit "B" is amended to the revised Exhibit "B" 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.

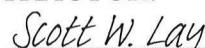
COUNTY OF NEVADA:

By:   
By: Dan Miller (Apr 16, 2021 08:34 PDT)  
Dan Miller  
Chair of the Board of Supervisors

ATTEST:

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

CONTRACTOR:

By:   
By: Scott W. Lay (Mar 30, 2021 10:58 PDT)  
Scott W. Lay, Superintendent  
Nevada County Superintendent of Schools  
380 Crown Point Circle  
Grass Valley, CA 95945

**EXHIBIT "A"**  
**SCHEDULE OF SERVICES**  
**NEVADA COUNTY SUPERINTENDENT OF SCHOOLS (NCSOS)**

The County of Nevada, Department of Social Services, hereinafter referred to as "County", and Nevada County Superintendents of Schools (NCSOS), hereinafter referred to as "Contractor", agree to enter into a specific contract for Transitional Housing Program Plus (THP+), Transitional Housing Program, and Housing Navigator services.

**Program Overview:**

THP+ is a transitional housing placement and support opportunity for former foster youth, aged 18-25, who have emancipated from the child welfare system. The goal of the program is to help youth by providing financial assistance and Independent Living Program (ILP) services, for up to 36 months, while also helping youth achieve self-sufficiency so that they can learn life skills. Participants may live alone or with roommates in apartments or in single-family dwellings, with regular support provided by THP+ agency staff and ILP Coordinators. Support services may include regular visits to participants' residences, educational guidance, employment counseling, instruction and monitoring of budgeting and household expenses.

The Department of Housing and Community Development (HCD) allocated funding to counties for the support of the Housing Navigators Program (HNP) and the Transitional Housing Program (THP) to help young adults aged 18 years and up to 25 years secure and maintain housing, with priority given to young adults from the foster care system.

**Target Population:**

The Contractor shall serve eligible youth based on the following criteria:

The target population for NCSOS's THP+ program is those young adults in Nevada County who have emancipated from foster care, group home care or probation and who are in need of continued support in order to be successful adults and reduce the risk of homelessness, unemployment and criminal involvement.

To be considered for this program, an applicant must have emancipated from the child welfare system and in need of assistance to be successful or have emancipated from foster care and meet the criteria of eligibility. Applicants must be between 18 and 25 years of age and be willing to pursue the goals of a Transitional Independent Living Plan (TILP) approved by Nevada County's Independent Living Program.

Each youth participating in these services under this Agreement shall be required to sign the Contractor's "Transitional Housing Program - Plus (THP+) Participation Agreement", which is attached hereto and incorporated herein to this contract as "*Attachment A*".

**Outreach**

Contractor shall collaborate with local agencies such as Child Welfare Services, Juvenile Probation, and the Health and Human Services Agency while pursuing public outreach to reach potential participants in the community.

**Housing & Assistance**

High quality, consistent supportive services targeted to meet the needs of individual youth are essential ingredients to a successful THP+ program. Youth may live in both permanent and transitional housing

units depending on the individual participant's needs and abilities. The overall goal of the program is to provide financial assistance for youth to secure housing, employment, education, transportation and other miscellaneous assistance so that youth can secure a permanent living situation while building the skills and resources necessary to become independent adults.

**Additional Supportive Services provided by Contractor:**

Due to the individualized needs of each participant, no one method shall work for all participants. Contractor shall develop an individualized, customized approach for each participant. In developing services, it is important to remember that these supportive services are for legal adults that still require youth-focused services.

Contractor shall provide some of the following supportive services, dependent on the individual needs of the participant:

- Coordination with Independent Living Skills Program to meet the goals outlined in the Transitional Independent Living Plan (TILP)
- Case management
- 24-hour crisis intervention and support
- Individual and group therapy, provided through referral to community resources
- Educational advocacy and support, including linkage to Foster Youth Services with the goal of each youth obtaining a high school diploma, GED, or High School Proficiency prior to graduation from the program
- Assistance to pursue college or other post-high-school training
- Job readiness training and support including linkages to Workforce Investment Act (WIA) partners, One-Stop Centers, the Mentor Program, and other appropriate employment resources
- Mentoring
- Services to build and support relationships with family and community
- System of payment for utilities, telephone and rent
- Assistance to youth in finding or maintaining affordable housing that costs no more than 30% of the youth's gross income at the completion of the program
- Aftercare services including support groups and referrals to community resources
- Apartment furnishings can be provided
- Assistance can be given for security deposits
- Moving assistance shall be provided
- Life skills training
- Roommate mediation
- Economic literacy training
- Transportation assistance
- Public benefits advocacy (assistance with General Assistance), Temporary Assistance for Needy Families (TANF), food stamps, Supplemental Security Insurance (SSI), Medi-Cal, etc.

Special considerations for pregnant or parenting youth:

- Assistance securing child care
- Domestic violence concerns
- Parenting education and support
- Public benefits advocacy
- Maternity provisions
- Specialized services for children, such as assistance with immunizations, well child visits and school enrollment

The quantity of services shall vary from participant to participant. If the services are outside the scope of NCSOS staff, NCSOS shall coordinate with additional community agencies to provide the particular service.

### **Program Staffing**

NCSOS currently has staff in place, designed to support these youth. Aside from the administrative staff, there will be specific staff members assigned to the THP+ program. Contractor shall provide and maintain necessary staff to provide services under this Agreement.

### **Evaluation Plan**

Outcome Data Methodology:

- NCSOS shall report data to Nevada County in regular intervals. Each youth participant shall have a Participation Plan and progress shall be monitored to determine whether or not the youth is making progress in the program.
- Quarterly reports shall reflect time spent with the participant monthly, describing the needs of the youth that were addressed and progress made to assist them. The report shall inform the County of progress toward the goals of the participant's needs and service plan. Focus of the report shall be on these primary indicators:
  - Housing – The goal of NCSOS's THP+ program is to secure housing for participants from Nevada County within their county of residence and, if at all possible, in their own community. A goal shall also be to identify housing in which the participant may continue to live after exiting the THP+ program.
  - Education – The program shall focus on assisting participants in obtaining a high school diploma. Alternative completion high school educational requirements will also be explored as will enrollment in local colleges or vocational schools.
  - Employment – The program places a high emphasis on employment and all participants shall be encouraged to gain employment, at least part time, in order to advance job skills. The goal for each participant, upon exit from the program, shall be to have gainful employment above minimum wage, preferably at a living wage.
  - Physical/Mental Health – This category of report includes physical well-being and mental well-being along with the ability to access required services. Health insurance coverage for all participants shall be a focus. Pregnancy (as well as prevention) shall also be a program focus.
  - Permanency – Establishing a consistent relationship with a caring adult is an important part of NCSOS's THP+ program.
  - Additional indicators may be requested by the County as the program develops.

Consistent and thorough program evaluation yields valuable information to refine program delivery. Evaluation is also an essential part of program oversight on the county level, as well as a valuable tool for advocacy.

### **THP-HCD**

This program shall be used to help young adults who are 18 to 25 years of age secure and maintain housing. Use of funds may include, but are not limited to:

1. Identify and assist housing services for this population in the community;



2. Assist this population to secure and maintain housing (with priority given to those in the state's foster care or probation system);
3. Improve coordination of services and linkages to community resources within the child welfare system and the Homeless Continuum of Care; and
4. Provide engagement in outreach and targeting to serve those with the most severe needs.

#### Reporting Requirements

1. How many youth served;
2. What the funds were used for;
3. Who the housing navigators were;
4. How many served from foster care;
5. How many served from the probation system.

#### **HNP-HCD**

The role of a housing navigator is to act as a housing specialist to assist young adults with their pursuits of locating available housing and overcoming barriers to locating housing. Housing navigator activities may include, but are not limited to:

1. Assist young adults aged 18-21 secure and maintain housing (with priority given to young adults in the state's foster care system);
2. Provide housing case management which include essential services in emergency supports to foster youth;
3. Prevent young adults from becoming homeless; and
4. Improve coordination of services and linkages to key resources across the community including those from within the child welfare system and the local Continuum of Care.

#### Reporting Requirements

1. How many youth served;
2. What the funds were used for;
3. Who the housing navigators were;
4. How many served from foster care.

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**NEVADA COUNTY SUPERINTENDENT OF SCHOOLS (NCSOS)**

The maximum obligation under this Agreement shall not exceed Three Hundred Thirteen Thousand Nine Hundred Fifteen Dollars (\$313,915) for satisfactory provision of services as described under Exhibit "A" for the entire contract period of July 1, 2019 through June 30, 2021, with a maximum amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000) for fiscal year 2019/20 and One Hundred Sixty Thousand Nine Hundred Fifteen Dollars (\$163,915) for fiscal year 2020/21.

**CONTINGENCY**

Contract maximum is contingent and dependent upon the County's annual receipt of anticipated State/Federal Funds for contract services. Services performed shall be in accordance with THP+ funding sources guidelines.

**COST ANALYSIS:**

The following is a cost breakdown of the maximum allowable cost per fiscal year:

Description	2019/20 Costs	2020/21 Costs	
		+	
		Description	2019/20 Costs
		Administrative Salaries, Direct Care Staff Salaries, Benefits, Travel	\$33,730
		Indirect Cost @ 9.71%	\$13,276
		Participant Allowance (may vary): Utilities (trash, power, gas, phone), Laundry, Food, Cleaning Supplies, Transportation, Recreation, Clothing, School/Skills Training/Classes/Books/Personal Necessities, Rental/deposit Assistance	\$102,994
		Transitional Housing Program-HCD allocation	0
		Housing Navigators Program-HCD allocation	0
		<b>Totals Per Year</b>	<b>\$150,000</b>
Administrative Salaries, Direct Care Staff Salaries, Benefits, Travel	\$33,730	\$34,900	
Indirect Cost @ 9.71%	\$13,276	\$13,276	



Participant Allowance (may vary): Utilities (trash, power, gas, phone), Laundry, Food, Cleaning Supplies, Transportation, Recreation, Clothing, School/Skills Training/Classes/Books/Personal Necessities, Rental/deposit Assistance	\$102,994	\$101,824
Transitional Housing Program-HCD allocation	0	\$8,000
Housing Navigators Program-HCD allocation	0	\$5,915
<b>Totals Per Year</b>	<b>\$150,000</b>	<b>\$163,915</b>

Should the categories budgeted above change by more than ten percent (10%); a budget modification shall be submitted for approval. The Department of Social Services at its sole discretion shall determine if the change in the operating budget shall continue to meet the outcomes of the Agreement.

**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:

- Dates/Month services were rendered
- Cost of services rendered – identifying total direct costs
- Billing period covered
- Number of Participants
- Contract Number assigned to the approved contract
- Supporting documentation

Invoices are to be submitted to:

Nevada County Department of Social Services  
Attention: Nicholas Ready  
988 McCourtney Rd. #104  
Grass Valley, California 95949

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 shall be returned to Contractor for correction and/or additional supporting documentation. Payments shall be made in accordance with County processes once an invoice has been approved by the department.

**BILLING AND PAYMENT 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 tenth of July.

Transitional Housing Program - Plus (THP+)  
Participation Agreement

This agreement states that I, \_\_\_\_\_, am currently at least 18 years old, participate in the Independent Living Skills Program (ILSP), and have been accepted for participation by the Nevada County Superintendent of Schools (NCSOS) Transitional Housing Program - Plus. Furthermore, this agreement also states that I want to participate in THP+ and that I will meet all of the following conditions in order to be a part of the program:

- I agree to regularly attend school and obtain a high school diploma or GED. Once I meet this goal, I agree to further my education through participation in college, trade school, or other vocational training according to my program plan.
- I agree to continue participation in ILSP through the County program. My TRANSITIONAL LIVING PLAN is a part of this contract. I will try my best to meet all conditions of the plan.
- I agree to actively look for, obtain, and maintain a paying job.
- I agree to follow all the rules of THP+. I have reviewed and signed a copy of these rules.
- I agree to remain clean and sober. I will submit to drug testing, if requested.
- I agree to actively participate in THP+ meetings with my peers and program staff/mentors.
- To the best of my ability, I will spend the money I earn wisely, endeavoring to pay all my bills on time, save a portion for future needs, and make purchases according to my budget.
- I agree to actively meet, participate and follow the recommendations and requirements of the ILP staff, my THP+ social worker and THP+ program staff/mentors.
- I agree to actively participate in my case planning, Needs and Services planning and, upon completion of THP+, my Exit Plan.
- I agree to maintain contact with the THP+ for at least 2 years after graduating from the program.
- I agree to take an active role in preparing for my own independent living by participating in services and by following the rules of THP+.

**Termination from the Program**

I understand that I may be dismissed from the program for not following this agreement. Considering the events that lead up to my possible dismissal, in lieu of termination, I agree that consequences may be instituted to prevent my dismissal. With my approval, any one, or a combination of the following, might be accepted in lieu of leaving the program all together:

I understand that I may be dismissed from the program and not be offered any of these alternatives. Finally, I agree to obey all laws and follow all rules of the housing unit as described in the lease agreement.

\_\_\_\_\_  
THP+ Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCSOS THP+ Representative

\_\_\_\_\_  
Date