

Administering Agency: Nevada County Health and Human Services Agency, Housing and Community Services Division

Contract No. _____

Contract Description: Provide eligible Nevada County homeless patients upon discharge from Sierra Nevada Memorial Hospital access to emergency housing through the Recuperative Care Services Program (RCP) and Low Barrier Shelter (LBS) programs.

**PROFESSIONAL SERVICES AGREEMENT
FOR HEALTH AND HUMAN SERVICES**

THIS AGREEMENT is made at Nevada City, California, as of August 11, 2020 by and between the County of Nevada, ("County"), and **FOOTHILL HOUSE OF HOSPITALITY d/b/a HOSPITALITY HOUSE** ("Contractor"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Agreement, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Agreement at the time and in the amount set forth in Exhibit B. The payment specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Agreement. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed Two Hundred Sixty Thousand Dollars (\$260,000).**
3. **Term** This Agreement shall commence on July 1, 2020. All services required to be provided by this Agreement shall be completed and ready for acceptance no later than the **Agreement Termination Date** of: June 30, 2021.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Agreement.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A or elsewhere in this Agreement shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Agreement. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages shall apply shall not apply to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit F, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of the County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of the County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Agreement or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Agreement are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Agreement. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a Material Breach

of this Agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Agreement, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
12. **Hold Harmless and Indemnification Agreement** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Agreement. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Agreement. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this agreement.
13. **Certificate of Good Standing** Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.
14. **Standard of Performance** Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Agreement shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

Contractor without additional compensation. Contractor's personnel, when on the County's premises and when accessing the County network remotely, shall comply with the County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize the County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by the County's Chief Information Officer or his/her designee.

15. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Agreement shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
- Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.
 - Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Agreement.
 - Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each Contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
 - The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.
16. **Accessibility** It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.
17. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
18. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
19. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
20. **Financial, Statistical and Contract-Related Records:**
- 20.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks,

receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

- 20.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.
- 20.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.
21. **Cost Disclosure:** In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.
22. **Termination.**
- A. A Material Breach , as defined pursuant to the terms of this Agreement or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this agreement, or both, without notice.
 - B. If Contractor fails to timely provide in any manner the services materials and products required under this Agreement, or otherwise fails to promptly comply with the terms of this Agreement, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Agreement by giving **five (5) calendar days written notice to Contractor.**
 - C. Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
 - D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Agreement at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.
 - E. Any notice to be provided under this section may be given by the Agency Director.
 - F. Suspension: County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in Federal, State or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work

as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in accordance with the terms of this Contract.

In the event this Agreement is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Agreement.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Agreement not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the agreement specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Agreement. In this regard, Contractor shall furnish to County such financial information as in the judgment of the County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

23. **Intellectual Property** To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, not the property of Contractor (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor by County, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
24. **Waiver** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Agreement shall not operate as a waiver of any subsequent breach or default by the other party.
25. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Contractor agrees that no such person will be employed in the performance of this agreement unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code
26. **Entirety of Agreement** This Agreement contains the entire agreement of County and Contractor with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
27. **Alteration** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.

28. **Governing Law and Venue** This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Agreement shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.
29. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
30. **Confidentiality** Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by the County, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

The Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this agreement. Violation of the confidentiality of patient or client information may, at the option of the County, be considered a material breach of this Agreement.

31. **Additional Contractor Responsibilities**
- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Agreement.
 - B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Agreement or the clients served herein, including providing any/all records requested by County related thereto.
 - C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Agreement, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

32. **Notification. Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:**

COUNTY OF NEVADA:
950 Maidu Avenue
Nevada City, California 95959

CONTRACTOR:
Foothill House of Hospitality
d/b/a Hospitality House
1262 Sutton Way
Grass Valley, CA 95949

Nevada County
Health and Human Services Agency,
Housing and Community Services Division
Attn: Mike Dent

Attn: Nancy Baglietto

Phone: (530) 265-1410

Phone: (530) 271-7144

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Honorable Heidi Hall, Chair, of the Board of Supervisors

By: _____

Attest: Julie Patterson Hunter, Clerk of the Board of Supervisors

CONTRACTOR: Foothill House of Hospitality d/b/a Hospitality House

By: _____ Date: _____

Name: _____

* Title: _____

By: _____ Date: _____

Name: _____

* Title: Secretary

****If Contractor is a corporation, this agreement must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Exhibits

- Exhibit A: Schedule of Services**
- Exhibit B: Schedule of Charges and Payments**
- Exhibit C: Insurance Requirements**

EXHIBIT “A”
SCHEDULE OF SERVICES
Foothills House of Hospitality, d/b/a Hospitality House
Emergency Shelter Expansion: Low Barrier Shelter Program and Recuperative Care Program

Pursuant to the Low Barrier Shelter and Recuperative Care Programs, (also referred to herein jointly as “Programs”, “LBS” and “RCP,” respectively) Foothills House of Hospitality d/b/a Hospitality House, hereinafter referred to as “Contractor” shall provide eleven (11) low-barrier shelter beds and four (4) recuperative care shelter beds (total of 15 beds), per night in the “Hospitality House Community Shelter” dedicated to serving the needs of the homeless.

Low-barrier Shelter, also known as “Shelter First,” is a model of service delivery that provides for the basic needs of shelter for people experiencing homelessness in order to get them off the streets. It prioritizes the provision of shelter and basic needs first so that people can more easily access other services (i.e. housing programs, substance use treatment programs, mental health support programs, other safety-net services/programs). In practice, this means:

- Individuals will be encouraged to participate in available programs but not required.
- Sobriety will not be required; however, there will be no drug or alcohol use on the premises.
- Each person that comes to the shelter will have a formal intake and registration interview with a trained staff member but will not be denied service if they do not have a valid ID.
- Couples will be able to stay together.
- There will be secure storage space for personal items.
- Service animals and companion pets will be accommodated.

The Contractor shall provide Recuperative Respite Services to eligible homeless individuals for the Nevada County Health and Human Services Agency (hereinafter referred to as “County”), in accordance with and in furtherance of the County’s RCP. The RCP refers to the provision of shelter beds dedicated to post-acute recuperative respite for individuals experiencing homelessness coming from the inpatient or emergency department at Sierra Nevada Memorial Hospital. The RCP provides up to thirty (30) days of 24/7 access to the shelter for the purpose of recuperation (rest and access to coordinative medical services facilitated and administered by the Care Coordination Team at the hospital) and coordination of services and housing case management activities.

Background

Contractor is one of two homeless shelters in Nevada County assisting homeless persons in the community. Contractor operates with 38 full and part-time employees, 28 faith-based community partners, and a 10-member volunteer board and dozens of volunteers. With the addition of LBS beds and Recuperative Care Program (beds funded by Sierra Nevada Memorial Hospital) the Contractor provides shelter for up to 69 individuals per night.

The mission of the Contractor is to provide Nevada County’s homeless with a compassionate place of rest, sustenance, dignity and hope.

To meet the need for shelter for individuals and families experiencing homelessness, Contractor relays of a mix of funding sources. Individual donations make up 70% of overall operating costs.

The remaining operating costs are provided by Federal and State Emergency Shelter Grant (ESG) funds and a combination of County-administered (Mental Health Services Act, CalFRESH) funds and other state and federal sources.

Overview of Programs

Low-Barrier Shelter Program

Contractor will continue to provide a minimum of 11 low-barrier beds. These beds are accessed through a separate entrance after the traditional shelter has conducted its intake. Additionally, those who access low-barrier are not be intermingled with the traditional shelter population. This ensures that shelter stayers who are in recovery or otherwise sober are not impacted adversely by low-barrier guests. Low barrier guests are provided dinner and have access to a separate restroom.

Recuperative Care Program (RCP):

Individuals experiencing homelessness typically experience high rates of behavioral health disorders, chronic illness and acute injuries. As a result, such individuals commonly experience frequent hospitalizations and Emergency Department (“**ED**”) visits. This is particularly apparent in western Nevada County, where Sierra Nevada Memorial Hospital (SNMH) serves as the sole hospital and ED.

The RCP, supported by funds provided to the County by the Hospital and passed through this contract to the contractor, provides 4 dedicated shelter beds, the equivalent of 120 bed-days per month (30 days per beds x 4 beds) to eligible homeless individuals referred to the Program by SNMH. In the event SNMH does not refer a sufficient number of individuals to use the 4-bed (120 day) per month, the Programs team will coordinate with the SNMH Care Coordination Director (or designee) to review the possibility of releasing open beds to meet the needs of other eligible individuals identified by the Contractor. Participant’s length of stay in the Programs will be determined by SNMH but is not to exceed 30 consecutive days. If for any reason the stay must exceed 30 days, the participant, contractor staff and SNMH staff will work to identify and document circumstances for the extended stay, not to exceed 15 additional days. Referrals to Programs will come from the SNMH.

During their stay in the Program, participants will develop a housing plan and be connected to primary care. At the conclusion of the recuperative period, participants will be promptly referred to available community programs or placed with appropriate family members or other support persons depending upon each individual situation and need.

Participant Criteria:

- Candidate must be a resident of Nevada County
- Candidate is homeless, at imminent risk of becoming homeless, or in unstable living conditions and has inadequate resources to maintain housing and is determined to be eligible for program services by SNMH.
- Candidate is able to perform their Activities of Daily Living (ADLs) and able to ambulate or transfer independently with or without use of assistive devices.
- Candidate is continent of bowel and bladder (or able to manage incontinent devices independently).

- Candidate is not acutely intoxicated and is not likely to experience significant alcohol or drug withdrawal symptoms.
- Candidate is determined by SNMH not to have contagious or infectious condition(s) that would place others at risk of harm or illness.
- Candidate must be 18 years or older.
- Candidate is deemed by SNMH to have the capacity to make medical decisions and independently provide for their medical needs upon discharge from SNMH.
- Candidate must be in need of and willing to participate in the Programs.

Description of Services

A. Low-Barrier Shelter:

Contractor shall provide:

1. A minimum of 11 additional shelter beds meeting the definition of “low-barrier:”
2. Ensure separation of traditional/transitional and low barrier shelter populations providing a separate intake time for each.
3. Maintain a valid Conditional Use Permit (CUP) and comply with any/all required federal, state, and local licenses, certificates, permits and approvals consistent with the services and activities in this Schedule of Services.
4. Ensure the provision of food to low-barrier guests.
5. Ensure a separate and fully ADA compliant restroom facility for low-barrier guests.
6. Provide dedicated monitoring staff.
7. Make available outreach and housing case management services to all low barrier guests
8. Participate in the Housing Resource Team (HRT) and Homeless Outreach Team (HOT) meetings.
9. Contractor shall ensure site security. LBS monitors shall conduct a premises check after intake, and a minimum of 2 times per night.
10. Contractor shall maintain Homeless Management Information System (HMIS) data entry for all LBS participants.
 - Provide monthly reports on specific data elements (listed below) to the county.

B. Recuperative Care Program:

Prior to accepting participants into the RCP, Contractor shall verify with the Care Coordination Staff at SNMH that the following has been completed:

1. Candidate has been screened and determined eligible by SNMH medical personnel for appropriateness of referral to the RCP based on above participant criteria. “Appropriateness of referral” refers to above listed patient criteria and a review by Program staff to ensure that participant meets patient criteria and has not been previously barred from staying at the shelter by shelter staff due to safety and/or security concerns.
2. Written authorization has been obtained from prospective candidate to share Protected Health Information (PHI) with service providers and support agencies as indicated via approved form(s).
3. Assistance has been offered to prospective candidate in completing coordinated entry process by connecting them with 211/Connecting Point services.

4. Necessary intake and referral information has been provided by SNMH medical personnel to designated Program staff prior to placement, to include a discharge summary.
 - Discharge summary must be reviewed by designated Program staff prior to participant being transported to the Program.
 - Discharge summary will not include any instructions to the Program staff for any medical procedure or intervention, including but not limited to wound care, medication distribution, administering intravenous medications.
 - Post discharge medical follow up of Home Health Services, provision of durable medical equipment, oxygen etc. will be coordinated by SNMH staff.
5. All identified medical care needs have been arranged by SNMH medical personnel.
 - Prior to discharge, participant will have a post discharge care plan. Participants are wholly responsible for their care plan. Participants will retain control of their care plan documentation.
 - Prior to discharge, participants will have a supply of medications able to meet the prescribed needs of the participant for the duration of time it will take for the participant to access the medication at the participant's chosen pharmacy.
6. All home health services have been arranged by SNMH medical personnel.
7. SNMH staff will make every attempt to secure a primary care appointment prior to discharge. The discharge summary will clearly establish the date and location of the appointment for post-discharge coordination of transportation by Contractor.
8. Transportation from SNMH to Contractor's facility has been arranged.
9. Referral data and data pertaining to key outcome metrics including recidivism, re-admission, and number of bed days or visits, has been documented.
10. If candidate is on intravenous medications, oxygen, or requires wound care, such ongoing service needs must be arranged by SNMH medical personnel in advance with a home health agency (or other agency or service provider as applicable).

Contractor agrees to:

1. Provide 4 bed units or 120-day equivalent of services per month.
2. Allow participants to stay in and access the shelter 24/7 as Program participants.
3. Comply with any/all required federal, state, and local licenses, certifications, approvals and permits to legally operate the Program pursuant to this Agreement.
4. Allow SNMH-contracted Home Health agency staff and/or SNMH-contracted durable medical equipment service provider access to the participants for any scheduled follow-up care needs.
5. Ensure all staff receives initial and ongoing training, including but not limited to home-health care and recuperative care, CPR, and first aid.
6. Provide 24/7 on-site security at facility.
7. Coordinate transportation of Programs participants from SNMH to Program site.
8. Provide a full-time registered nurse ("staff nurse") at the Program site.
9. Ensure that a staff nurse or qualified designee is present at SNMH at time of Participant's discharge from SNMH to verify Participant's current health status, verifying that all indicated home-health care services have been arranged, and the verify the Participant's recuperative care needs, including an adequate supply of prescribed medications and medical supplies have been arranged for or provided.
10. Ensure each Participant has received and signed an acknowledgement regarding their agreement to comply with all indicated recuperative care and home-health needs, future medical appointments, and Program rules of conduct.

11. Screen Participants for inclusion in any County-funded homelessness or housing programs and services. Screen Participants for inclusion in other County services and benefits, including but not limited to CalFresh benefits, Medi-Cal, SSI/SSDI, and Behavioral Health services, etc.
12. Ensure that each Participant is provided with semi-private living quarters separate and secure from Contractor's homeless shelter programs and its guests and prohibiting homeless shelter guests from having un-authorized and/or un-monitored access to Participants' living quarters.
13. Provide outreach and case management services to Participants at Program site, including housing case management services, in conjunction with County and nonprofit housing providers.
14. Complete and log a minimum of a once-hourly bed check of each participant. Program staff shall notify the staff nurse or their designee of any changes to a Participant's status, including but not limited to any observed changes to Participant's appearance, self-reporting of new illness, new symptoms, worsening symptoms, or request for medical attention. In such a case, Contractor shall ensure that the staff nurse, or other qualified staff, assesses whether the Participant requires medical attention at SNMH or other facility and to arrange for Participant to be seen at SNMH, or as otherwise requested by Participant. In case of a medical emergency, Contract staff shall immediately contact 911 to request medical assistance.
15. Track data of Participants involved in Program via the HMIS.
16. Transition exiting Participants into established community programs or place with other identified individuals, depending upon each client's individual situation and need, and as available.
17. Provide monthly reports on the program as detailed in the data collection section below.
18. Provide a yearly annual report on programs performance outlined in the data collection section below. to include: The report shall be due by July 1 of each year.
19. Maintain adequate safety and environmental quality assurance for Participants, guests and staff at Program location.
20. Contactor shall participate in staff trainings as offered by SNMH medical personnel on topics related to recuperative care and home-health care.
21. Provide each Participant with access to a locked, tamper-proof, personal locker or other secured locked space for the separate storage of each Participant's medications and medical supplies. Only Participant and the staff nurse or her/his designee shall have key access the locker or cabinet and shall be the only individuals authorized to access to the locker or cabinet. Staff nurse shall verify and log any/all medications prescribed to Participant at time of admission and shall complete and log a minimum of three counts per week of each medication in order to verify Participant is taking each medication as prescribed.
22. Ensure confidentiality for Participants pursuant to Protected Health Information under federal HIPAA guidelines.
23. Ensure all release of information documentation is current and entered into HMIS to allow for the coordination of services for participants
24. Facilitate primary care follow up for Participants and ensure Participant access to post care identified in their discharge summary.
 - Contractor shall assist Participant in accessing primary care. This includes transportation to and from appointments, finalizing documents such as managed care plan documents and/or new patient intake documents.
 - Program staff will coordinate with the Participants to address transportation needs related to post-discharge care provisions such as post-discharge primary care follow-up, Home Health service appointments and wound clinic access etc.

25. Contractor shall assist Participant in receiving any re-fills of medications and medical supplies:
 - a. By providing transportation to and from a pharmacy or otherwise arranging for pickup of prescribed medications;
 - b. By allowing the Participants to maintain control of all medications (i.e. Contractor will not provide any dosing or dispensing services)
26. Develop "Program policy and procedures" manual. Implement policies and procedures that, at a minimum, shall address the provision of recuperative care services provided, ongoing staff training, case management services, medication access, medication storage and accountability, monitoring Participant's compliance with SNMH discharge instructions and any ongoing home-health care and follow-up medical care needs during Participant's stay, emergency/crisis response, security and monitoring of Participants, and discharge planning.

Data Collection:

Monthly reports:

- Number of intakes
- Basics demographic information (Gender identity, age, veteran status etc.)
- Length of Stay
- Number with/without insurance
- Medical insurance types
- Physical, mental, cooccurring conditions
- Number of chronic homeless (as defined by HUD)
- Exit destinations: # to Onward (Sober) dorm, # housed, # exit to street or place not meant for human habitation

Annual Reports:

- A roll up of report date points detailed above
- A narrative evaluation of program performance including highlights and successes and areas where the program(s) could improve
- Impact: individual stories of program participants that highlight program successes and challenges and collaboration with other service providers
- Areas if improvement: highlight areas 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.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
FOOTHILLS HOUSE OF HOSPITALITY

For satisfactory performance of services in accordance with Exhibit "A", County shall pay Contractor a maximum of \$260,000 for the contract term of July 1, 2020 through June 30, 2021.

The contract maximum is based on the following budget.

| Budget | July 1, 2020 – June 30, 2021 |
|---------------------------|-------------------------------------|
| Recuperative Care Program | 90,000 |
| Low Barrier Program | 170,000 |
| Total | 260,000 |

Contractor shall invoice County \$7,500 per month, for 4 beds available for the Recuperative Care Program for 30 days per month (120 bed days). Contractor shall separately invoice for the cost of the Low-Barrier Shelter up to the contract maximum. Documentation shall be provided with the invoices to support the costs.

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- (i) **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (ii) **Automobile Liability** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. **(Note – required only if auto is used in performance of work, submit waiver to Risk for approval to waive this requirement)**
- (iii) **Workers’ Compensation** insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. **(Not required if contractor provides written verification it has no employees).**

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (i) **Additional Insured Status: The County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
- (ii) **Primary Coverage** For any claims related to this contract, the **Contractor’s insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.
- (iii) **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Nevada.
- (iv) **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any

endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

- (v) **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
- (vi) **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. **(Note – all deductibles and self-insured retentions must be discussed with risk, and may be negotiated)**
- (vii) **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.
- (viii) **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis: **(note – should be applicable only to professional liability)**
 - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
- (ix) **Verification of Coverage** Contractor shall furnish the County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- (x) **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- (xi) **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- (xii) **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of policies be different.

- (xiii) **Premium Payments** The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
- (xiv) **Material Breach** Failure of the Contractor to maintain the insurance required by this agreement, or to comply with any of the requirements of this section, shall constitute a material breach of the entire agreement.
- (xv) **Certificate Holder** The Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada
950 Maidu Ave.
Nevada City, CA 95959

Upon initial award of a contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

SUMMARY OF CONTRACT

FOOTHILL HOUSE OF HOSPITALITY d/b/a HOSPITALITY HOUSE

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

Provide eligible Nevada County homeless patients upon discharge from Sierra Nevada Memorial Hospital access to emergency housing through the Recuperative Care Services Program (RCP) and Low Barrier Shelter (LBS) programs.

SUMMARY OF MATERIAL TERMS

Maximum Annual Contract Price: \$260,000
Contract Beginning Date: 07/01/2020 **Contract Termination Date:** 06/30/2021
Liquidated Damages: N/A

INSURANCE POLICIES

Designate all required policies: Req'd

| | | |
|-------------------------------------|--------------------|----------|
| Commercial General Liability | (\$2,000,000) | <u>X</u> |
| Automobile Liability | (\$1,000,000) | <u>X</u> |
| Worker's Compensation | (Statutory Limits) | <u>X</u> |

LICENSES AND PREVAILING WAGES

Designate all required licenses:
N/A

NOTICE & IDENTIFICATION

| | |
|--|---|
| Contractor: Foothill House of Hospitality d/b/a Hospitality House 1262 Sutton Way Grass Valley, CA 95949 | County of Nevada: 950 Maidu Avenue Nevada City, California 95959 |
|--|---|

| | |
|---|--|
| Contact Person: Nancy S. Baglietto (530) 271-7144 e-mail: nancy@hhshelter.org | Contact Person: Mike Dent (530) 265-1410 e-mail: Mike.Dent@co.nevada.ca.us |
|---|--|

Contractor is a: (check all that apply)

| | | | | |
|--------------|-------------------------|----------------------|---------------------|-------------------------|
| Corporation: | <u> </u> Calif., | <u> </u> Other, | <u> </u> LLC, | <u> X </u> Non-profit |
| Partnership: | <u> </u> Calif., | <u> </u> Other, | <u> </u> LLP, | <u> </u> Limited |
| Person: | <u> </u> Individ., | <u> </u> Dba, | <u> </u> Ass'n | <u> </u> Other |

EDD: Independent Contractor Worksheet Required: Yes X No

ATTACHMENTS

Designate all required attachments: Req'd

| | |
|---|----------|
| Exhibit A: Schedule of Services (Provided by Contractor) | <u>X</u> |
| Exhibit B: Schedule of Charges and Payments (Paid by County) | <u>X</u> |
| Exhibit C: Insurance Requirements (Required by Contractor) | <u>X</u> |