



# RESOLUTION No. 23-305

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

### RESOLUTION APPROVING EXECUTION OF A RENEWAL CONTRACT WITH NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION (NCHDC) FOR SERVICES RELATED TO COMMUNITY-BASED HOUSING PROJECTS AND SPECIALIZED HOUSING PROGRAMS FOR RESIDENTS WITH MENTAL HEALTH DISABILITIES IN THE MAXIMUM AMOUNT OF \$1,246,016 FOR THE TERM OF JULY 1, 2023 THROUGH JUNE 30, 2024

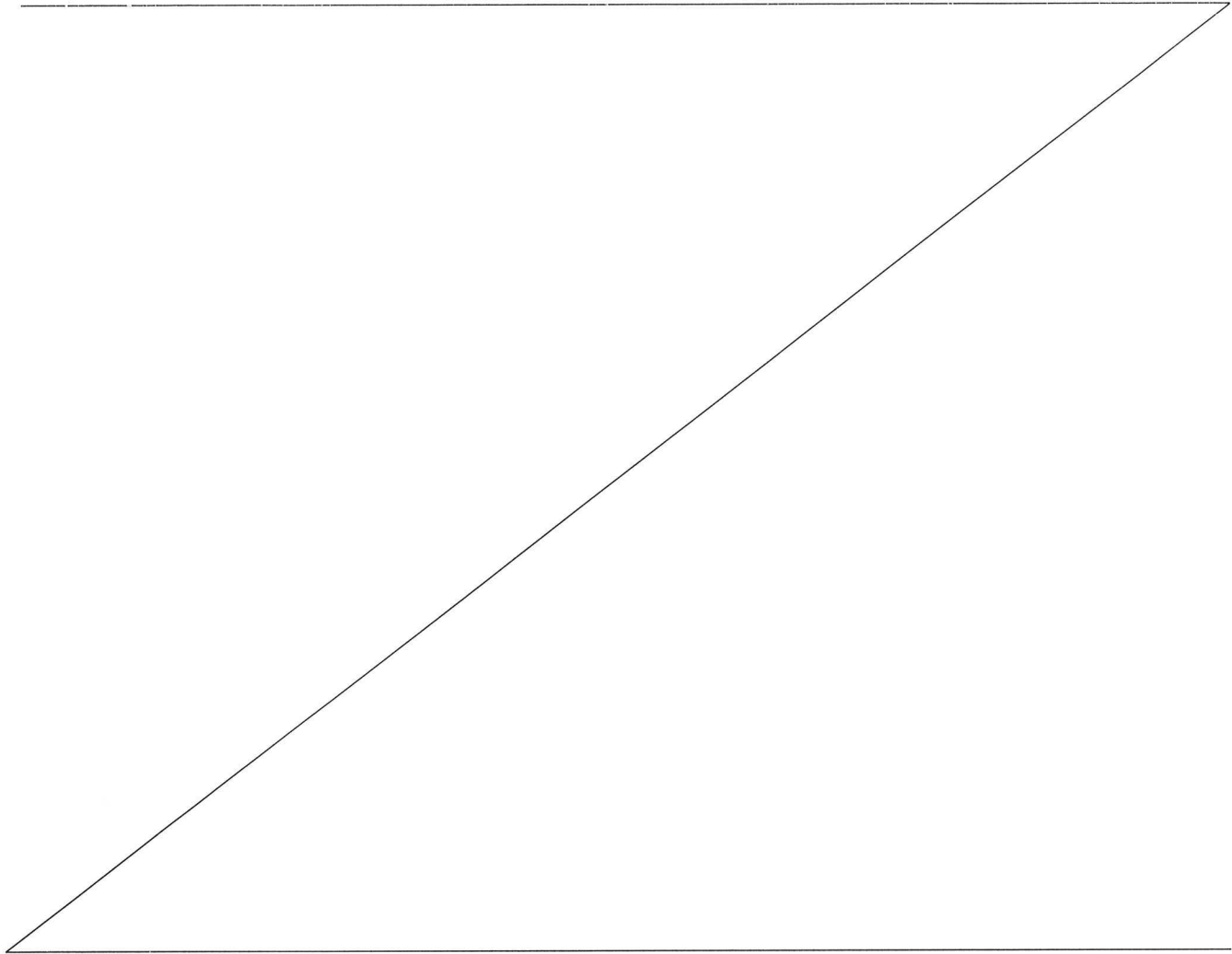
WHEREAS, the Behavioral Health Department receives funding from state and federal sources including Mental Health Services Act (MHSA), the Department of Housing and Urban Development (HUD), and Permanent Local Housing Allocation (PLHA) funding to support long-term, community-based housing projects that include supportive services for homeless persons with disabilities, as part of a local Continuum of Care Strategy; and

WHEREAS, according to the National Alliance to End Homelessness, approximately half of the people experiencing homelessness suffer from a mental health issue, and mental and physical health problems are often exacerbated by living on the streets and/or homeless shelters; and

WHEREAS, the County desires to enter into a renewal contract with NCHDC for the continuation of services related to community-based housing projects targeted to reduce homelessness and for the provision of specialized supportive housing programs for residents with mental health disabilities that help clients obtain and maintain housing, and to reimburse the Contractor for costs associated with operations, lease/rental agreements and services for authorized program participants.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Professional Services Contract by and between the County and the NCHDC, pertaining to services including community-based housing projects, housing for residents with mental health disabilities, and reimbursement for lease/rental agreements for authorized program participants for the contract term of July 1, 2023 through June 30, 2024 in the maximum amount of \$1,246,016, be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors is authorized to execute the Contract on behalf of the County of Nevada. This contract is contingent upon the adoption of the Fiscal Year 2023/24 County Budget. The contract begins on July 1, 2023.

Funds to be disbursed from accounts: 1589-40103-493-2200/521520; 1589-40103-493-2200/521525; 1512-40110-493-1000/521520



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 27<sup>th</sup> day of June, 2023, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek and Hardy Bullock.
- Noes: None.
- Absent: None.
- Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Edward C. Scofield, Chair

6/27/2023 cc: BH\*  
AC\* (Hold)

7/03/2023 cc: BH\*  
AC\* (Release)

**Administering Agency:** Nevada County Behavioral Health Department, Health and Human Services Agency

**Contract No.** RES 23-305

**Contract Description: Renewal Contract with Nevada County Housing Development Corporation (NCHDC) for services related to community-based housing projects and specialized housing programs for residents with a mental health disability.**

**PROFESSIONAL SERVICES CONTRACT  
FOR HEALTH AND HUMAN SERVICES AGENCY**

**THIS PROFESSIONAL SERVICES CONTRACT** (“Contract”) is made at Nevada City, California, as of June 27, 2023 by and between the County of Nevada, (“County”), and Nevada County Housing Development Corporation (“Contractor”) (together “Parties”, individual “Party”), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, 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 Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. 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 One Million Two Hundred Forty Six Thousand Sixteen Dollars (\$1,246,016).**
3. **Term** This Contract shall commence on July 1, 2023. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2024.
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 Contract.
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 Contract 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 Contract shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract 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 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 Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of 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 Contract are personal to 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 Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, 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 Contract, 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 Contract, 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 Contract** 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 Contract. 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 Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.
13. **Certificate of Good Standing** Contractors who are 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 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 Contract 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 Contract 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.
15. **Contractor without additional compensation** Contractor’s personnel, when on County’s premises and when accessing County’s network remotely, shall comply with 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 County’s privileged access management platform for all remote access support functions, unless other methods are granted in writing by County’s Chief Information Officer or their designee.
16. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract 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 Contract.

- Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each Contractor and each 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.
17. **Accessibility** It is the policy of County 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.
18. **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, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
19. **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.
20. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
21. **Financial, Statistical and Contract-Related Records:**
- 21.1. **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.
- 21.2. **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, including general business 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.
- 21.3. **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 correct amount owed during the audit period.
22. **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.

23. **Termination.**

- A. A material breach, as defined pursuant to the terms of this Contract 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 Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract 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 Contractor, 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 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 Contract at the end of any fiscal year if 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 Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include handwriting, typewriting, printing, Photostating, 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 Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract 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 Contract 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 Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of 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.

24. **Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled

or prepared by Contactor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the 'works made for hire.'" Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. 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, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.

25. **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 Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
26. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code
27. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.
28. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 23, Termination.
29. **Governing Law and Venue** This Contract 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 Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
30. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the services or type of services to be provided by this Contract.
31. **Subrecipient** This subrecipient Contract is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
32. **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 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 Contract, Contractor agrees to protect the confidentiality of any confidential information with which 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.

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

33. **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 Contract.
- 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 Contract 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 Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

34. **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:

<b>COUNTY OF NEVADA:</b>		<b>CONTRACTOR:</b>	
Nevada County Behavioral Health Department		Nevada County Housing Development Corporation	
Address:	950 Maidu Ave	Address	P.O. Box 5216
City, St, Zip	Nevada City, CA 95959	City, St, Zip	Auburn, CA 95604
Attn:	Brendan Phillips	Attn:	Jennifer Price
Email:	Brendan.Phillips@nevadacountyca.gov	Email:	jprice@amihousing.org
Phone:	(530) 265-1725	Phone:	(530) 878-5088

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.



**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 to begin on the Effective Date.

**COUNTY OF NEVADA:**

By: Edward C. Scofield Date: 06/27/2023

Printed Name/Title: Honorable Edward Scofield, Chair, of the Board of Supervisors

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

**CONTRACTOR: Nevada County Housing Development Corporation**

By: Jennifer Price Date: 06/07/2023

Name: Jennifer Price

\* Title: CEO

By: Tom Drake Date: 06/16/2023  
Tom Drake (June 16, 2023 10:32 PD)

Name: Tom Drake

\* Title: Secretary

***\*If Contractor is a corporation, this Contract 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 D: Behavioral Health Provisions**

**Exhibit E: Schedule of HIPAA Provisions**

**Exhibit G: Additional Funding Terms and Conditions**

**Summary Page**



**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 hereinafter referred to as “Contractor”, agree to enter into a specific contract for services related to Behavioral Health’s community-based housing programs:

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

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

**Description of Programs and Services:**

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

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

CONTRACTOR will:

- Maintain a master lease agreement for the Purdon House interim program location.
- Ensure that the property is properly managed and maintained; ensuring that the property

- remain clean and habitable to protect both participants and neighbors.
- Implement a maximum 90-day stay interim program that will connect clients of the County Behavioral Health Department (NCBH) and other referring agencies to interim housing to facilitate transition from different community settings. The NCBHD Homelessness Program Manager will be the primary referral source for all Purdon House referrals but may approve referral from other agencies as needed.
- Develop Purdon House policies and procedures; Referral and intake, Purdon House Rules, Purdon House Client Agreement, termination noticing, roles and responsibilities of contractor staff and participant primary case managers, communication policies that ensure contract staff and primary case managers stay connected and engaged during a participants stay in the house.
- Enter all relevant intake, referral and discharge data in HMIS for Purdon House participants
- Coordinate with the NCBHD Homeless Program Manager to coordinate check-ins with participants. Contractor staff will contact participants in the house at least weekly and check in regularly with the Live-in House Liaison. NCBH Case management staff, Contractor Staff and the Live-In House Liaison will exchange contact information to ensure communication and rapid follow up to any housing issues.
- In consultation with primary case managers, support participants in increasing life skills and/or income, education and assisting in connecting program participants to other housing resources.
- Secure a House Liaison who will live at the site to assist tenants in the evenings and on weekends.

Purdon House Programs Positions:

Purdon House Liaison:

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

**II. Orchard House – Diversion Program**

The Orchard House Diversion Program provides housing to homeless households who are involved in a court-based program (drug court, mental health court) as a means to reduce recidivism in jail. Diversion practices reduce jail utilization and conserve other community resources by diverting justice involved, homeless individuals with behavioral health needs from jail into mental health and substance use disorder treatments and in permanent stable housing.

CONTRACTOR will:

- Provide seven (7) low-barrier housing beds (6 plus live-in House Liaison) for those experiencing homelessness who are chronically involved in the criminal justice system and enrolled in a court diversion program. This house will be considered long-term transitional housing with a maximum stay of two years.
- Develop Orchard House policies and procedures; Referral and intake, House Rules, House

Client Agreement, termination noticing, roles and responsibilities of contractor staff and any other primary case managers connected to the participant, communication policies that ensure contract staff and primary case managers stay connected and engaged during a participants stay in the house.

- In line with client housing goals and in coordination with the clients assigned case manager and/or court ordered plan, connect Orchard stayers to CONTRACTOR housing navigation services no later than 3 months before the client’s court plan is set to be completed.
- Enter all relevant referral, intake, and discharge data into HMIS project participants
- Secure a House Liaison who will live at the site to assist tenants in the evenings and on weekends.
- Ensure that building remains in good repair and in keeping with orderly and well-maintained facility and grounds. CONTRACTOR will ensure timely follow up to maintenance requests made by program participants and will review and address maintenance and/or trash or refuse clean up requests from neighbors.
- Abide by all terms contained the separate ground lease agreement between the County and the Contractor.

Orchard House Program positions:

Diversion Service Coordinator (.75 FTE):

- Work with the lead case manager for all residents of the Orchard House, including aiding in developing and/or reviewing case plans with residents
- Provide supportive services as needed and in coordination with primary case management in line with treatment plans and goals outlined in the court or diversion plan
- Provide recovery groups and/or life skills education groups one day per week
- Coordinate weekly check-ins to monitor treatment goals and house cohesion with residents and support live in house liaison in addressing tenant issues
- Assist with longer term housing searches and placements for residents
- Work with the NCBH SUD team and/or the public defender imbedded TPCP PSC to review referrals for suitability and coordinate placement of referrals.
- Troubleshoot participant relations issues

Orchard House Liaison:

- Living onsite at the Orchard House
- Help troubleshoot participant relations issues
- Participate in check-in with residents
- Works evening and weekend shifts to provide oversight of the program facility during hours that CONTRACTOR staff are not present.
- Ensure residents’ adherence to house rules, especially after hours
- Check in with Diversion Service Coordinator at least weekly regarding house dynamics and tenants’ adherence to house rules.

**III. HUD Funded Permanent Supportive Housing (PSH) Program and PLHA-funded Post-Housing Support Team (PHST)**

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

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

PSH is a HUD-funded program designed to promote long-term, community-based housing and supportive services for chronically homeless households with severe and persistent mental health disabilities. The program provides ongoing rental subsidies combined with permanent supportive services to aide participants to not return to homelessness. PSH tenants receive primary case management from NCBH or a TPCP case manager but tenants are allowed to choose their own service providers and are allowed to decline services but are still required to abide by all standard lease terms. If a participant enters the program receiving primary care management from NCBH/TPCP but later declines those services, CONTRACTOR Post Housing Support Team staff will utilize progressive engagement to provide case management aimed at re-connecting the tenants to NCBH/TPCP supports.

Within the PSH program and overseen by the CONTRACTOR Housing Program Manager, the Post-Housing Support Team delivers primary supportive services to housing participants who do not receive primary case management from Behavioral Health or Turning Point or who reside in units not connected to the PSH program. In this way supportive services can be provided to tenants according to the principals of housing first wherein residents are not required to be in a treatment program in order to receive housing and where tenants can be selected for vacancies from the By Name List through the Coordinated Entry System. The Post Housing team will provide linkage to services and overall case management support in ways that promote stability, access to services and overall coordination with other service providers as needed.

CONTRACTOR will:

PSH Rental Assistance and Property Management services:

- Negotiate and enter a minimum of thirty (30) bed units with Master Leases, which will be limited to HUD Fair Market Rates and/or Public Housing Authority Rent Payment Standards, with landlords for properties to be sublet to tenants with HUD vouchers.
- Collect tenant rents and coordinate for payment of utilities
- Maintain Capital Operating Reserve Subsidy (COSR) to fund maintenance and improvements to houses leased or owned by NCHDC
- Ensure units comply with HUD Housing Quality Standards including rent reasonableness standards (if applicable), HUD environmental review standards (if applicable) and Lead-based paint and asbestos compliance standards.
- Ensure that all leased properties are properly managed and maintained; ensuring that the properties remain clean and habitable to protect both tenants and neighbors.
- Conduct HUD Inspection Checklist upon client move in and annually thereafter.
- Collect HUD required Environmental Review Documentation prior to signing the lease.

- Maintain and update as needed all tenancy documentation required by HUD
- Complete annual redetermination of each tenant's eligibility for continuation in housing programs in line with HUD PSH Tenant Referral, Selection, and record maintenance policies and procedures. Perform quarterly reviews and update the housing case files to keep documentation current.
- Ensure communication with landlords and provide rapid response to issues or concerns raised by neighbors and communicate to the NCBH Program Director regarding issues, follow up and abatement steps taken to mitigate the issues raised.
- Work with CONTRACTOR housing navigators to connect homeless residents of Nevada County to rental assistance and housing navigation services.
  - Rental assistance provided in this contract comes from the State Homeless Housing and Prevention Assistance (HHAP) program funding and must be used in accordance with HHAP guidelines
  - This funding is flexible and can be used to cover staffing costs associated with housing navigation services and participant costs related to prevention/diversion assistance, landlord incentives, general rental assistance and master leasing.
- Coordinate with assigned primary case managers for the issuance and delivery of any notices pertaining to tenancy issues or behavioral notices. Make all efforts to inform case managers of behavioral concerns that could result in the loss of tenancy.

Post-housing supportive services to tenants:

- Review and follow policies and procedures outlined in the Nevada County PSH program policies and procedures manual. This Manual provides the overview for program eligibility, how referrals are made, role and responsibilities, intake procedures, noticing procedures and documentation needed.
- Regardless of voucher type, CONTRACTOR staff will calculate rent subsidy and resident rent share based on income and inform the tenant and the tenants primary case manager of the portion of rent they are responsible for.
  - Once a Tenant has been accepted into a unit in the HUD funded PSH program or a unit identified as a non-HUD PSH unit, CONTRACTOR staff will coordinate to meet with new tenants and to review Program and House rules and complete the Housing Readiness Evaluation. If the tenant is coming from NCBH/TPCP, CONTRACTOR staff will meet with the tenant and the assigned case manager. CONTRACTOR staff, the tenant and the primary case manager will ensure that all release of information documents are reviewed and accepted.
  - CONTRACTOR staff will review with the tenant and, if needed, the primary case manager to review and sign the lease. A copy of the lease will be provided to the tenant and, upon request, to the case manager.
  - Assist tenants in completing goals and tasks to maintain housing, which may include driving potential tenants to community-based organizations to link to services and pick up documents, assisting in attending appointments or to sign up for or enroll in benefits, etc. Duties will include:
    - Assist tenants to identify furnishing and household item needs for their unit.
    - Organize social activities for housing clients and provide transportation to and from

- activities
  - Support clients in identifying vocational, educational, and recreational activities
  - Support clients in life skills development including meal planning, budgeting, cooking, bill paying, and household maintenance
  - Assist the tenant in acquiring payee services. This service is optional for the tenant and not required to be in the program.
- CONTRACTOR program staff overseeing each housing locations will work with the tenant and, if connected to NCBH, the Primary case manager to create a housing services plan. These plans will outline major roles and responsibilities of CONTRACTOR staff, housing liaison positions and primary case management as it relates to the provision services for housing stability.
- In coordination with identified primary case managers and/or in line with tenant's own choice for supports, assist tenants year-round on meeting their housing program goals so that they may remain in permanent housing. Assistance may include:
  1. Helping participants increase skills and/or income
  2. Working with Behavioral Health and Contractor staff to help participants achieve greater self-determination to live independently as possible.
  3. Assisting participants in applying for other state and federal programs such as SSI, Housing Choice Vouchers, General Assistance, Food Stamps, etc.
- For HUD PSH program participants, CONTRACTOR staff will Complete annual redetermination of each tenant's eligibility for continuation in housing programs in line with HUD record maintenance policies and procedures.
- Perform quarterly reviews of housing service plans and update the housing case files to keep all documentation current.

Permanent Supportive Housing Acquisition and rehabilitation:

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

- Contractor will be responsible for identifying and purchasing property/properties, including the selection of any independent real estate agent. Contractor will consult with County on property selection.
- Contractor will be responsible for identifying potential landlords interested in a master lease of a property(ies). Contractor will consult with the County on property selection
- Contractor will work with County to meet requirements for notice of purchase of real property pursuant to Government Code section 25350.
- Contractor will require as a condition of sale that the property meets inspection requirements, including compliance with County and Fire codes.
- The property/properties must be located in Nevada County
- Contractor will add County as an additional insured on the owner's property insurance which will be done at the close of escrow, and for renewals of owner's property insurance.
- Contractor shall be responsible for securing proper permits for the property(ies) and Contractor shall be responsible for any claims and costs associate with improper permitting. This responsibility includes financial responsibility.



- For each property purchased, Contractor shall execute a 55-year Deed Restriction agreed to by Contractor and the County during or immediately after closing to allow for recording of the document. The preferred method is for Contractor to include the deed restriction as “Exhibit A” to the Grant Deed and provide it to the Title Company for it to be executed during the closing process. Contractor shall provide a Notary to obtain signature from Nevada County’s Director of Health and Human Services, County Executive Officer, or other authorized representative, and shall then sign and execute it as part of the close of escrow. Once the Grant Deed has been finalized and recorded, Contractor will submit a certified copy to County.
- All properties acquired shall be utilized for permanent supportive housing (PSH) for individuals with serious mental illness, with supportive services provided by Contractor or other provider identified by County.
- Contractor shall coordinate with County and any identified service providers on housing related issues or concerns, including tenant selection and screening.
- Enter into Lease Agreements with eligible residents.
- Collect all necessary lease documentation and keep in accordance with all laws and regulations.
- Assure the property is maintained in good repair, and compliant with all federal, state, and local housing and building regulations including the federal Fair Housing Amendments Act of 1988, and the American with Disabilities Act.
- Inform COUNTY immediately of any housing vacancies.
- Notify, in writing, the referring program of any changes in participant’s status. Inform client’s service coordinators or Behavioral Health staff of any resident concerns that may result in notice to vacate or eviction.
- Calculate subsidies. Collect rents, deposits, and any other funds as appropriate.
- Maintain all fiscal records in accordance with County and State accounting practices.
- Maintain property management hours from 9-4, Monday-Friday, excluding holidays, and provide on-call after hours emergency phone service.
- Provide residents with Information Packet that includes: a signed lease, house rules, important housing telephone numbers, move-in checklist, grievance process, and how to apply for a delay of payment plan. Review with residents these items and will include information about how to avoid evictions and how to maintain their housing.
- Collaborate with COUNTY and relevant community partners to help tenants maintain their housing.
- If issues and/or questions pertaining to the project arise, CONTRACTOR will be an active partner in providing answers and assisting with resolution.
- Participate in neighborhood and community associations and will inform COUNTY of community concerns.
- Maintain rents within Fair Market Rent (“FMR”) or "rent reasonable" standards upon County approval. Per HUD’s calculations, the FMR for units larger than four bedrooms is calculated by adding 15 percent to the four-bedroom FMR, for each extra bedroom. The FMR for each bedroom would then equal the FMR for the house divided by the number of bedrooms. [For example, if the FMR for a four-bedroom house is \$2,538, the FMR for a six-bedroom house would be \$3,300 ( $\$2,538 \times 1.3$ ). The FMR for each bedroom in the house would be \$550 ( $\$3,300 \div 6$ ).]
- Maintain subsidies where tenants pay no more than 40% of their income towards their rent. Recertify tenant income annually or whenever there are significant changes to income (e.g.,

tenant receives SSI/SSDI, tenant loses employment, etc.).

- Inform COUNTY of any property or operation concerns.
- Work with COUNTY on an as-needed basis to modify policies, procedures, and practices to maximize tenant success.
- Actively participate in the Homeless Resource Council of the Sierras/Continuum of Care..
- Furnish and renovate/repair household as needed

PSH and PHST Program Positions:

CONTRACTOR Housing Program Manager (1.0 FTE):

- Provide oversight/supervision and leadership to the Nevada County Housing program Staff;
- Implements and enforce CONTRACTOR policies and procedures across housing programs and ensures compliance with all landlord and tenant regulations, tenant agreements/leases and house rules;
- Formulates strategies and tactics in line with Housing First Core Principals to mitigate violations and avoid program exits including:
  - Development of prevention focused case planning tools to be used by post housing staff
  - Implementation of regular training opportunities for Post Housing Supportive staff in relevant evidence based practices such as motivational interviewing, trauma informed care, and strength-based case management
  - Development of expanded services options for PSH clients to include life skills and enrichment opportunities aimed at preventing a return to homelessness and developing a strong social support system.
- Work closely with the NCBH Program Manager to increase communication and collaboration regarding housing placement across programs.
- Oversees staff performing rent calculations and verification of incomes; move in and move out procedures; and applicable HUD required documentation related to lease up and yearly review of tenant's eligibility for PSH housing
- Guides CONTRACTOR staff in effectively resolving difficult tenant issues and disputes

Post Housing Service Coordinators (3.0 FTE)

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

Housing Administrator Support (1.0 FTE)

- Ensure that HMIS data is collected and entered into the HMIS database

- Coordinate all paperwork associated with housing program including leases and verification documents are complete and up to date; ensure that HUD documentation is complete and up to date

House Liaison:

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

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

The Empire Mine Courtyards (EMC) is permanent housing facility comprised of 18 rental units and one managers units. Tenancy in 12 of the units is tied to the Coordinated Entry System, vulnerability prioritization and referrals can come from any agency connected to the CES system. 6-units are designated as PSH units with primary referrals and case management coming from NCBH. The priority populations served are Seniors over the age of 55, Single parent Household with one child and Veterans along with NCBH participants who qualify for PSH program housing. The facility is a deed restricted facility that requires no tenant pay more than 30% of their income in rent and no tenant make more than 30% of Area Median Income (AMI). For this reason, tenants must have vouchers (PSH, HCV, VASH or equivalent) or other rental subsidy agreements to support rental costs for the units. EMC units must utilize the CES and the By-Name list as a primary source for referrals for vacant units including PSH units. Because of this, the units are dedicated to households experiencing homelessness. Prospective tenants and tenants referred to the facility must be connected to primary case management from community services providers who are required to work with CONTRACTOR PHST and on-site staff to assist clients in maintaining housing within the parameters of standard lease agreement. The Contractor also acts as the property manager, ensuring the safety and upkeep of the facility and good neighbor practices in the surrounding neighborhood.

CONTRACTOR will:

- Maintain property management hours at the CONTRACTOR's main office from 9am-12pm and 1pm-4pm, Monday-Friday, excluding holidays, and provide residents access to an on-call after hour's onsite manager.
- Participate in neighborhood and/or community association meetings and inform COUNTY of community concerns.
- Secure a resident manager who will live at the site to provide assistance to tenants in the evenings and on weekends.
- Operate the building in compliance with current County and City zoning.
- Ensure that building remains in good repair and in keeping with orderly and well-maintained facility and grounds. CONTRACTOR will ensure timely follow up to maintenance requests made by program participants and will review and address maintenance and/or trash or refuse clean up requests from neighbors.
- Abide by all terms contained the separate ground lease agreement between the County and the Contractor.

- Abide by all terms and conditions stemming from the use of HomeKey funds including but not limited to the core principals of housing first.
- Coordinate and provide post housing supportive services in line with activities and duties described as part of the Post Housing Support Team roles and functions.

Empire Mine Courtyards Program Positions:

Onsite Property Manager (1.0 FTE)

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

Facilities Technician (.5 FTE)

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

**V. Homeless Outreach Team**

The Tahoe/Truckee Homeless Outreach team 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 households to apply for Social Security Income and other mainstream benefits (CalWORKs, CalFresh, Medi-Cal, General Assistance, etc.).
- Assist households to connect to housing.
- Assist individuals to connect to the CalWORKs One Stop office (employment services).

- Refer appropriate households 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.
- Enter individual and/or referral 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

#### **Reporting Requirements (all programs)**

- Number housed per program annually (Bridges to Housing, Permanent Supportive Housing etc.)
- Number discharged and housing outcomes of discharged clients
- Average length of stay for each program
- Provide Quarterly and Annual Reports as required by MHSA. MHSA quarterly reports are due on April 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup> and January 30<sup>th</sup>. The MHSA Annual report is due on July 30<sup>th</sup> of each year.
  - MHSA report should delineate data separately for PSH, Innovation (Purdon), and Homeless Outreach programs
- For Homeless Outreach reporting:
  - The number of homeless households served in Eastern Nevada County and Eastern Placer County
  - Homeless Outreach Coordinator will serve a minimum of 36 households per year.
  - Number of Nevada County and Placer County residents served
  - The number of homeless individuals and households 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 households served will secure stable housing.
- Provide information for the Annual Progress Report (APR) reports for all PSH programs (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.

Pursuant to the requirements of AB977 and HHAP/Homekey funding, Contractor is required to establish data collection and reporting measures for all programs consistent with state and federal funding requirements across all programs listed here:

- Contractor is required to utilize HMIS to collect and report data and to ensure all project participants are in Coordinated Entry.
  - Ensure all clients are in HMIS and on the By-Name List (i.e. open to coordinated entry)
  - Enter each client, who has completed a valid release of information, into the HMIS database within one (1) week of data collection. HMIS Entry/Exit, Update and Annual Assessment forms should be utilized to ensure all necessary data elements are being collected and entered into HMIS
  - Track service transactions and progress notes in HMIS
  - Work with the HMIS System Administrator to Ensure all distinct program types covered in this contract are in HMIS, including your grant information
  - If a client is housed, always enter a move in date.
- Run quarterly data quality reports and make appropriate updates
  - Work with the HMIS System Administrator to complete reports
  - System-wide HMIS reports (which include your program) are submitted to the state of California Homeless Data Integration System and the Department of Housing and Urban Development (HUD). To ensure these reports are accurate, it is critical that the data entered is thorough, timely and precise
- Review and adhere to state guidance related to data reporting requirements and processes published by the California Homeless Coordinating and Financing Council (HCFC) Homeless Housing, Assistance and Prevention Program (HHAP) including:
  - HHAP Annual report guide
  - HHAP Annual report checklist
  - HHAP Round 2 and 3 NOFA
  - Health and Safety Code Section 50222, subdivision (a)
  - Coding HCFC Grants as funding Sources in HMIS
- Assist County staff in completing all aspects of the HHAP annual reports as required by HCFC in line with state requirements. Annual reports are January 1. Contractor is not responsible for submitting annual reports but is required to assist County staff in the reporting process. To prepare for annual reports contractor shall:
  - Conduct quarterly APR reviews to ensure data quality.
  - Work with onsite staff to make any corrections to participant enrollment, demographic information and exit information.
  - Provide an annual APR in CSV file format
  - Produce a summary report of APR data specific to:
    - The number of people served
    - The number of exits and exit destinations
- Assist County staff in reviewing APR data to complete the state required Supplemental Outcomes



Form, the Performance Metrics Form and the Narrative Reporting -Racial Equity and Partnership review questions.

- Provide Annual Progress Reports in CSV format for upload into the SAGE system. Work with County staff to provide Bed and Unit Inventory and Utilization information, review data for PSH performance accomplishments.
- Provide an annual written qualitative data report that includes:
  - An evaluation of Program performance including highlights and successes and areas where the Program could improve
  - An individual story of a Program participants that highlight Program successes and challenges and collaboration with other service providers
  - An area where the Program made adjustments or implemented new approaches during the contract year and areas that are being looked at for improvement in the coming year.

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

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

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

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

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

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$1,246,016 for the contract term.

The contract maximum is based on the following project budget:

	NC Personnel - all programs	Winters Haven/Home Anew/PSH	Orchard House	Orchard House PLHA	Purdon House	Quarry House	Empire Mine Courtyard	NTTHS Outreach	Post Housing CM PLHA	Post Housing CM	Total
<b>Personnel</b>											
Staff	162,140	-	22,837	61,144	36,244		90,897	16,849	207,400	29,814	597,511
Benefits	42,156	-	5,938	15,897	9,423		23,633	4,380	53,924	7,751	155,351
Operating Expenses (cellphone, office supplies, travel, training, meetings)	1,342	-	189	506	300		752	139	1,717	247	4,945
Auto (mileage included)	4,027	-	567	1,518	900		2,257	418	5,151	740	14,838
<b>Subtotal Personnel</b>	<b>209,665</b>	<b>-</b>	<b>29,531</b>	<b>79,065</b>	<b>46,867</b>	<b>-</b>	<b>117,539</b>	<b>21,786</b>	<b>268,192</b>	<b>38,552</b>	<b>772,645</b>
<b>Operations</b>											
Leases, Rents, Utilities	-	188,232	16,838		39,403	13,023	81,182				338,678
Other Direct Costs: Supplies, M&R, Ins, Legal, etc	-	12,982	21,261		3,710	26,028	99,908				163,889
Rapid Rehousing/Rental Assistance	-	-	-	-	-	-	-				-
Landlord Incentives/Repair Fund	-	-	-	-	-	-	-				-
Quarry Start Up	-	-	-	-	-	-	-				-
RHA/Section 8	-	40,000	-	-	-	-	-				40,000
COSR - owned properties	-	-	-	-	-	4,500	20,000				24,500
Bus Passes	-	-	-	-	-	-	-				-
<b>Subtotal Operations</b>	<b>-</b>	<b>241,214</b>	<b>38,099</b>	<b>-</b>	<b>43,113</b>	<b>43,551</b>	<b>201,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>567,067</b>
<b>Indirect 10%</b>	<b>20,967</b>	<b>24,121</b>	<b>6,763</b>	<b>7,906</b>	<b>8,998</b>	<b>4,355</b>	<b>31,863</b>	<b>2,179</b>	<b>26,819</b>	<b>3,855</b>	<b>133,971</b>
Less Progam Income(client rent)			(15,551)			(17,116)	(195,000)				(227,667)
<b>Total Expenses</b>	<b>230,632</b>	<b>265,335</b>	<b>58,842</b>	<b>86,971</b>	<b>98,978</b>	<b>30,790</b>	<b>155,492</b>	<b>23,965</b>	<b>295,011</b>	<b>42,407</b>	<b>1,246,016</b>

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

**Billing and Payment**

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

To expedite payment, a complete invoice submission includes:

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

IRS allowable rate)

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

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

Contractor shall submit invoices to:

Via mail:

HHSA Administration

Attn: BH Fiscal

950 Maidu Avenue

Nevada City, CA 95959

Or

Via Email:

BH.Fiscal@nevadacountyca.gov

CC: Contract Manager (refer to Notification section)

**EXHIBIT C**  
**INSURANCE REQUIREMENTS**  
**NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION**

**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 Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **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.
2. **Sexual Abuse or Molestation (SAM) Liability:** If the work will include contact with minors, elderly adults, or otherwise vulnerable clients and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain policy covering Sexual Abuse and Molestation with a limit no less than **\$1,000,000** per occurrence or claim.
3. **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.
4. **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.
5. **Professional Liability (Errors and Omissions):** Insurance with limit no less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate.
6. **Commercial Crime:** Covering employee dishonesty, forgery or alteration coverage, computer fraud coverage, kidnap, ransom, extortion, money and securities, money orders and counterfeit money with limit no less than **\$100,000** per occurrence, **\$100,000** aggregate.
7. **Cyber Liability:** Insurance, with limit not less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this Contract and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

The insurance obligations under this Contract shall be the greater of 1—all the Insurance coverage and limits carried by or available to Contractor; or 2—the minimum Insurance requirements shown in this Contract. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to County. No representation is made that the minimum Insurance requirements of this Contract are sufficient to cover the indemnity or other obligations of Contractor under this Contract.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, County requires and shall be entitled to the broader coverage and/or the higher limits maintained

by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County.

**Other Insurance Provisions:**

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

1. **Additional Insured Status: 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 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 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.)
2. **Primary Coverage** For any claims related to this contract, **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by County, its officers, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. **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 County.
4. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against 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 County has received a waiver of subrogation endorsement from the insurer.
5. **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by County. County may require 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.
6. **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 County.
7. **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis:
  - 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, Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
8. **Verification of Coverage** Contractor shall furnish 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 Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

9. **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.
10. **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.
11. **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 County as noted above. In no cases shall the types of policies be different.
12. **Premium Payments** The insurance companies shall have no recourse against 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.
13. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
14. **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.

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**EXHIBIT D**  
**BEHAVIORAL HEALTH PROVISIONS**

Certain programs will be subject to specific local, state, or federal requirements depending on their scope of services or work provided. Not all provisions below will apply to all behavioral health programs, so please be familiar with the ones your specific program is held to.

**1. Laws, Statutes, and Regulations:**

- A. Contractor agrees to comply with the Bronzan-McCorquodale Act (Welfare and Institutions Code, Division 5, 6, and 9, Section 5600 et seq. and Section 4132.44), Title 9 and Title 22 of the California Code of Regulations, Title XIX of the Social Security Act, State Department of Health Care Services Policy Letters, and Title 42 of the Code of Federal Regulations, Sections 434.6 and 438.608 which relate to, concern or affect the Services to be provided under this Contact.
- B. Clean Air Act and Federal Water Pollution Control:  
Contractor shall comply with the provisions of the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended, which provides that contracts and subcontracts of amounts in excess of \$100,000 shall contain a provision that Contractor and any subcontractor shall comply with all applicable standards, orders or regulations issues pursuant to the Clear Air Act and the Federal Water Pollution Control Act. Violations shall be reported to the Centers for Medicare and Medicaid Services.
- C. For the provision of services as provided herein, Contractor shall not employ or contract with providers or other individuals and entities excluded from participation in Federal Health Care Programs under either Section 1128 or 1128A of the Social Security Act and shall screen all individuals and entities employed or retained to provide services for eligibility to participate in Federal Health Care programs (see <http://oig.hhs.gov/exclusions/index.asp> and <http://files.medical.ca.gov/pubsdoco/SandILanding.asp> ). Contractor shall check monthly and immediately report to the department if there is a change of status.
- D. Dymally-Alatorre Bilingual Act:  
Contractor shall comply with all applicable provisions of the Dymally-Alatorre Bilingual Act which requires that state agencies, their contractors, consultants or services providers that serve a substantial number of non-English-speaking people employ a sufficient amount of bilingual persons in order to provide certain information and render certain services in a language other than English.
- E. Byrd Anti-Lobbying Amendment:  
Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Contractor shall also disclose to Department of Health Care Services (“DHCS”) any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- F. Ownership: Contractor shall provide written verification of compliance with CFR, Title 42, sections 455.101 and 455.104. This verification will be provided to Nevada County Behavioral Health (“NCBH”) by December 31 of each year and when prescribed below.
  - (a) Who must provide disclosures. The Medi-Cal agency must obtain disclosures from disclosing entities, fiscal agents, and managed care entities. Contractor and any of its

subcontractors/network providers providing services pursuant to this Contract shall submit the disclosures below to NCBH regarding the network providers' (disclosing entities') ownership and control. Contractor's network providers must submit updated disclosures to NCBH upon submitting the provider application, before entering into or renewing the network providers' contracts, and within 35 days after any change in the provider's ownership and/or annually.

(b) Disclosures to be provided:

- The name and address of any person (individual or corporation) with an ownership or control interest in the disclosing entity, fiscal agent, or managed care entity. The address for corporate entities must include as applicable primary business address, every business location, and P.O. Box address.
- Date of birth and Social Security Number (in the case of an individual).
- Other tax identification number (in the case of a corporation) with an ownership or control interest in the disclosing entity (or fiscal agent or managed care entity) or in any subcontractor in which the disclosing entity (or fiscal agent or managed care entity) has a five (5) percent or more interest.
- Whether the person (individual or corporation) with an ownership or control interest in the disclosing entity (or fiscal agent or managed care entity) is related to another person with ownership or control interest in the disclosing entity as a spouse, parent, child, or sibling; or whether the person (individual or corporation) with an ownership or control interest in any subcontractor in which the disclosing entity (or fiscal agent or managed care entity) has a five (5) percent or more interest is related to another person with ownership or control interest in the disclosing entity as a spouse, parent, child, or sibling.
- The name of any other disclosing entity (or fiscal agent or managed care entity) in which an owner of the disclosing entity (or fiscal agent or managed care entity) has an ownership or control interest.
- The name, address, date of birth, and Social Security Number of any managing employee of the disclosing entity (or fiscal agent or managed care entity).

(c) When the disclosures must be provided.

- I. Disclosures from providers or disclosing entities. Disclosure from any provider or disclosing entity is due at any of the following times:
  - i. Upon the provider or disclosing entity submitting the provider application.
  - ii. Upon the provider or disclosing entity executing the provider Contract.
  - iii. Upon request of the Medi-Cal agency during the re-validation of enrollment process under § 455.414.
  - iv. Within 35 days after any change in ownership of the disclosing entity.
- II. Disclosures from fiscal agents. Disclosures from fiscal agents are due at any of the following times:
  - i. Upon the fiscal agent submitting the proposal in accordance with the State's procurement process.
  - ii. Upon the fiscal agent executing the contract with the State.
  - iii. Upon renewal or extension of the contract.
  - iv. Within 35 days after any change in ownership of the fiscal agent.
- III. Disclosures from managed care entities. Disclosures from managed care entities (MCOs, PIHPs, PAHPs, and HIOs), except PCCMs are due at any of the following times:
  - i. Upon the managed care entity submitting the proposal in accordance with the State's procurement process.

- ii. Upon the managed care entity executing the contract with the State.
  - iii. Upon renewal or extension of the contract.
  - iv. Within 35 days after any change in ownership of the managed care entity.
  - v. Disclosures from PCCMs. PCCMs will comply with disclosure requirements under paragraph (c)(1) of this section.
- (d) To whom must the disclosures be provided. All disclosures must be provided to the Med-Cal agency.
- (e) Consequences for failure to provide required disclosures. Federal financial participation (“FFP”) is not available in payments made to a disclosing entity that fails to disclose ownership or control information as required by this section.
- G. Contractor shall have a method to verify whether services billed to Medi-Cal were actually furnished to Medi-Cal beneficiaries. Contractor’s verification method shall be based on random samples and will specify the percentage of total services provided that shall be verified. Contractor’s verification process shall be submitted to and approved by the NCBH Quality Assurance Manager. Contractor will report the outcome of service verification activities to the NCBH Quality Assurance Manager quarterly.

**2. Client/Patient Records:**

Where this contract is for services relating to the mental health or the medical needs or condition of clients or patients:

- A. HEALTH RECORDS: Contractor shall maintain adequate mental and/or medical health records of each individual client/patient which shall include a record of services provided by the various professional personnel in sufficient detail to make possible an evaluation of services, and which shall contain all necessary data as required by NCBH and State or federal regulations, including but not limited to records of client/patient interviews and progress notes.
- B. TREATMENT PLAN: Contractor shall also maintain a record of services provided, including the goals and objectives of any treatment plan and the progress toward achieving those goals and objectives. County shall be allowed to review all client/patient record(s) during site visits, or at any reasonable time. Specialized mental health services provided by Contractor shall be in accordance and as defined by the California Code of Regulation Title 9, Chapter 11, and in compliance with Nevada County’s Mental Health Plan.
- C. LOCATION / OWNERSHIP OF RECORDS: If Contractor works primarily in a County facility, records shall be kept in County’s facility and owned by County. If Contractor works in another facility or a school setting, the records shall be owned and kept by Contractor and upon demand by County, a copy of all original records shall be delivered to County within a reasonable time from the conclusion of this Contract.
- D. CONFIDENTIALITY: Such records and information shall be maintained in a manner and pursuant to procedures designed to protect the confidentiality of the client/patient records. 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 and further agrees to hold County harmless from any breach of confidentiality.
- E. RETENTION OF RECORDS: Except as provided below, Contractor shall maintain and preserve all clinical records related to this Contract for seven (7) years from the date of discharge for adult clients, and records of clients under the age of eighteen (18) at the time of treatment must be retained until either one (1) year beyond the clients eighteenth (18th) birthday or for a period of seven (7) years from the date of discharge, whichever is later. Psychologists’ records involving

minors must be kept until the minor's 25<sup>th</sup> birthday. Contractor shall also contractually require the maintenance of such records in the possession of any third party performing work related to this Contract for the same period of time. Such records shall be retained beyond the seven year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to ensure the maintenance of the records beyond the initial seven year period shall arise only if County notifies Contractor of the commencement of an audit prior to the expiration of the seven year period.

To the extent Contractor is a Managed Care Organization ("MCO"), a Prepaid Inpatient Health Plan, a Prepaid Ambulatory Health Plan ("PAHP"), or a Medi-Cal services provider, Contractor shall maintain and preserve all records related to this contract for ten (10) years from the start date of this Contract, pursuant to CFR 42 438.3(u). If the client or patient is a minor, the client's or patient's health service records shall be retained for a minimum of ten (10) years from the close of the State fiscal year in which the Contract was in effect, or the date the client or patient reaches 18 years of age, whichever is longer, regardless of when services were terminated with the client. Health service records may be retained in either a written or an electronic format. Contractor shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the ten (10) year period if any audit involving such records is then pending, and until the audit findings are resolved. The obligation to ensure the maintenance of the records beyond the initial ten (10) year period shall arise only if County notifies Contractor of the commencement of an audit prior to the expiration of the ten (10) year period.

- F. REPORTS: Contractor shall provide reports to County from time to time as necessary, and as reasonably requested by County. Contractor agrees to provide County with reports that may be required by County, State or Federal agencies for compliance with this Contract.
- G. COPIES OF RECORDS: Upon termination of this Contract, Contractor agrees to cooperate with client/patients, County and subsequent providers with respect to the orderly and prompt transfer of client or patient records. This Contract does not preclude Contractor from assessing reasonable charges for the expense of transferring such records if appropriate. Said charges shall be twenty-five Cents (\$0.25) per page, plus the cost of labor, not to exceed Sixteen Dollars (\$16.00) per hour or pro rata fraction thereof, for actual time required to photocopy said records.
- H. CULTURAL COMPETENCE: Contractor shall provide services pursuant to this Contract in accordance with current State statutory, regulatory and policy provisions related to cultural and linguistic competence as defined in the DHCS's most recent Information Notice(s) regarding Cultural Competence Plan Requirements ("CCPR"), that establish standards and criteria for the entire County Mental Health System, including Medi-Cal services, Mental Health Services Act ("MHSA"), and Realignment as part of working toward achieving cultural and linguistic competence. The CCPR standards and criteria as cited in California Code of Regulations, Title 9, Section 1810.410, are applicable to organizations/agencies that provide mental health services via Medi-Cal, MHSA, and/or Realignment.
- I. PATIENTS' RIGHTS: Patients' Rights shall be in compliance with Welfare and Institutions Code Division 5, Section 5325 et seq.; and California Code of Code of Regulations, Title 9, Section 862 et seq and Tile 42 CFR Section 438.100.
- J. HOURS OF OPERATION: Pursuant to Title 42 CFR, Section 438.206 (c)( 1)(ii) if Contractor also serves individuals who are not Medi-Cal beneficiaries, the Contractor shall require that the hours of operation during which Contractor offers services to Medi-Cal beneficiaries are no less than and comparable to the hours of operation during which the Contractor offers services to non-Medi-Cal beneficiaries.

- K. WRITTEN MATERIALS: Contractor shall ensure that all written materials it provides or is otherwise required to make available to the client, including, but not limited to, all documents requiring signature or authorization of the client, shall be in a minimum of 12 point font, and a minimum of 18 point font for written materials required to be in large print, including but not limited to any Contractor Brochures, Consent to Treatment, Treatment Plans, etc.

**3. 42 C.F.R. Laws and Regulations:** MCO, Prepaid inpatient health plan (“PIHP”), PAHP

To the extent Contractor is a MCO, a PIHP, a PAHP, a Primary Care Case Manager, or a Medi-Cal Services Provider, Contractor shall comply with, and report to County any violation of or non-compliance with, the following requirements and restrictions:

- A. DEBARRED, SUSPENDED, CONTRACTORS: Pursuant to 42 C.F.R. Section 438.610, Contractor shall not knowingly have a relationship with the following:
- a.1 An individual or entity that is debarred, suspended, or otherwise excluded from participating in procurement activities under the Federal Acquisition Regulation or from participating in non-procurement activities under regulations issued under Executive Order No. 12549 or under guidelines implementing Executive Order No. 12549.
  - a.2 An individual or entity who is an affiliate, as defined in the Federal Acquisition Regulation at 48 CFR 2.101, of a person described in this section.
- B. EMPLOYING/CONTRACTING WITH PROVIDERS WHO ARE EXCLUDED: Pursuant to 42 C.F.R. Section 438.214(d), Contractor shall not employ or contract with providers or other individuals and entities excluded from participation in federal health care programs (as defined in section 1128B(f) of the Social Security Act) under either Section 1128, 1128A, or 1156 of the Social Security Act. FFP is not available for amounts expended for providers excluded by Medicare, Medicaid, or the State Children's Health Insurance Program, except for emergency services.

The types of relationships prohibited by this section, are as follows:

- (a) A director, officer, or partner of Contractor.
- (b) A subcontractor of Contractor, as governed by 42 CFR §438.230.
- (c) A person with beneficial ownership of 5 percent or more of Contractor’s equity.
- (d) A network provider or person with an employment, consulting, or other arrangement with Contractor for the provision of items and services that are significant and material to Contractor’s obligations under this Contract.
- (e) Contractor shall not employ or contract with, directly or indirectly, such individuals or entities for the furnishing of health care, utilization review, medical social work, administrative services, management, or provision of medical services (or the establishment of policies or provision of operational support for such services).

If County finds that Contractor is not in compliance, County:

- (a) Shall notify the Secretary of State of the noncompliance; and
- (b) May continue an existing Contract with Contractor unless the Secretary directs otherwise, which shall serve as a basis to immediately terminate this Contract; or
- (c) May not renew or otherwise extend the duration of an existing Contract with Contractor unless the Secretary provides to the State and to Congress a written statement describing compelling reasons that exist for renewing or extending the Contract despite the prohibited affiliations.



- (d) Nothing in this section shall be construed to limit or otherwise affect any remedies available to the U.S. under sections 1128, 1128A or 1128B of the Act.

Unless specifically prohibited by this Contract or by federal or state law, Contractor may delegate duties and obligations of Contractor under this contract to subcontracting entities if Contractor determines that the subcontracting entities selected are able to perform the delegated duties in an adequate manner in compliance with the requirements of this contract.

Contractor shall maintain ultimate responsibility for adhering to and otherwise fully complying with all terms and conditions of its contract with the County, notwithstanding any relationship(s) that the Mental Health Plan may have with any subcontractor.

- C. RECOVERY OF OVERPAYMENTS: Contractor is responsible for the refund of any overpayments and shall notify County **within 30 calendar days** when it has identified payments in excess of amounts specified for reimbursement of Medicaid services authorized under this Contract.

County shall maintain the right to suspend payments to Contractor when County determines there is a credible allegation of fraud.

Contractor shall comply with County's retention policies for the treatment of recoveries of all overpayments from Contractor, including specifically the retention policies for the treatment of recoveries of overpayments due to fraud, waste, or abuse.

- D. REASONABLE ACCESS & ACCOMMODATIONS: Contractor shall ensure that it provides physical access, reasonable accommodations, and accessible equipment for Medicaid enrollees with physical or mental disabilities. [42 CFR 438.206(c)(3)].

- E. BENEFICIARY'S RIGHTS: Contractor shall inform Medi-Cal Beneficiaries of their following rights:

- Beneficiary grievance, appeal, and fair hearing procedures and timeframes as specified in 42 CFR 438.400 through 42 CFR 438.424.
- The beneficiary's right to file grievances and appeals and the requirements and timeframes for filing.
- The availability of assistance to the beneficiary with filing grievances and appeals.
- The beneficiary's right to request a State fair hearing after Contractor has made a determination on an enrollee's appeal, which is adverse to the beneficiary.
- The beneficiary's right to request continuation of benefits that Contractor seeks to reduce or terminate during an appeal or state fair hearing filing, if filed within the allowable timeframes, although the beneficiary may be liable for the cost of any continued benefits while the appeal or state fair hearing is pending if the final decision is adverse to the beneficiary.

- F. EXCLUSION LISTS AND STATUS: Contractor and any person with an ownership or control interest or who is an agent or managing employee of Contractor agrees to routine federal and state database checks pursuant to 42 C.F.R. 455.436 to confirm Contractor's identity and determining Contractor's exclusion status.

Consistent with the requirements of 42 C.F.R. Section 455.436, the Contractor must confirm the identify and determine the exclusion status of all providers (employees and network providers) and any subcontractor, as well as any person with an ownership or control interest, or who is an



agent of managing employee of the of the Mental Health Plan through routine checks of Federal and State databases. This includes the Social Security Administration's Death Master File, the National Plan and Provider Enumeration System, the Office of Inspector General's List of Excluded Individuals/Entities, the System for Award Management, as well as the Department's Medi-Cal Suspended and Ineligible Provider List.

If the Contractor finds that a party is excluded, it must promptly notify the County and take action consistent with 42 C.F.R. Section 438.610(c). The Contractor shall not certify or pay any provider with Medi-Cal funds, and any such inappropriate payments or overpayments may be subject to recovery and/or be the basis for other sanctions by the appropriate authority.

- G. SERVICE VERIFICATIONS: Pursuant to 42 C.F.R. Section 438.608(a)(5), the Contractor, and/or any subcontractor, to the extent that the subcontractor is delegated responsibility by the Contractor for coverage of services and payment of claims under this Contract, shall implement and maintain arrangements or procedures that include provisions to verify, by sampling or other methods, whether services that have been represented to have been delivered by network providers were received by enrollees and the application of such verification processes on a regular basis.

**EXHIBIT “E”  
SCHEDULE OF HIPAA PROVISIONS  
FOR COVERED ENTITY CONTRACTORS**

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):  
HEALTH CARE PROVIDER AGREEMENT

Contractor acknowledges that it is a “health care provider” and therefore is a Covered Entity, for purposes of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and the Health Information Technology for Economic and Clinical Health Act of 2009 (“HITECH”) and therefore is directly subject to the privacy, security and breach notification requirements therein and the civil and criminal penalties and shall implement its standards.

Contractor agrees to:

1. Contractor shall comply with all applicable federal and state laws and regulations pertaining to the confidentiality of individually identifiable protected health information (PHI) or personally identifiable information (PII) including, but not limited to, requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act, the California Welfare and Institutions Code regarding confidentiality of client information and records and all relevant County policies and procedures.
2. Contractor shall not use or disclose PHI or PII other than as permitted or required by law.
3. Develop and maintain a written information privacy and security program that includes the designation of Privacy and Security Officer and establishes and maintains appropriate safeguards to prevent any use or disclosure of PHI other than as provided for by this Contract and applicable law. Safeguards shall include administrative, physical, and technical safeguards appropriate to the size and complexity of Contractor’s operations and the nature and scope of its activities. Contractor will provide County with information concerning such safeguards as County may reasonably request from time to time.
4. Track disclosures and make available the information required to provide an accounting of disclosures if requested by the individual or County in accordance with 45 CFR §164.528.
5. Ensure sufficient training and utilize reasonable measures to ensure compliance with requirements of this Contract by Contractor’s workforce members who use or disclose PHI (in any form) to assist in the performance of functions or activities under this contract; and discipline such employees who intentionally violate any provisions of this Contract, including termination of employment. Workforce member training shall be documented and such documents retained for the period of this Contract and made available to County for inspection if requested.
6. Take prompt corrective action in the event of any security incident or any unauthorized use or disclosure of PHI to cure any such deficiencies and to take any action required by applicable federal and state laws and regulations.
7. Report to County any security incident or any unauthorized use or disclosure of PHI (in any form. Security incidents include attempted or successful unauthorized access, use, disclosure,

modification, or destruction of information or interference with system operations in an information system. Contractor shall make this report by the next business day following discovery of the use, disclosure, or security incident. Any unauthorized use or disclosure or security incident shall be treated as discovered by Contractor on the first day on which such use or disclosure or security incident is known to Contractor, including any person, other than the individual committing the unauthorized use or disclosure or security incident, that is an employee, officer or other agent of Contractor, or who should reasonably have known such unauthorized activities occurred. Reports should be made by email to [privacy.officer@nevadacountyca.gov](mailto:privacy.officer@nevadacountyca.gov) or by calling (530) 265-1740

8. Make Contractor's internal practices, books, and records relating to the use and disclosure of Protected Health Information received from or created or received by Contractor on behalf of County available to County upon request. In addition, Contractor will make these items available to the Secretary of the United States Health and Human Services for purposes of determining County's or Contractor's compliance with HIPAA and its implementing regulations (in all events Contractor shall immediately notify County of any such request, and shall provide County with copies of any such materials).
  9. Contractor agrees that this Contract may be amended from time to time by County if and to the extent required by the provision of 42 U.S.C. § 1171, et seq., enacted by HIPAA and regulations promulgated thereunder, in order to assure that this Contract is consistent therewith; and authorize termination of the Contract by County if County determines that Contractor has violated a material term of this Contract.
  10. Ensure that Contractor will enter into "Business Associate Agreements" as required by HIPAA including provisions that the Business Associate agrees to comply with the same restrictions, conditions and terms that apply to Contractor with respect to this Contract and with applicable requirements of HIPAA and HITECH. The Business Associate Agreement must be a written contract including permissible uses and disclosures and provisions where the Business Associate agrees to implement reasonable and appropriate security measures to protect the information (PHI or ePHI) it creates, receives, maintains or transmits on behalf of Contractor or County with respect to this Contract.
- 1.

**EXHIBIT "G"**  
**ADDITIONAL FUNDING TERMS AND CONDITIONS**  
**HOUSING & URBAN DEVELOPMENT GRANT**

1. **FEDERAL AWARD IDENTIFICATION**: Per OMB 2 CFR 200.331 all pass-through entities must ensure that every sub-award is clearly identified to the SUBRECIPIENT as a sub-award and include the following information:
- a. Subrecipient Name: Nevada County Housing & Development Corporation
  - b. Project Description: **Coordinating 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.**
  - c. Subrecipient DUNS Number: 7CWTKMD2WVG2
  - d. Federal Funds Obligated to the Sub-recipient: \$121,253
  - e. Federal Awarding Agency: Department of Housing and Urban Development (HUD)
  - f. Pass Through Entity: County of Nevada
  - g. Federal Award Identification Number (FAIN) : N/A
  - h. Catalog of Federal Domestic Assistance (CFDA) name: Winter's Haven (COC) Continuum of Care; Home ANEW Project
  - i. Catalog of Federal Domestic Assistance (CFDA) number: 14.267
  - j. Contract Term: Start date: 7/1/2023 End date: 6/30/2024
  - k. Research and Development Grant:  Yes  No
  - l. Indirect Cost Rate:  Yes  No  N/A-De Minimis Indirect Cost Rate

**SUMMARY PAGE**

**NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION**

**Description of Services: Renewal Contract with Nevada County Housing Development Corporation (NCHDC) for services related to community-based housing projects and specialized housing programs for residents with a mental health disabilities.**

**SUMMARY OF MATERIAL TERMS**

<b>Max Annual Price:</b>	\$1,246,016	<b>Contract End Date:</b>	6/30/2024
<b>Contract Start Date:</b>	7/1/2023		
<b>Liquidated Damages:</b>	N/A		

**INSURANCE POLICIES**

Commercial General Liability	(\$2,000,000)	Worker's Compensation	(Statutory Limits)
Sexual Abuse or Molestation Liability	(\$1,000,000)	Professional Errors and Omissions	(\$1,000,000)
Automobile Liability	(\$1,000,000)	Cyber Liability	(\$1,000,000)
Commercial Crime	(\$100,000)		

**FUNDING**

<b>1589-40103-493-2200 / 521520</b>	<b>1589-40103-493-2200 / 521525</b>
<b>1512-40110-493-1000 / 521520</b>	

**LICENSES AND PREVAILING WAGES**

Designate all required licenses: N/A

**NOTICE & IDENTIFICATION**

<b>COUNTY OF NEVADA:</b>		<b>CONTRACTOR:</b>	
Nevada County Behavioral Health Department, Health and Human Services Agency		Nevada County Housing Development Corporation	
Address:	950 Maidu Ave	Address	P.O. Box 5216
City, St, Zip	Nevada City, CA 95959	City, St, Zip	Auburn, California 95604
Attn:	Brendan Phillips	Attn:	Jennifer Price
Email:	Brendan.Phillips@nevadacountyca.gov	Email:	jprice@amihousing.org
Phone:	(530) 265-1725	Phone:	(530) 878-5088

<b>Contractor is a:</b> (check all that apply)					<b>EDD Worksheet Required</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Corporation:</b> <input checked="" type="checkbox"/>	Calif. <input checked="" type="checkbox"/>	Other <input type="checkbox"/>	LLC <input type="checkbox"/>		<b>Additional Terms &amp; Conditions Included (Grant Specific)</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Non-Profit:</b> <input type="checkbox"/>	Corp. <input type="checkbox"/>				<b>Subrecipient</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Partnership:</b> <input type="checkbox"/>	Calif. <input type="checkbox"/>	Other <input type="checkbox"/>	LLP <input type="checkbox"/>	Limited <input type="checkbox"/>	
<b>Person:</b> <input type="checkbox"/>	Indiv. <input type="checkbox"/>	DBA <input type="checkbox"/>	Ass'n <input type="checkbox"/>	Other <input type="checkbox"/>	

**ATTACHMENTS**

<b>Exhibit A:</b> Schedule of Services	<b>Exhibit D:</b> Behavioral Health Provisions
<b>Exhibit B:</b> Schedule of Charges and Payments	<b>Exhibit E:</b> Schedule of HIPAA Provisions
<b>Exhibit C:</b> Insurance Requirements	<b>Exhibit G:</b> Additional Funding Terms and Conditions

**NEVADA COUNTY BEHAVIORAL HEALTH DEPARTMENT**

**DECLARATION OF ELIGIBILITY FOR PROSPECTIVE  
EMPLOYEES/CONTRACTORS**

**POLICY:**

The Nevada County Behavioral Health Department (“BHD”) will not employ or engage as contractors any Ineligible Person for any department or program receiving federal funds.

An “Ineligible Person” is any individual or entity who: (a) is currently excluded, suspended, debarred or otherwise ineligible to participate in Federal health care programs or in Federal procurement or non-procurement programs; or, (b) has been convicted of a criminal offence related to the provision of health care items or services, but has not yet been debarred, or otherwise declared ineligible.

**INSTRUCTIONS:**

As a prospective employee or contractor with the BHD, please complete the declaration under penalty of perjury below. If you are or the entity you represent is an Ineligible Person as defined above, please immediately notify the BHD Director.

**DECLARATION**

I, Jennifer Price (name) on behalf of

         myself, or



Nevada County Housing Development Corporation

declare under penalty of perjury under the laws of the State of California that:

         I am not, or



         the entity I represent is not

an Ineligible Person as defined in the Policy recited above. If, while employed or engaged as a contractor by BHD, I (or the entity I represent) become an Ineligible Person, I will notify the BHD Director immediately.

Jennifer Price

(Signature)

06/07/2023

(Date)