



RESOLUTION No. 26-060

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF AMENDMENT NO. 2 TO THE RENEWAL CONTRACT WITH NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION FOR SERVICES RELATED TO COMMUNITY-BASED HOUSING PROJECTS AND SPECIALIZED HOUSING PROGRAMS FOR RESIDENTS WITH MENTAL HEALTH DISABILITIES, TO INCREASE THE MAXIMUM CONTRACT PRICE FROM \$1,989,132 TO \$2,041,679 (AN INCREASE OF \$52,547), AMEND EXHIBIT A, SCHEDULE OF SERVICES, TO REFLECT CHANGES TO THE SCOPE, AND AMEND EXHIBIT B, SCHEDULE OF CHARGES AND PAYMENTS, TO REFLECT THE INCREASE IN THE MAXIMUM CONTRACT PRICE FOR THE TERM OF JULY 1, 2025, THROUGH JUNE 30, 2026, AND AUTHORIZING AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE BEHAVIORAL HEALTH DEPARTMENT'S BUDGET FOR FISCAL YEAR 2025/26 (4/5 AFFIRMATIVE VOTE REQUIRED) (RES. 25-345) (RES. 25-552)

WHEREAS, the Behavioral Health Department receives funding from state and federal sources, including Mental Health Services Act and the Department of Housing and Urban Development, 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 Nevada County Housing Development Corporation (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 a mental health disability 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; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$1,989,132 to \$2,041,679 (an increase of \$52,547), amend Exhibit A Schedule of Services, to reflect changes to the scope, and amend Exhibit "B" Schedule of Charges and Payments, to reflect the increase in the maximum contract price.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment No. 2 to the contract by and between the County of Nevada and the NCHDC, pertaining to services including community-based housing projects, housing for residents with a mental health disability, and reimbursement for lease/ rental agreements for authorized program participants for the contract term of July 1, 2025, through June 30, 2026, in the maximum amount of \$2,041,679, 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 Amendment on behalf of the County of Nevada.

BE IT FURTHER RESOLVED that the Auditor-Controller is authorized and directed to amend the Behavioral Health Department budget (4/5 affirmative vote required) for the Fiscal Year 2025/26 as follows:

Fiscal Year 2025/26

Expenditure: FD1589 CC40115 PG4932200 SC21520 \$52,547

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 10th day of March 2026, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Robb Tucker, Lisa Swarthout, Susan Hoek, and Hardy Bullock.

Noes: None.

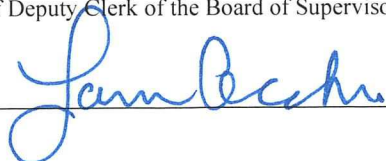
Absent: None.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN
Chief Deputy Clerk of the Board of Supervisors

By:  _____

 _____
Lisa Swarthout, Chair

**AMENDMENT NO. 2 TO THE CONTRACT WITH
NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION
(RES. 25-345) (RES. 25-552)**

THIS AMENDMENT is executed this March 10, 2026 by and between NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION, hereinafter referred to as “Contractor” and COUNTY OF NEVADA, hereinafter referred to as “County.” Said Amendment will amend the prior Agreement between the parties entitled Professional Services Contract, executed on July 8, 2025 per Resolution 25-345, subsequently amended on December 16, 2025 per Resolution 25-552; and

WHEREAS, the Contractor provides services related to community-based housing projects and specialized housing programs for residents with mental health disabilities; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$1,989,132 to \$2,041,679 (an increase of \$52,547), revise Exhibit “A” Schedule of Services to reflect changes to the scope and amend Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #2 shall be effective as of March 10, 2026.
2. That Maximum Contract Price, shall be amended to the following:
\$2,041,679
3. That the Schedule of Services, Exhibit “A” is amended to the revised Exhibit “A” attached hereto and incorporated herein.
4. That the Schedule of Charges and Payments, Exhibit “B” is amended to the revised Exhibit “B” attached hereto and incorporated herein.
5. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.

COUNTY OF NEVADA:

By: Lisa Swarthout
Lisa Swarthout (03/11/2026 10:00:31 PDT)
Chair of the Board of Supervisors

ATTEST:

By: Lauriana Cecchi
Clerk of the Board

CONTRACTOR:

By: Jennifer Price
Nevada County Housing
Development Corporation
PO Box 5216
Auburn, CA 95604

**EXHIBIT A
SCHEDULE OF SERVICES
NEVADA COUNTY HOUSING DEVELOPMENT CORPORATION**

Nevada County Behavioral Health hereinafter referred to as “County”, and Nevada County Housing Development Corporation 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 and Post Housing Support –Outreach coordination and Post housing support 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 was 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.

CONTRACTOR will:

- Maintain and provide property management and administrative services for the Purdon House Interim, low-barrier Program (“Purdon House”) made by Behavioral Health to the Badger Lane and Ridge locations.
- Maintain a master lease agreement for the Purdon House located on Ridge Road through the current lease team and end the lease at this project site on June 30, 2026.
- Ensure both properties are properly managed and maintained; ensuring that the properties

- remain clean and habitable to protect both participants, staff and neighbors.
- The Purdon House Program will allow 180-day stays with the option of one extension for up to 180-days with approval by CONTRACTOR staff. Clients placed in the interim program will be interviewed prior to placement by CONTRACTOR staff and will agree too and sign CONTRACTORS Interim program agreements.
 - The agreement shall comply with the standards and regulations of the Behavioral Health Bridge Housing funding program.
- The NCBHD Homelessness Program Manager will be the primary referral source for all Purdon House referrals but may assign other NCBH staff to coordinate referrals from as needed and will communicate with CONTRACTOR staff in advance.
- Enter all relevant intake, referral and discharge data in HMIS for Purdon House participants
- Coordinate with the NCBHD Homeless Program Manager and/or ECM staff to coordinate interviews and check-ins with participants.
- CONTRACTOR staff will have direct contact information for all NCBH/ECM Case management staff to ensure good communication and rapid follow up regarding client level issues while in the program.
- NCBH and ECM staff will share with CONTRACTOR staff housing case management plans and facilitate case conferencing meetings between primary case managers with CONTRACTOR staff Bi-monthly and as needed. These meetings will provide regular and consistent space for CONTRACTOR staff and case managers to discuss and address participant issues, concerns, and progress towards housing/project exit.

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 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:

- Develop, Review and follow written policies and procedures contained in the 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 (0.5 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

Post Housing Support:

CONTRACTOR will provide a minimum of 1 FTE staff to support post housing services to create the PSH program. This staff member will be embedded in the Truckee NCBH office. Co-supervision of this staff will be provided by the CONTRACTOR Housing Program Manager and county staff. The Post-Housing Support Team delivers primary supportive services to housing participants who do not receive primary case management from Behavioral Health. 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. 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. Scope of the Post Housing Team will mirror the duties provided in Western County, will follow the PSH program policies and procedure manual (for services only since housing will not be managed by AMIH). Tenant services will include, but not limited to: Weekly home visits to monitor housing retention, support in addressing tenant issues and work with the NCBH treatment team to engage the tenant in additional services. The Post Housing Support Team will focus on establishing tenant goals that are in alignment with the tenant and best practices outlined in the Western County post housing supportive services to tenants. When tenants are engaged with NCBH, the Post Housing Team will work collaboratively with the treatment team. The Post Housing Team will have access to client incentive funds that can be used to support engagement and rapport building with the tenant. Funds can be flexible to meet the needs of each tenant.

Other Staffing Requirements

1. Ensure that employees provide services to the level or in the manner which is appropriate for the circumstances. It is not the intent of the County to direct or control the hiring of Contractor's employees, but if an employee is not performing to the expectations of the County, the County shall communicate any service or employee deficiencies to Contractor. County reserves the right to require Contractor to take appropriate action, including termination of any Contractor employee who does not provide services to the level of County's expectations.

Reporting Requirements (all programs)

- Number housed per program annually
- 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 30th, July 30th, October 30th and January 30th. The MHSA Annual report is due on July

30th 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 participant 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**

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$2,041,679 for the contract term.

The contract maximum is based on the following project budget:

Fiscal Year: 2025/26	NC Personnel - all programs	Winters Haven/Home Anew	Houses Various	Empire Mine Courtyard	Badger (BHBH)	Ridge Cottages (BHBH)	Homekey Plus	Total
Personnel								
Staff	522,912	-	-	86,320			-	609,232
Benefits	131,174	-	-	21,654			-	152,828
Operating Expenses (cellphone, office supplies, travel, training, meetings)	4,292	-	-	708			-	5,000
Auto (mileage included)	16,308	-	-	2,692			-	19,000
Subtotal Personnel	674,686	-	-	111,374			-	786,060
Operations								
Leases, Rents, Utilities	-	193,308	442,000	114,000		19,335	75,000	843,643
Other Direct Costs: Supplies, M&R, Ins, Legal, etc	-	-	185,122	147,500	12,500	9,935	5,000	360,057
Rapid Rehousing/Rental Assistance	-	-	-	-				-
Landlord Incentives/Repair Fund	-	-	41,280	-				41,280
Start Up	-	-	75,000		5,000	1,000		81,000
COSR - owned properties	-	-	12,600	20,000				32,600
Allocated Direct Costs	-	-	134,250	15,000				149,250
Subtotal Operations	-	193,308	890,252	296,500	17,500	30,270	80,000	1,507,830
Indirect 10%	67,469	19,331	89,025	40,787	1,750	3,027	8,000	229,389
Less Program Income(client rent)	-		(313,600)	(198,000)				(511,600)
Incentives								30,000
Total Expenses	742,155	212,639	665,677	250,661	19,250	33,297	88,000	2,041,679

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.

Incentive Payments

As part of participation in the MHSA Innovation Learning Collaborative, the contractor has the opportunity to earn incentive payments. Incentive payments will be earned, up to the total amount of \$30,000 based on the below table. Invoices for incentive payments will be submitted on a separate invoice upon completion for meeting one or more of the below milestones.

FY 25/26 Incentive Options:	Amount
Attend 5 learning collaboratives	\$5,000
Complete full readiness assessment by 3/31	\$5,000
Create a business plan/funding sustainability plan for billing outside of current funding streams	\$10,000
One of the following incentives available per provider:	
Enter into contract with MCP or expand scope of existing contract with MCP	\$10,000
Enter into contract with BHP/county for SMHS or DMC-ODS services	\$10,000
Enter into contract for another identified billing source (i.e. MAA)	\$10,000

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.

Contractor may submit a monthly invoice for up to \$55,473.00 or one-twelfth of the contract maximum for the Houses column in the above budget table. The Behavioral Health Director may at their discretion approve an increase over the monthly 1/12th amount if necessary, for program expenditures.

County shall review the invoices 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)