

**AMENDMENT #1 TO THE CONTRACT WITH ADVOCATES FOR
MENTALLY ILL HOUSING, INC. DBA AMI HOUSING, INC. (RES 22-314)**

THIS AMENDMENT is executed this December 6, 2022, by and between ADVOCATES FOR MENTALLY ILL HOUSING, INC. DBA AMI HOUSING, INC., 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 June 28, 2022 per Resolution 22-314; and

WHEREAS, the Contractor operates Family housing support and self-sufficiency services in Western and Eastern Nevada County; and

WHEREAS, the parties desire to amend their Agreement to revise Exhibit “A” Schedule of Services to incorporate the removal of case management and maintain the housing navigation services and amend Exhibit “B” Schedule of Charges and Payments to reflect the adjustment of Housing and Staffing line items.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of October 1, 2022.
2. That the Schedule of Services, Exhibit “A” is amended to the revised Exhibit “A” attached hereto and incorporated herein.
3. That the Schedule of Charges and Payments, Exhibit “B” is amended to the revised Exhibit “B” attached hereto and incorporated herein.
4. 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: _____
Susan Hoek
Chair of the Board of Supervisors

ATTEST:

By: _____
Julie Patterson-Hunter
Clerk of the Board

CONTRACTOR:

By: _____
Advocates for Mentally Ill Housing,
Inc. dba AMI Housing, Inc.
PO Box 5216
Auburn, CA 95604

EXHIBIT "A"
SCHEDULE OF SERVICES
ADVOCATES FOR MENTALLY ILL HOUSING, INC. D/B/A AMI HOUSING, INC.

This Contract is entered into by and between the Nevada County Department of Social Services CalWORKs Program and the Advocates for Mentally Ill Housing, Inc., dba AMI Housing, Inc. (AMIH) for the purpose of providing family support and self-sufficiency services in Western and Eastern Nevada County.

PROGRAM OVERVIEW

CalWORKs services are funded by a State Single Allocation. The intent of the funds is to provide assistance to needy families so children can be cared for in their own homes; to reduce dependency by promoting job preparation, work, and positive interpersonal relationships; and to encourage the formation and maintenance of stable parental caretakers.

Established by SB 855, the CalWORKs Housing Support Program (HSP) is intended to provide housing and stability to families working towards achieving self-sufficiency. Homelessness and housing instability in the CalWORKs program is a challenging issue that impacts children's well-being and parent's ability to engage in employment.

The CalWORKs Housing Support Program (HSP) is a funding source designed to provide housing and rental assistance, supportive services and case management for CalWORKs families who are experiencing homelessness or housing insecurity. This contract with AMIH supports up to fifty (50) HSP families at any given time.

AMIH will assist the CalWORKs HSP customers to secure safe and appropriate housing based on location, family size, safety and other relevant need factors setting realistic goals to help them remove barriers (e.g., move-in costs, legal, debt, criminal record issues, etc.) to employment and housing. AMIH will also assist customers in communicating with potential landlords and completing rental applications and schedule housing inspections. The CalWORKs Social Worker, AMIH, Connecting Point Navigator, and other CalWORKs partners assigned to each client will work together to ensure the best possible outcome for each family.

Connecting Point will provide intensive case management that encompasses the whole family unit and coordinate with the County Social Worker and AMIH so that intensive and specialized services will be well coordinated to improve parents' ability to move into the workforce and secure housing. CalWORKs Welfare to Work (WTW) provides an array of supportive services in addition to Family Stabilization (FS) and HSP services that assist the removal of barriers that may impede participants successful participation in WTW activities including childcare, transportation, food, homeless/shelter assistance, and domestic abuse, mental health, and substance abuse services.

For each CalWORKs' referred HSP customer, Connecting Point will develop a realistic budget and plan for HSP assistance and a plan for transitioning off HSP assistance within an estimated, but specific timeframe that is approved by the County Social Worker. This plan will incorporate the customer's goals as well as CalWORKs WTW, FS, and HSP requirements. The specified time frame and funded amounts will be reviewed and evaluated each month and will be extended with the approval of the County Social Worker. Monthly review of the budget and plan by the County Social Worker and Connecting Point will allow for coordinated planning and budgeting while offering flexible case-by-case review to meet the specific needs of customers. The duration of each service will be determined by a holistic approach, including but not limited to, the parents' employability, substance abuse or domestic violence issues in the household, and potential health and disability issues. Monthly review of an extended projected

funding plan along with the client goals and budget will assist both the client and the program to create informed, realistic, and shared expectations.

AMIH will issue payments for HSP funding requests on behalf of the approved recipients directly to various vendors and the landlords of the rented units for the duration of the agreement.

Contractor agrees to provide the following HSP services:

- Ensure that AMIH staff have training, skills and experience in providing housing coordination to families and individuals in crisis including Motivational Interviewing and trauma informed care.
- AMIH Supervisor shall:
 - conduct performance evaluation of the Housing Coordinators
 - attend all mandatory meetings and trainings
 - be immediately available to staff for crisis interventions and emergencies
- Serve up to 50 families at a time.

Once the HSP Plan is approved and communicated to AMIH, AMIH will:

- Make payments on behalf of HSP customers to various payees, including monthly rental payments to property owners/managers.
- Act as an advocate or liaison between the customer and housing resources including property managers, landlords, etc. to assist families to identify and secure appropriate permanent housing.
- Ensure housing is safe and habitable prior customer move in date.
- Assist the landlord and tenant with minor disputes or may make a referral to mediation services.
- Assist customers to complete applications and gather/submit documentation for FS, HSP and Tenant Based Rental Assistance funding requests as needed.
- Participate in the Nevada County Multi-Disciplinary Housing Case Management Meetings Housing Resource Team (HRT) for coordination per HMIS guidelines.
- Identify and develop connections with landlords to assist CalWORKS and the Housing Resource Team gain enrollment of additional landlords and property managers willing to participate in the HSP permanent housing placements.
- Participate in the Nevada County Continuum of Care Meetings.
- Document all contacts with customers, all referrals, and direct contacts with service providers in the customer's case file.
- Utilize HMIS to capture data points for the State required, monthly HSP 14 report. Provide the necessary data elements in the HSP 14 template to the County for submission.
- Meet with CalWORKS Social Work staff monthly to review attendance records and progress reports for each HSP family.
- Allow access to all customer case files for case reviews and quality assurance.
- Provide updated outreach materials of available county and community services available to HSP families.

- Develop and maintain at least one Master Lease to ensure permanent placement options for HSP families with Program Manager approval.

HSP funding requests may be made on behalf of CalWORKs families that meet the Housing Support Program criteria. The duration of each rental subsidy will be determined on a case by case basis, dependent upon the family's needs and level of barriers. The average duration is anticipated to be 4 to 6 months. The HSP criteria is as follows:

- The family is currently homeless, or who are at risk of homelessness per State statute.
- The rental unit may be legally occupied (no illegal units).
- The rental unit is determined to be safe and appropriate by AMIH.
- It is expected that other sources of funding be leveraged and combined, when possible, for up to a mutually agreed upon time. The goal is to fund for no longer than 7 months. A household budget and plan must be submitted along with the funding request to show how the family plans to take over rental payments after the approved timeframe ends.
- A request to extend the rental assistance may be submitted if the family's circumstances change and further assistance is determined to be warranted.

Families receiving rental assistance will be strongly encouraged to save a pre-determined amount of money each month as part of their budgeting and planning goals, and may be required to contribute a pre-determined amount toward their rental payment, and they may be required to participate in either family stabilization or employment related activities as identified in a Family Stabilization Plan or Welfare to Work Plans agreed upon and signed by the customer. In order to preserve the reputation of the program and to maintain good will with the landlords, customers who fail to meet requirements will be offered more intensive case management including increased home visits and/or telephone calls, the Housing Stabilization Program will not stop contracted rental payments during the agreed time period.

The following issues are not funded through FS or HSP and should be referred to the client's County Social Worker for assistance:

- Transportation related expenses
- Parenting classes
- Clothing for interviews or work
- Childcare needs
- Vocational Education related expenses
- High School Equivalency/GED testing
- Mental health or Substance abuse treatment for the WTW participant
- Contractor is required to utilize HMIS to collect and report data in line with specific reporting requirements and to ensure all project participants are in Coordinated Entry. Ensure all clients are in HMIS through CE.
- Work with the HMIS System Administrator to Ensure your program is in HMIS, including your grant information.
- Enter all of your clients into your HMIS program and exit them from your program as appropriate.

- If your client is housed, deceased, moves, or becomes inactive, exit them from your program and follow the process to have them exited from CE as well.
- Run quarterly data quality reports and make appropriate updates.
- Work with the HMIS System Administrator on which HMIS reports to run to complete this.
- System-wide HMIS reports (which include your program) are submitted at a local level as well as to the state of California and the Department of Housing and Urban Development (HUD).
- To ensure these reports are accurate, it is critical that the data you enter is thorough, timely and precise.

Additional Contractor Responsibilities:

Reporting Requirements:

- County will provide the required Licenses for access to the Homeless Management Information System (HMIS) software.
- Submit the State required HSP 14 timely to the County for review at least 3 business days prior to the State due date. <https://cdss.ca.gov/inforesources/research-and-data/report-form-and-instructions>
- Assurance of Compliance with Confidentiality - Contractor shall hold CalWORKs related information confidential as directed and applies in State Welfare and Institutions Code Section 10850, California State Department of Social Services, Policies and Procedures Manual, Division 19-000 and Civil Code Section 56.10. Contractor will provide certification that staff received Confidentiality training within 60 days of contract initiation.
- Assurance of Compliance with Non-Discrimination/Civil Rights. Contractor agrees to provide certification to Nevada County Department of Social Services within 60 days of contract initiation as to how and when staff received Civil Rights training.
- Assurance of Compliance with Confidentiality – See Attachment 1

County's Responsibilities shall include the following:

- Refer eligible CalWORKs participants to Contractor as appropriate.
- Be available for case consultations to help resolve non-compliance issues.
- Determining the next appropriate step(s) to be taken when a HSP client is non-compliant with the HSP Plan, which could include a program exemption, initiating the WTW non-compliance process, a face to face interview with the client/family, and/or considering whether HSP services remain appropriate for the client or if the client is able to participate in other WTW activities.
- Meet every two weeks with AMIH or sooner if needed.
- HSP staff to review cases and coordinate services.

Maintain ongoing communication and coordination with Contractor as needed regarding housing support services, funding and for problem solving.

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
ADVOCATES FOR MENTALLY ILL HOUSING, INC DBA AMI HOUSING, INC.

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Contract and as described in Exhibit A, a maximum amount not to exceed \$714,473 for the contract term of July 1, 2022 through June 30, 2023.

The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

CONTRACT EXPENDITURE BREAKDOWN

1. Housing Costs	Total
Monthly Rental Payments	\$480,000
Deposits	\$32,500
Application fees, Credit Checks, copies	\$1,000
On-site Rental Credit Report Service dues and fees/ subscription	\$0
Eviction fees, utility fees, other outstanding debts preventing housing	\$4,800
Landlord Incentives	\$4,000
Furnishings (Appliances, Kitchenware, Paper & cleaning supplies, Linens) and Relocation/Storage fees	\$19,500
Master Leasing (leasing costs, repairs, utilities, supplies, legal fees)(1-2 properties)	\$42,000
Total Housing Costs	\$583,800
2. Staffing Costs (AMIH)	
Wages, payroll taxes, worker's comp	\$64,420
Mileage/Travel	\$1,000
Phone	\$300
Travel, Conferences, Training, and Related	\$0
Total Staffing Costs	\$65,720
3. Administrative Costs (AMIH)	
<i>10% Indirect Cost Admin Total</i>	\$64,953
Total Contract Amount	\$714,473

Note: Changes to the line items as detailed above in excess of ten percent (10%) shall be submitted in advance for approval by the Director of Social Services or designee who at sole discretion shall determine if the change in the operating budget will continue to meet the outcomes of the Contract.

BILLING AND PAYMENT Contractor shall submit to County by the 20th of each month following the month services were rendered.

Each invoice shall include:

- Contract Number assigned to the approved contract
- Dates/Month services were rendered and/or billing period covered
- Actual cost of services rendered, per the budgeted line items above
- Supporting documentation and/or reports as required and specified in Exhibit A

SUBMIT INVOICES TO:

HHSA
Attn: DSS Fiscal
950 Maidu Avenue
Nevada City, California 95959

County shall review each billing for supporting documentation; verification of eligibility of individuals being served; dates of services and costs of services as detailed previously. Should there a discrepancy on the invoice, said invoice will be returned to Contractor for correction and/or additional supporting documentation. Payments will be made in accordance with County processes once an invoice has been approved by the department.

Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County, it is not necessary for Contractor to re-submit these statements and verification under this Contract.

BILLING PROCESS EXCEPTION

By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the twentieth of July