

**AMENDMENT #1 TO THE CONTRACT WITH  
SPIRIT – PEERS FOR INDEPENDENCE AND RECOVERY, INC.  
(Res 21-252)**

**THIS AMENDMENT** is executed this January 25, 2022 by and between SPIRIT – PEERS FOR INDEPENDENCE AND RECOVERY, 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 22, 2021 per Resolution RES 21-252; and

WHEREAS, the Contractor operates SPIRIT’s Mental Health Peer Empowerment Center and provision of services to meet unmet community needs as a component of the County’s Mental Health Services Act (MHSA) Plan; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$194,598 to \$217,598 (an increase of \$23,000), revise Exhibit “A” Schedule of Services to incorporate one time purchases 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 #1 shall be effective as of 1/1/22.
2. That Maximum Contract Price, shall be amended to the following:  
\$217,598
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:

CONTRACTOR:

By: \_\_\_\_\_  
Susan Hoek  
Chair of the Board of Supervisors

By: \_\_\_\_\_  
SPIRIT –Peers for Independence and  
Recovery, Inc  
276 Gates Place  
Grass Valley, CA 95945

ATTEST:

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

**Exhibit “A”**  
**Schedule of Services**  
**SPIRIT - Peers for Independence and Recovery, Inc.**

**Project Overview:**

The SPIRIT Peer Empowerment Center is a peer-driven community support center that offers free drop-in services and classes that support participants as they identify their path to recovery, and empower themselves to achieve their personal goals. One of the key populations that SPIRIT Peer Empowerment Center supports are those experiencing homelessness, including offering more basic services such as showers and laundry in addition to empowerment and recovery focused support. For enhancement and expansion of services to meet unmet community needs as a component of the County’s Mental Health Services Act (MHSA) Plan SPIRIT, herein referred to as “Contractor”, shall provide the following:

- Provide Center services, at no cost to participants, in Nevada County.
- Offer, for those over eighteen years of age, one-on-one Peer Support and a number of theme-specific peer support/self-help groups aimed to strengthen recovery in a confidential, emotionally safe, client centered environment. Individual peer support will be available on a drop in basis with no appointments necessary. These individuals may be unable or unwilling to access traditional services, or cannot otherwise afford counseling or psychotherapy.
- Provide Outreach to both the unserved and the underserved individuals with mental health difficulties that will promote healing through a supportive environment that provides support, empowerment and the development of life skills to reduce their personal suffering and increase their quality of life. This includes a specific focus on serving those experiencing homelessness, including offering basic services such as showers and laundry in addition to empowerment and recovery focused support. SPIRIT has demonstrated success in engaging individuals experiencing homelessness who do not participate in traditional services such as shelter through Hospitality House.
- Provide support to participants in their educational and career goals by offering assistance in compiling a resume, practicing for a job interview, connecting them with a current list of job postings, and/or providing transportation to the local Business and Career Center.
- Staff, volunteers, and interested participants shall work together to conduct and organize fundraising events, create brochures, develop and implement marketing strategies, and build skills to engage with the business community.

- Provide services that support existing mental health services and reach out to the community to provide education about mental health services, and mental health illness to reduce the stigma associated with mental illness.
- Provide referrals to community resources, including mental health services and support individuals to connect to referred resources.

Contract services will include:

- Weekly support groups that are co-facilitated by two (2) Peer Supporters or by a Peer Supporter and a trainee. These groups may include but are not limited to the following topics:
  - Peer Support 101, Depression and Anxiety, Diagnosis with Dignity, Co-Occurring Disorder Diagnosis, Progress not Perfection, Men's Group, Women's Group, and other support groups.

Contractor agrees to the following:

- Continue to operate and staff SPIRIT Peer Empowerment Center as an accepting and welcoming environment which recognizes the talents and abilities of people with mental health challenges in Nevada County, with the goal of eventually increasing hours, as more educated, trained peer support staff become available
- Maintain daily log of the number of participants that come in for services each day.
- Actively participate with local media in order to educate and involve the public in mental health issues by providing content to newspapers, TV, internet, radio and social media.
- Provide a peer driven center which is supported by peers who have lived experience and use their expertise in their various experiences to maintain all functions at the Center, including peer counseling, group facilitation and organizational and physical site maintenance.
- Support and cooperate with the local mental health crisis services by being available for, providing support to individuals.
- Collaborate, partner and continue the working relationship with local community agencies and organizations such as Probation, Granite Wellness Centers formerly CoRR (Community Recovery Resources), Common Goals, NAMI, NCCC (Nevada County Coordinating Council for Homelessness)
- Plan, coordinate, implement and evaluate the WRAP (Wellness Recovery Action Plan) program and trainings.
- Provide Wellness Recovery Action Plan (WRAP) trainings periodically throughout the year
- Participate in MHSA Community Services and Supports (CSS) Subcommittee and MHSA Steering Committee Meetings.
- Improve the quality of life of individuals by providing showers, food from the food bank, as able and laundry facilities.

### **CSS One Time Funds**

Due to higher than anticipated MHSA revenues in FY 20/21, County will provide Contractor one-time funds for capital purchases to support program activities. Funding will specifically support a security alarm system, on demand water heater, and upgrades to the participant computer station.

### **Objectives and Performance Measures for the Spirit Peer Empowerment Center**

#### **OBJECTIVES:**

Increase the role of the Spirit Center in Community Outreach and Education as outlined in the implementation of the provisions of the Mental Health Services Act. Contractor will empower peers to achieve their highest potential by supporting the following objectives:

1. Empower peers to engage in the highest level of work or productive activity appropriate to their abilities and experience.
2. To reduce the isolation and stigma of mental illness in Nevada County by assisting peers to create and maintain a support system of friends, and family and by participating in local activities and accessing community resources.
3. To improve the life satisfaction of peers by assisting them with access to an appropriate level of academic education.
4. To reduce problematic behaviors and challenges secondary to substance use disorders and strengthen recovery.
5. To increase the role of the Spirit Center in Community Outreach and Education and in the implementation of the Mental Health Services Act services.
6. To maintain accountability and fiscal responsibility.
7. To ensure administrative employees and Board Members are trained in Leadership.
8. To support mentally ill individuals in improving their quality of life.

#### **PERFORMANCE MEASURES:**

Contractor shall provide the following specific data on a quarterly and annual basis in a narrative report:

1. Improve the quality of life of homeless individuals as measured by:
  - a. Number of homeless participants who received basic services
2. Provide the number of participants referred to other agencies for services and provide a list of the agencies receiving the referrals.
3. Empower peers to engage in the highest level of work or productive activity appropriate to their abilities as measured by:
  - a. Number of participants who obtained gainful employment
  - b. Number of volunteer hours used maintaining the facility
  - c. Number of peer support sessions
  - d. Number of peer support training hours

- e. List of services offered to peers to optimize opportunities for productive activity:
    - i. Listed by service
    - ii. Listed by hours for each service
4. Reduce isolation of persons with mental illness in Western Nevada County area as measured by:
  - a. Number of walk-in participants
  - b. Number of weekly support groups
  - c. Number of social activities per quarter
5. Assist with access to appropriate levels of academic education as measured by:
  - a. Number of participants in Spirit sponsored structured educational classes
6. Reduction of problematic behaviors and challenges secondary to substance use disorder as measured by:
  - a. Number of participants in the weekly Co-Occurring Diagnosis group
7. Organize and conduct four major fundraising drives per year.
  - a. For activities and events, include dates and attendance numbers
  - b. For fundraising letters, include date of mailing and approximate number of each mailing
8. Maintain fiscal responsibility and accountability by:
  - a. Turning in quarterly reports in a timely fashion as outlined in contract
  - b. Providing a yearly detailed budget to Nevada County Behavioral Health
  - c. Providing within six (6) months of the close of SPIRIT's fiscal year, an annual independent financial review of SPIRIT's entire operation.
  - d. Contractor shall maintain documented internal controls, policies and procedures to include those related to policies and procedures for personnel. These documents shall be made available to the County upon request.
9. Improve the quality of life of program participants by decreasing the negative outcomes of untreated mental illness as measured by survey results of individuals indicating improvements in one or more areas of their life:
  - a. Housing
  - b. Education/Life Skills/Coping Skills
  - c. Hospitalizations
  - d. Incarceration
  - e. Employment
  - f. Prolonged Suffering
  - g. Suicide
10. Contractor shall provide Leadership training by:
  - a. Ensuring administrative employees and Board Members are adequately trained in their role and responsibilities.

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 have a diverse and inclusive workforce that includes representation from the disparate communities served by our county. Contractor is 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 shall consult with 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.

#### **REQUIRED DATA COLLECTION:**

1. Contractor shall submit quarterly reports to the Nevada County Behavioral Health Department with data to support the MHSA Quarterly Progress Report. This report shall be submitted by service category for each approved program and service. The report shall include, but not be limited to the following:
  - a. The percentage of the targeted number of individuals and participants and self-identified adult families to be served in each reporting quarter. The targeted number of individuals is: 450. The total number of individuals and participants and self-identified adult families that were served in each reporting quarter.
    - Additional information shall include:
      - The number of hours the Center was open
      - Report of expenditures covered by funds provided by this contract
      - Details of the Objectives and Performance Measures for services provided during fiscal year 2018/19.
  - b. The final Annual Exhibit 6 Report shall include the total number of unduplicated individuals served by each program/service during the fiscal year.
  - c. The Exhibit 6 Report shall be submitted no later than 30 days following the end of each reporting quarter. Reports are due: November 1, February 1, May 1, and August 1.
2. Contractor shall submit Annual number of individuals served/demographic data to the Nevada County Behavioral Health Department within 30 days of the end of the

Fiscal Year (August1). Template to be provided by Nevada County Behavioral Health.

**Exhibit “B”**  
**Schedule of Charges and Payments**  
**SPIRIT Peers for Independence and Recovery, Inc.**

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$217,598 for the contract term.

As compensation for services rendered to County, Contractor shall be reimbursed for actual salary/benefits and project costs incurred in carrying out the terms of the contract. Contractor shall bill County monthly, and each invoice shall state the amount of personnel hours/benefits and reimbursement expenses being claimed by funding source. Contractor agrees to be responsible for the validity of all invoices.

**CSS One Time Program Support Funds**

Upon execution of this amendment to add one time program support funds, contractor may submit a separate invoice advance request for up to \$5,000 of the total \$23,000 for the purchase of a security alarm system, on demand hot water heater and participant computer upgrades. Upon completion of purchases/services contractor shall provide a reconciliation and supporting documentation of the one time program support costs and remit any unspent funds. Reconciliations must be provided no later than July 15<sup>th</sup>, 2022 and remit any unspent funds by July 31<sup>st</sup>, 2022.

The maximum is based on the following project budget:

<b>SPIRIT Center FY 21/22</b>	
<b>PAYROLL</b>	
Administration	45,422
PSS/Outreach/Training	85,297
Payroll expense/Workers Comp	16,205
<b>Total Payroll</b>	<b>146,924</b>
<b>OPERATING EXPENSES</b>	
Rent/Utilities	21,095
Office Supplies, Postage, Equipment	5,998
Insurance	5,500
Professional Service/Training	5,977
Maintenance/Repairs/Security	3,175
Direct Service	5,929
<b>Total Operating</b>	<b>47,674</b>
<b>CSS ONE TIME FUNDS</b>	
Security Alarm System	3,000



On Demand Water Heater	5,000
Participant Computer Station Upgrade	15,000
<b>Total CSS One Time Funds</b>	<b>23,000</b>
<b>Spirit Center Total Expense</b>	<b>217,598</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 and or his/her designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request.

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.

To expedite payment, Contractor shall reference the Resolution Number assigned to their Contract on each invoice.

Fiscal Invoices shall be sent to:

HHSA Administration  
 Attn: BH Fiscal  
 950 Maidu Avenue  
 Nevada City, CA 95959