

**AMENDMENT #2 TO THE CONTRACT WITH FREED CENTER FOR
INDEPENDENT LIVING D/B/A FREED (RES 18-424) (RES 20-102)**

THIS AMENDMENT is dated this 26th day of May 2020 by and between FREED CENTER FOR INDEPENDENT LIVING D/B/A FREED, hereinafter referred to as “Contractor” and COUNTY OF NEVADA, hereinafter referred to as “County”. Said Amendment No. 2 will amend the prior Agreement between the parties entitled Personal Services Contract, executed on August 14, 2018 per Resolution No. 18-424 and subsequently amended on March 24, 2020, per Resolution No. 20-102 ; and

WHEREAS, the Contractor is an agency which supports independent living for adults with disabilities and older adults; and

WHEREAS, the parties desire to amend their Agreement to revise Exhibit “A” Schedule of Services to include specific state approved guidance on the purchase of trailers or other county pre-approved structures and Exhibit “B” Schedule of Charges and Payments to reflect an increase in the maximum contract price due to the award of additional SOARWORKS funding by the State Department of Social Services for Fiscal Year 19/20,

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #2 shall be effective as of April 1, 2020.
2. That the Schedule of Services, Exhibit “A” is amended to include specific guidance on the purchase of structures.
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:

CONTRACTOR:

By: _____
Heidi Hall
Chair of the Board of Supervisors

By: _____
Ana Acton, Executive Director
FREED Center for Independent
Living
435 Sutton Way
Grass Valley, CA 95945

ATTEST:

By: _____
Julie Patterson-Hunter
Clerk of the Board of Supervisors

EXHIBIT “A”
SCHEDULE OF SERVICES
FREED Center for Independent Living

Nevada County Department of Social Services hereinafter referred to as “County”, and FREED Center for Independent Living hereinafter referred to as “Contractor”, agree to enter into a specific contract for services related to the California Department of Social Services (CDSS) Housing and Disability Income Advocacy Program (HDAP). This program, here after referred to at the SOARWorks program, will work to reduce homelessness by assisting individuals with disabilities who are experiencing homelessness to apply for disability benefit programs while also providing housing assistance.

Background:

According to the National Health Care for the Homeless Council, people with disabilities constitute 40% of the homeless population. Approximately half of the people experiencing homelessness suffers from a mental health issue, according to the National Alliance to End Homelessness. Mental and physical health problems are exacerbated by the ongoing stress and associated trauma from living on the streets and / or in homeless shelters.

FREED Center for Independent Living has been providing services to persons with disabilities in Nevada County since 1985. FREED’s mission is to promote independence and self-determination for people with disabilities through person-driven services, collaborative community partnerships and education, and leadership that advocates for fully inclusive communities.

FREED provides a variety of person-centered services to promote independent living for people with disabilities, individuals with chronic health conditions, and older adults. Services include housing assistance, independent living skills training, enhanced information and referral, assistive technology, peer support, individual and systems advocacy, personal assistance referrals and information, benefits counseling, and transition services from skilled nursing facilities back to the community and from the hospital to home. In addition, FREED operates the Fix it home repairs and modifications, Friendly Visitor, Phone Reassurance, Care Transition Intervention, California Community Transitions, and Traumatic Brain Injury programs. FREED serves people of all ages and with any type of disability including older adults living in Nevada, County.

FREED serves over 100 un-duplicated individuals annually who have a disability and who are experiencing homelessness. In addition, FREED provides over 300 housing services annually to support individuals who are homeless in locating appropriate housing, assisting individuals who are housed with services to prevent eviction or retain housing, and with services and supports to improve home accessibility and safety. All FREED direct service staff are trained in person-centered counseling and two SOAR trained staff.

Overview of the Program:

The SOARWorks Program will provide specialized case management, housing support and disability advocacy to individuals with disabilities who are experiencing homelessness and who may be eligible for social security or disability benefits.

Consistent with the core components of Housing First, Contractor will work in collaboration with the Continuum of Care (CoC) and the Coordinated Entry System (CES) to ensure populations with the highest needs are given the highest priority and are able to access SOARWorks services.

Collaboration

Contractor will collaborate with the CoC, Department of Social Services, Behavioral Health, CalWORKs, Veterans Services, Connecting Point, Hospitality House, SPIRIT House, Turning Point, Sierra Nevada Memorial Hospital, Tahoe Forest Hospital in Truckee, Tahoe Truckee Resource Sharing Collaborative, Project MANA, and other organizations for outreach and for coordination of services.

As part of coordinated entry, Contractor will work with the bi-weekly Housing Resource Team, Homeless Outreach Team, and the broader Community. Staff will also participate in the HDAP meetings with the California Department of Social Services (CDSS) and any trainings or meetings as they relate to HDAP and the use of the Homeless Management Information System (HMIS).

Contractor's Housing Coordinator staff will coordinate the SOARWorks program. This position will conduct and/or coordinate SOARWorks program elements as follow:

Case Management Services

- Conduct outreach and provide information to partner agencies and organizations
- Coordinate SOARWorks meetings and referrals to partner agencies
- Ensure compliance with eligibility requirements for the SOARWorks program
- Ensure confidentiality
- Conduct and coordinate case management and housing services for program participants.
- Receive and coordinate referrals;
- Distribute housing assistance funds and promoting housing stability;
- Assist SOARWorks case managers in coordinating linkage to health care, including behavioral health care for participants, as appropriate.
- On a case-by-case basis, this may include providing for medical evaluations when other government benefit programs are unable to provide timely treatment or evaluations required to complete the disability benefit application.

Outreach

Contractor's Housing Coordinator or designated staff will conduct outreach to 10 organizations serving homeless individuals in eastern and western Nevada County. Information will be provided about the program to seek referrals from these organizations for individuals to be assessed for inclusion in the program.

Outreach will specifically include:

- General Assistance/General Relief (GA/GR) applicants and recipients with disabilities;
- CalWORKs recipients with disabilities;
- CalFresh recipients with disabilities;
- low-income veterans with disabilities; and
- low-income individuals with disabilities who are being discharged or can be diverted from any of the following, if that individual was experiencing homelessness before entering the institution:
 - jails;
 - prisons;
 - hospitals;
 - long term care facilities;
- Aging and Disability Resource Connection partner organizations
- Outreach will also be conducted to potential landlords to educate them on the program needs of participants, community benefit, and supportive services available to program participants.

Disability Income Advocacy Services

Contractor's Housing Coordinator will provide or coordinate for the provision of Disability Benefits Advocacy through SOAR trained staff or through referral to SOAR trained staff at partner agencies. Assistance and support will be provided to SOARWorks eligible participants to complete the entire application process for disability income benefit and shall include, but are not limited to, the following:

- developing and filing completely prepared documents for all the following relative to the disability income benefits:
 - applications;
 - appeals;
 - reconsiderations;
 - reinstatements; and
 - recertification
- coordinating with federal and state offices for all of the following relative to the disability income benefit:
 - pending applications;
 - appeals;
 - reconsiderations;
 - reinstatements;
 - recertification; and
 - advocating on behalf of the program participant.
- Obtaining all relevant documentation from hospitals/medical centers, physicians, clinics, employers, case managers and others to meet the necessary burden of proof of a recipient's disability.

Housing Assistance

Contractor's Housing Coordinator will also provide housing financial assistance, in an amount set forth in Exhibit B, to all SOARWorks participants including. Housing assistance will be offered from the time the person is deemed eligible for services till such time as the participants

receives disability benefits. Housing assistance will be offered in conjunction with a housing case plan that seeks to provide a long term plan for housing stability. Housing types and services include:

- interim housing (e.g. shelters, motels, bridge housing, or any other temporary shelter that is not considered to be permanent housing) during the housing search process;
- recuperative care;
- housing navigation services to assist the recipient in finding safe and decent housing that is affordable to recipients due to rental subsidies or bridge subsidies;
- rental subsidies in permanent housing once housing is located; or
- supportive housing for those with the highest needs.

Purchase of trailer or other structures pursuant to all provisions outlined in the All County Information Notice (ACIN) I-85-18 dated December 7, 2018 or any updated guidance provided by CDSS specific to structure purchase for the HDAP clients and subject to pre-approval by the County Housing Resource Manager. staff.

Description of Services:

Contractor shall provide SOARWorks services as follows:

- Provide Housing Coordinator services to include case management, outreach, administrative, and supportive services. Services will be provided through a peer model utilizing person-centered planning and motivational interviewing techniques. Services will be provided to 24 individuals per year.
- Coordinate monthly SOAR team meetings. These meetings will bring together SOAR trained staff from Connecting Point, Hospitality House Shelter, Project MANA, SPIRIT center, Turning Point Community Programs and Nevada County Behavioral Health. The meetings will build capacity to serve all SOARWorks participants and allow the CONTRACTOR Housing/ SOARWorks coordinator to review current cases, refer (as-needed) new cases to partner agencies, and authorize the use of SOARWorks funds to serve participants connected to these organizations.
- Provide and coordinate for disability benefits advocacy services through Contractor's SOAR trained staff and with SOAR trained staff from other community-based service providers. Utilizing a combination of CONTRACTOR SOAR trained staff and SOAR trained staff from partner agencies, the Housing Coordinator will coordinate SOARWorks assistance to 24 individuals per year. Activities may include driving applicants to the Social Security office or other community-based organizations to pick up documents, or to sign up for benefits, etc. Services will be provided through a peer model utilizing person-centered planning and motivational interviewing techniques.
- Provide and coordinate for housing assistance to 24 participants per year. Housing Assistance funds will be used to secure housing including direct costs related to one-time rent subsidy, home setup, disability related modifications, and utility assistance. Housing types can include individual rentals, permanent supportive housing, bridge housing, transitional housing, and shared housing.
- Work with Advocates for Mentally ill Housing (AMIH) to secure housing for SOARWorks participants via inclusion in the Bridges2Housing program.
- Provide and coordinate outreach for organizations serving eastern and western Nevada County's homeless population. Provide information about the SOARWorks program and seek referrals for potentially eligible participants from these organizations.
- Enter all homeless participant information into Homeless Management Information

Systems (HMIS) and track disability application process and data utilizing the SOAR online tracking tool.

- Provide all Monthly, Quarterly, and Annual Reports as required by County and HMIS. County's quarterly reports are due on April 30th, July 30th, October 30th and January 30th. The County Annual report is due on July 30th of each year.
- Perform quarterly reviews and update the housing consumer files to keep documentation current.
- Contractor shall ensure staff will attend Housing Resource Team, Homeless Outreach Team and Continuum of Care meetings to assist with coordination of services.
- Contractor shall ensure that appropriate staff will attend all California Department of Social Services (CDSS) HDAP meetings and trainings.
- Assurance of Compliance with Confidentiality – See Attachment 1

EXHIBIT "B"
SCHEDULE OF CHARGES AND
PAYMENTS
FREED Center for Independent Living

Subject to the satisfactory performance of services required of the Contractor pursuant to this Agreement, and the terms and conditions set forth in this Agreement, the County shall reimburse Contractor a maximum amount not to exceed \$432,083 for the entire contract term of July 1, 2018 through June 30, 2020. The maximum amount shall not exceed \$131,095 for FY 18/19 and shall not exceed \$300,988 for FY 19/20. The contract maximum for each fiscal year is based on the following project budget:

Budget	Category	Expense FY 18/19	Expense FY 19/20	Narrative
Case Manager/Housing Coordinator	Personnel	\$ 21,862	\$ 36,996	0.29 FTE FY 18/19; 0.75 FTE FY 19/20. Annual salary at 0.75FTE is \$36,996 with Benefits
SOAR Counselor/ Disability Advocate	Personnel	\$ 15,568	\$ 5,576	0.45 FTE FY 18/19; .15 FTE FY 19/20. Annual salary \$37,170 and Benefits
Outreach	Operating	\$ 1,200	\$ 1,200	Outreach per exhibit "A" (includes travel costs)
Office Supplies	Operating	\$ 953	\$ 933	2 Laptop, 1 desk computer, workstation, postage, paper, etc. under \$5,000 per item.
Housing Financial Assistance	Operating	\$ 75,000	\$ 128,923	Direct assistance per exhibit "A"
Structure Purchase	Operating	0	\$100,000	Purchase of structure(s) per Exhibit "A"
Administrative Indirect Cost Rate	Personal/ Operating	\$ 16,512	\$ 27,360	10% indirect cost rate and includes rent, utilities, communication, security, and legal fees.
TOTAL EXPENSES		\$ 131,095	\$300,988	

Contract reimbursement will be based on actual salary/benefits of Contractor's assigned staff and program expenses, but in no event shall exceed the salary/benefit amounts set forth in this Exhibit B.

Contractor may shift budget line items with prior written approval from the Director or designee.

Contract maximum is contingent and dependent upon the department's receipt of anticipated

grant funding for this program.

For administrative services and other program expenses, Contractor shall submit monthly invoices with an itemized breakdown by grant program listing:

- Date(s) and number(s) of hours of services performed,
- Operations, telecommunications, training, supplies, and travel expenses.
- Direct Housing Assistance Costs: rent, utilities, home setup, home modifications, and any other direct housing expenses.
- Administrative costs calculated as 10% of the total of the month's expenses due for that month.

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

To expedite payment, Contractor shall reference on their invoice the Resolution Number that has been assigned to their approved contract.

County shall review the invoice and notify Contractor within fifteen (15) working days if an individual item or group of costs is questioned. Contractor has the option to remove the questioned cost(s) or delay 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, reports and documentation, and lease reimbursement vouchers to:

Nevada County Health and Human Services Agency
Attn: DSS Fiscal Staff
950 Maidu Avenue
Nevada City, California 95959

BILLING AND PAYMENT 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 tenth of July. An invoice for any structure purchases shall be provided no later than June 22, 2020 due to State Claiming requirements.