

**AMENDMENT 1 TO THE CONTRACT WITH ADVOCATES FOR MENTALLY ILL HOUSING, INC. DBA AMI HOUSING, INC. (Res 21-291)**

**THIS AMENDMENT** is executed this February 8th, 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 July 13th, 2021 per Resolution RES 21-291; and

**WHEREAS**, the Contractor provides family housing support and self-sufficiency services in Western and Easter Nevada County; and

**WHEREAS**, the parties desire to amend their Agreement to increase the contract price from \$580,493.00 to \$708,973.00 (an increase of \$128,480.00), revise Exhibit “A” Schedule of Services to incorporate Master leasing and additional staff support, 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 January 1, 2022.
2. That Maximum Contract Price, shall be amended to the following:  
\$708,973.00
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: \_\_\_\_\_  
Susan Hoek  
Chair of the Board of Supervisors

ATTEST:

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

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 DBA**  
**AMI HOUSING, INC .**

This agreement 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 AB 74, Family Stabilization (FS) is a component of the CalWORKs program that provides intensive case management and services to eligible customers and is designed to ensure a basic level of stability within a family prior to, or concurrently with, participation in Welfare-to-Work (WTW) activities. CalWORKs recipients are eligible to participate in FS if a county determines that a family is experiencing an identified situation and/or crisis that is destabilizing the family and interferes with adult customers’ ability to participate in WTW activities and services.

A situation or a crisis that is destabilizing the family may include, but is not limited to, homelessness or imminent risk of homelessness, legal problems, learning disabilities, a lack of safety due to domestic violence, or untreated or under treated behavioral needs, including mental health or substance abuse related needs. Eligibility may also be defined as “not making progress” in obtaining a job or holding steady employment due to a crisis in the family. Sanctioned customers will be encouraged to participate in FS services.

FS is funded through the Temporary Assistance for Needy Families block grant and may only be used for non-medical services. FS does not alter the extent of services that can be offered through the mental health and substance abuse allocations.

The CalWORKs Housing Support Program (HSP) is a funding source designed to provide housing and rental assistance for up to forty (40) CalWORKs families who are experiencing homelessness. Nevada County implements Family Stabilization/Housing Support services in partnership with AMIH and other community partners. This contract with AMIH supports 40 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 WTW Case Manager, AMIH, Connecting Point Employment Specialist, and other CalWORKS partners assigned to each client will work together to ensure the best possible outcome for each FS or HSP family.

AMIH will provide intensive case management that encompasses the whole family unit and coordinate with the WTW Worker so together, intensive and specialized services will be well coordinated to improve parents' ability to move into the workforce and secure housing. CalWORKs WTW provides an array of supportive services in addition to 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, AMIH 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 WTW 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 WTW Worker. Monthly review of the budget and plan by the WTW Worker and AMIH 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.

After the housing support ends, the family may continue to be eligible for Family Stabilization (FS) services if needed and will be referred to the FS service provider.

Contractor agrees to provide the following HSP services:

- Ensure that AMIH staff have training, skills and experience in providing case management to families and individuals in crisis including Motivational Interviewing and trauma informed care.
- AMIH Supervisor shall:
  - conduct performance evaluation of the Case Managers
  - attend all mandatory meetings and trainings
  - be immediately available to staff for crisis interventions and emergencies
- Serve up to 40 families at a time.
- Attempt to contact each referred customer within 1 working day of referral. Make 3-5 contact attempts in the first 10 working days, if no contact is successfully made after 3 weeks, including at least one attempted home visit if the client has a known address, AMIH will refer client back to WTW Worker. It is expected that client's schedule will be considered when attempting to reach customer.
- Schedule a face to face intake appointment with each referred customer as soon as possible to assess the stability of the family's living situation, physical and emotional health, and safety.
- Work with the customer to develop a customized Housing Support Plan that identifies and plans to resolve the family's immediate need/crisis as well as identifies longer term goals. Developing the plan may also include direct communication and/or coordination with other case managers or service providers involved in the customer's life to ensure consistency and cohesion in the family's goals and activities to reach those goals.
- Work closely with WTW staff to review any existing WTW plan to determine whether the WTW plan should continue or if it requires modification based on the client's HSP assessment.
- Submit the HSP Plan to the WTW Worker and CalWORKS Designee for approval prior to taking action on the plan.
- Once the HSP Plan is approved, the AMIH will:

- Provide intensive case management and prompt referrals to appropriate services
- Assist customers with the completion of forms, collection documents and other paperwork as needed.
- Arrange supportive services (warm hand off) on behalf of the customer as needed
- Ensure that customers and their families are aware of, have access to, and have the tools to access service providers in the community.
- Provide reflective listening support and motivational interviewing to help reduce the change of reoccurring crises and enhance the family's ability to resolve issues and increase self-sufficiency.
- Provide support as needed, in-home or at another location as appropriate.
- Develop a household budget with each HSP customer who requests Family Stabilization or Housing Support funds to ensure fund requests are reasonable and address the family's most critical needs.
- Submit Funding Requests to the WTW Worker on behalf of clients to address each family's immediate needs identified in the Housing Support Plan.
- Make payments on behalf of HSP customers to various payees, including monthly rental payments to property owners/managers, as approved by the WTW Worker.
- Maintain frequent and supportive contact with each family monthly. Contact will be completed via phone, office visit, and home/site visit as appropriate and as planned until the housing is secured and resolved and/or the case is referred back to the WTW Worker or FS Provider.
- 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.
- AMIH Shall 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 case management and 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.
- Check in monthly with families, during the final 3 months of services as outlined in their HSP plan until the HSP file is closed or returned to WTW Worker.
- Document all contacts with customers, all referrals and direct contacts with service providers in the customer's case file.

- Utilize the Homeless Management Information System (HMIS), or State required system, to enter HSP customers and updates.
- 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.
- Utilize the County designated case management system to enter customer plans, budgets and updates in to.
- Monitor the family's HSP Plan to evaluate whether the crisis or situation continues to impair the client's ability to participate in WTW activities, or if the family's situation is stable enough to allow engagement in concurrent or full WTW activities and make appropriate recommendation to WTW Worker.
- Make every effort to engage families who are have missed one month of appointments or unreturned calls. One attempted home visit if location is known should be made. Communicate to WTW Worker necessary changes to the HSP Plan to improve the family's success in meeting their goals.
- If a customer is not complying with their HSP plan or making progress towards HSP plan goals, make a minimum of three attempts to resolve participation issues. After exhausting attempts to assist non-complying customers, including at least one home visit, inform CalWORKs WTW Worker of customer's non-compliance.
- Notify WTW Worker when the family's situation is stable enough to allow engagement in concurrent or full WTW activities.
- Meet with CalWORKs WTW staff monthly to review attendance records and progress reports for each HSP family.
- Submit monthly reports to WTW Workers 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.
- Participate in trainings related to CalWORKS 2.0 and implement tools in cooperation with the County.
- Develop Master Leases 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 per CDSS definition
- 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 Employment and Training 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

**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 Agreement and as described in Exhibit A, a maximum amount not to exceed \$580,493.00 for the contract term of July 1, 2021 through June 30, 2022.

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**

<b>1. Housing Costs</b>	<b>Cost</b>	<b>Frequency</b>	<b>Families</b>	<b>Total</b>
Monthly Rental Payments	\$1,000	6	40	\$240,000
Deposits	\$2,500	1	40	\$75,000
Application fees, Credit Checks, copies	\$232	1	40	\$9,280
On-site Rental Credit Report Service dues and fees/ subscription	\$26	1	40	\$1,040
Eviction fees, utility fees, other outstanding debts preventing housing	\$800	1	22	\$17,600
Landlord Incentives	\$1,000	1	40	\$40,000
Furnishings (Appliances, Kitchenware, Paper & cleaning supplies, Linens) and Relocation/Storage fees	\$1,950	1	30	\$58,500
Master Leasing (leasing costs, repairs, utilities, supplies, legal fees)(1-2 properties)	\$9,000	6	1	\$54,000
<i>Total Housing Costs</i>				<b>495,420</b>
<b>2. Staffing Costs (AMIH)</b>				
Wages, payroll taxes, worker's comp				\$141,000
Mileage/Travel				\$7,500
Phone				\$600
<i>Travel, Conferences, Training, and Related</i>	<i>\$1</i>			<i>\$1</i>

<i>Total Staffing Costs</i>				<b>\$149,101</b>
<b>3. Administrative Costs (AMIH)</b>				
<i>10% Indirect Cost Admin Total</i>				<b>\$64,452.00</b>
			<b>Total Program Amount</b>	<b>\$780,793.00</b>

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 20<sup>th</sup> of each month following the month services were rendered. Each invoice shall include:

- Billing period covered
- Resolution Number assigned to the approved contract
- Supporting documentation if required
- Dates/Months services were rendered
- Dates/Month funding requests were issued

Invoices are to be submitted 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 Agreement.

**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.