

**PERSONAL SERVICES CONTRACT**

Health and Human Services Agency  
County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

**SPIRIT – PEERS FOR INDEPENDENCE AND RECOVERY, INC.**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

(§1) **Peer support services for individuals in emotional crisis as a component of the County's Mental Health Services Act (MHSA) Plan.**

**SUMMARY OF MATERIAL TERMS**

(§2) **Maximum Contract Price:** \$86,623  
(§3) **Contract Beginning Date:** 07/01/2016 **Contract Termination Date:** 06/30/2017  
(§4) **Liquidated Damages:** N/A

**INSURANCE POLICIES**

Designate all required policies:

		Req'd	Not Req'd
(§6)	<b>Commercial General Liability</b> (\$1,000,000)	<u>X</u>	<u>    </u>
(§7)	<b>Automobile Liability</b>	<u>X</u>	<u>    </u>
	(\$ 300,000) Personal Auto <u>    </u> (\$1,000,000) Business Rated <u>X</u>		
	(\$1,000,000) Commercial Policy <u>    </u>		
(§8)	<b>Workers' Compensation</b>	<u>X</u>	<u>    </u>
(§9)	<b>Errors and Omissions</b> (\$1,000,000)	<u>    </u>	<u>X</u>

**LICENSES**

Designate all required licenses:

(§14) N/A

**NOTICE & IDENTIFICATION**

(§33) **Contractor: SPIRIT – Peers for Independence And Recovery, Inc.**  
276 Gates Place  
Grass Valley, California 95945  
Contact Person: Janella Kirkman  
Phone: (530) 274-1431  
E-mail: janellak@spiritpeerempowermentcenter.gov

**County of Nevada:**  
950 Maidu Avenue  
Nevada City, California 95959  
Contact Person: Rebecca Slade  
Phone: (530) 470-2784  
E-mail: Rebecca.slade@co.nevada.ca.us

**Funding:** 1512-40110-493-1000/521520  
1589-40110-493-8301/521520

**CFDA No.:** N/A  
**CFDA Agreement No.:** N/A

**Contractor is a:** (check all that apply)

Corporation:	<u>X</u> Calif.	<u>    </u> Other	<u>    </u> LLC	<u>X</u> Non-profit
Partnership:	<u>    </u> Calif.	<u>    </u> Other	<u>    </u> LLP	<u>    </u> Limited
Person:	<u>    </u> Individ.	<u>    </u> Dba	<u>    </u> Ass'n	<u>    </u> Other

**EDD: Independent Contractor Worksheet Required:**      Yes X No

**ATTACHMENTS**

Designate all required attachments:

	Req'd	Not Req'd
<b>Exhibit A: Schedule of Services</b> (Provided by Contractor)	<u>X</u>	<u>    </u>
<b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)	<u>X</u>	<u>    </u>
<b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)	<u>    </u>	<u>X</u>
<b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information)	<u>    </u>	<u>X</u>
<b>Exhibit E: Uniform Administrative Requirements</b> (CFDA-Funded)	<u>    </u>	<u>X</u>

## Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

## Services

### 1. **Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

## Payment

### 2. **Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt of said invoice unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), of this Contract. If a Catalog of Federal Domestic Assistance ("CFDA") number is designated at §33, page one (1), of this Contract, then all components of compensation billed to County shall be calculated in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance").

## Time for Performance

### 3. **Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), of this contract. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), of this Contract.

### 4. **Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

### 5. **Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

## Insurance

### 6. **Commercial General Liability Insurance:** (County Resolution Nos. 90-674, 02-439)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:



- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance:** (County Resolution No. 90-676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Workers' Compensation:** (County Resolution No. 90-674)

If §8 at page one (1) hereof shall indicate a **Workers' Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County. The Workers' Compensation insurer shall agree to waive all rights of subrogation against the County, its agents, officers, employees, and volunteers for losses arising from work performed by Contractor for the County.

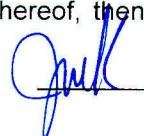
Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for workers' compensation liability or to undertake a program of self-insurance therefor.

**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions:** (County Resolution Nos. 90-674, 90-675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then



Contractor shall carry prior acts coverage. The following additional conditions apply to "claims made" coverage: In order for the acts and omissions of Contractor and all its agents during the term of this Agreement to be "continually covered" there must be insurance coverage for the entire contract period commencing on the effective date of this Agreement and ending on the date that is three (3) years beyond the final date this Agreement is effective, including any extensions or renewals of this Agreement. Contractor acknowledges that the provision of this Section may necessitate the purchase of "tail insurance" if coverage lapses. The requirement to maintain tail insurance shall survive termination of this Agreement.

Insurance afforded by the additional insured endorsement shall apply as primary and non-contributory insurance, and neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance maintained by County, its officers, agents and/or employees. Any insurance or self-insurance maintained by County, its officers, agents and/or employees shall be excess only and not contributing with insurance required or provided under this agreement.

At all times, Contractor shall keep and maintain in full force and effect throughout the duration of this Contract, policies of insurance required by this Contract which policies shall be issued by companies with a Best's Rating of B+ or higher (B+, B++, A-, A, A+ or A++), or a Best's Financial Performance Rating (FPR) of 6 or higher (6, 7, 8 or 9) according to the current Best's Key Rating Guide, or shall be issued by companies approved by the County Risk Manager. In the event the Best's Rating or Best's FPR shall fall below the rating required by this paragraph, Contractor shall be required to forthwith secure alternate policies which comply with the rating required by this paragraph, or be in material breach of this Contract.

Failure to provide and maintain the insurance policies (including Best's ratings), endorsements, or certificates of insurance required by this Contract shall constitute a material breach of this agreement (herein "Material Breach"); and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both. (See §13, ¶2, below, as these provisions additionally apply to subcontractors.)

#### **11. Indemnity:**

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify, defend and hold harmless the County and its officers, officials, employees, agents and volunteers from any and all liabilities, claims, demands, damages, losses and expenses (including, without limitation, defense costs and attorney fees of litigation) which result from the negligent act, willful misconduct, or error or omission of Contractor, except such loss or damage which was caused by the sole negligence or willful misconduct of County or its officers, officials, employees, agents and volunteers.

### **Personal Services**

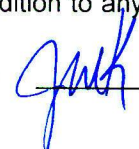
#### **12. Contractor as Independent:**

In providing services herein, Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor agrees neither its agents nor employees have any rights, entitlement or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against any such claim by its agents or employees.

#### **13. Assignment and Subcontracting:**

Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute nor replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Unless otherwise agreed in writing by the County's Risk Manager, Contractor shall cause and require each transferee, subcontractor and assignee to comply with the insurance provisions set forth herein at §§6, 7, 8, 9 and 10, in the same amounts and subject to the same terms as are required of Contractor under this Contract, unless otherwise provided by County's Risk Manager. Said insurance shall include all upstream parties (including the Contractor and the County) as additional insureds using a Blanket Additional Insured Endorsement (ISO form number CG 20 38 04 13) or coverage at least as broad. Contractor shall verify that all subcontractors provide a policy endorsement in compliance with this Paragraph and shall provide a copy of the same to County at least ten (10) working days prior to commencement of any work by subcontractor. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor and assignee, or to timely provide County with a copy of the required policy endorsement, shall constitute a Material Breach of this agreement, and, in addition to any



other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**Public Contracts**

**15. Certificate of Good Standing:**

Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.

**16. Prevailing Wage and Apprentices:**

To the extent made applicable by law, performance of this contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§ 1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§ 200 et seq., relating to apprenticeship. Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. A copy of the relevant prevailing wage as defined in Labor Code §1770 et seq. is on file with the Department of Transportation, County of Nevada, 950 Maidu Avenue, Nevada City, California 95959. Copies will be provided upon request.

**17. Accessibility (County Resolution No. 00190):**

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans with Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

**18. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including the provisions of the Americans with Disabilities Act of 1990, and Fair Employment and Housing Act, and shall not discriminate against any employee, or applicant for employment or client because of race, sex, sexual orientation, color, ancestry, religion or religious creed, national origin or ethnic group identification, political affiliation, mental disability, physical disability, medical condition (including cancer, HIV and AIDS), age (over 40), marital status, or use of Family and Medical Care Leave and/or Pregnancy Disability Leave in regard to any position for which the employee or applicant is qualified.

If applicable, Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977.

**19. Drug-Free Workplace:**



Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.

**20. Prior Nevada County Employment** (County Resolution No. 03-353):

Effective July 22, 2003, it is the policy of the County of Nevada that former members of the Board of Supervisors, a former CEO, or a former Purchasing Agent, for a period of twelve (12) months following the last day of employment, shall not enter into any relationship wherein that former employee or former Board member receives direct remuneration from a legal entity that, during the last twelve (12) months of said employment or Board member's service, entered into a contract with, or received a grant from the County of Nevada. Provided however, that this prohibition shall not apply to any employee that did not personally approve a contract with or grant to said legal entity during the last twelve (12) months of said employment, and shall not apply when the Board of Supervisors did not approve a contract with or grant to said legal entity during the last twelve (12) months of said Board member's service.

A violation of this policy shall subject Contractor to all of the remedies enumerated in said resolution and as otherwise provided in law, which remedies shall include but not be limited to injunctive relief, cancellation and voiding of this contract by County, a return of grant money, a cause of action for breach of contract, and entitlement to costs and reasonable attorney fees in any action based upon a breach of contract under this provision.

**21. Conflict of Interest:**

Contractor shall not cause, use or allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits, for any of its officers, directors, or shareholders. Contractor shall not cause, use nor allow any payments, funds or proceeds derived from this Contract to be used, either directly or indirectly, for salary, wages or benefits for any of its agents, servants, or employees, except those expressly specified in Exhibit "B".

Contractor further certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who performs any function or responsibilities in connection with this contract shall have any personal financial interest or benefit that either directly or indirectly arises from this contract. Contractor shall establish safeguards to prohibit its employees or its officers from using their position for the purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business or other ties.

**22. Political Activities:**

Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.

**23. Cost Disclosure:**

In accordance with Government Code Section 7550, should a written report be prepared under or required by the provisions of this Contract, Contractor agrees to state in a separate section of said report the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of said report.

**Default and Termination**

**24. Termination:**

a. A Material Breach of this Contract pursuant to the terms hereof or otherwise, in addition to any other remedy available at law, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this contract, or both **without notice**.

b. If Contractor fails to timely provide in any manner the services, materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) days written notice** to Contractor.



c. County, upon giving **seven (7) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract if the County, the Federal Government or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

d. Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by certified mail in conformity with the notice provisions. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

e. Any notice to be provided under this section may be given by the County Executive Officer or Designee or Agency Director.

**25. Suspension:**

County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in federal, state or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in accordance with the terms of this Contract.

**Miscellaneous**

**26. Financial, Statistical and Contract-Related Records:**

a. **BOOKS AND RECORDS:** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

b. **INSPECTION:** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

c. **AUDIT:** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

**27. Non- Profit Provisions:**

If Contractor is registered as a non-profit corporation, Contractor shall comply with the following requirements of this section:



**a. Reporting Requirements:**

Contractor shall submit a report to County no later than thirty (30) days after the aforesaid Contract Termination Date, which report shall identify the status of each service which was provided as described in **Exhibit "A"** (Schedule of Services), and detail all amounts expended as set forth in **Exhibit "B"** (Schedule of Charges and Payments), or otherwise. This report is subject to audit by the Nevada County Auditor/Controller.

**b. Supplemental Audit Provisions:**

(i) 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 within the last year, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

(ii) Non-profit Contractors whose contract with the County includes services that will be reimbursed, partially or in full, with Federal funds are also governed by the OMB Super Circular and are required to have a single or program-specific audit conducted if the Contractor has expended \$500,000 or more in Federal awards made on or before December 26, 2014, or \$750,000 or more in Federal awards made after December 26, 2014, during Contractor's fiscal year. Any Contractor who is required to complete an annual Single Audit must submit a copy of their annual audit report and audit findings to County at the address listed in "Notices" §32 of the executed contract within the earlier of thirty (30) days after the Contractor's receipt of the auditor's report or nine (9) months following the end of the Contractor's fiscal year.

**28. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefore, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**29. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

**30. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**31. Compliance with Applicable Laws:**

The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract. If a CFDA number is designated at §33, page one (1), of this Contract then the applicable CFDA funding agreement requires that this Contract shall also be governed by and construed in accordance with all applicable laws, regulations and contractual obligations set forth in the applicable CFDA funding agreement. Contractor shall comply with all terms and conditions of the applicable CFDA funding agreement and all other applicable Federal, state and local laws, regulations, and policies governing the funding for this Contract. A full copy of the applicable CFDA funding agreement is available for review at the Health and Human Services Agency Administration Office.





**32. Confidentiality:**

Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by the County, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

The Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this agreement. Violation of the confidentiality of patient or client information may, at the option of the County, be considered a material breach of this Agreement.

**33. Notices:**

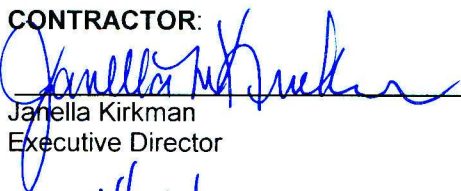
This Contract shall be managed and administered on County's behalf by the department and the person set forth at §33 page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §33. Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

**34. Authority:**

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

**IN WITNESS WHEREOF**, the parties have executed this Contract effective on the Beginning Date, above.

**CONTRACTOR:**

  
\_\_\_\_\_  
Janelle Kirkman  
Executive Director

Dated: 4/18/2014

**COUNTY OF NEVADA:**

\_\_\_\_\_  
Dan Miller  
Chair, Board of Supervisors

Dated: \_\_\_\_\_

Attest: \_\_\_\_\_

Julie Patterson-Hunter  
Clerk of the Board of Supervisors



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

Contractor agrees to provide Crisis Peer Supporters for the Nevada County Behavioral Health Crisis Team to enhance and expand services addressing unmet community needs as a component of the County's Mental Health Services Act (MHSA) Community Services and Supports (CSS) Plan.

This peer support program shall be comprised of two parts:

**Part A: Crisis Peer Supporters** to provide support and advocacy to individuals over 18 years of age in emotional crisis at the Sierra Nevada Memorial Hospital Emergency Department (SNMH-ED) and the Crisis Stabilization Unit (CSU). If a SPIRIT Crisis Peer Supporter is not already on-site, a Peer Supporter will go to the SNMH-ED or the CSU following a call from Triage or the Crisis Worker informing Contractor that an individual is coming into SNMH-ED or the CSU; and

**PART B:** Crisis Peer Supporters to provide follow up support, advocacy and resources to individuals as soon as possible after leaving the SNMH-ED or CSU, including those individuals who did not meet 5150 criteria.

**Project Overview:**

In the current environment of pervasive financial stressors, more and more people find themselves struggling to deal with emotional stress without adequate mental, emotional, financial, or educational assistance. The Nevada County Behavioral Health Crisis Team reports a dramatic increase in the number of 5150 evaluations for involuntary psychiatric hospitalization during the last four (4) years. This increase is not only in number of visits, but also in the number of people new to experiencing mental health crisis. Approximately 60% of people in mental health crisis have not previously been seen by the Crisis Team. The Crisis Team evaluates 900 to 1,000 people each year for a 5150, or involuntary hold. At the time of evaluation, 60% of people do not meet Welfare and Institutions Code Section 5150 criteria, and may be released from the SNMH Emergency Department to the CSU, their home or to the streets. Individuals with psychiatric needs are a significant proportion of those using the emergency department resources.

Individuals with a psychiatric condition have higher rates of SNMH-ED use compared to the general population, and these individuals are likely to use the SNMH-ED on multiple occasions. Additionally, increasing numbers of individuals seeking help at the SNMH-ED have resulted in dramatic increases in wait times. In an effort to provide support during an SNMH-ED or CSU visit, and to introduce individuals in crisis to the other community mental health and related support services that are available, Crisis Peer Supporters will provide peer support services.

Access to follow-up mental health care is important. Crisis Peer Supporters will provide follow-up services that may help to avert repeated SNMH-ED visits, or prevent symptoms from increasing or escalating out of control. Contract services will be delivered with the goal of preventing any downward spiral including associated negative consequences that may result such as incarceration, or losing a job, a spouse, home, or family. Given the circumstances experienced by the peer supporters, the goal is to minimize the trauma associated with undergoing a



psychiatric evaluation and encourage an individual to get the support and assistance necessary to avoid future crisis.

Contractor's Crisis Peer Supporters participate in the Nevada County Behavioral Health (NCBH) Crisis Team in two ways:

**PART A.** A SPIRIT Crisis Peer Supporter provides support to an individual in the SNMH-ED or to the CSU while waiting for the Crisis Team 5150 assessment. The SPIRIT Crisis Peer Supporter goes to the SNMH-ED or the CSU following a call from Triage or the Crisis Worker informing them that an individual is coming into the SNMH-ED. The Crisis Peer Supporter at the SNMH-ED or CSU communicates with the NCBH Crisis Worker, CSU Staff and SNMH-ED staff as needed, to determine appropriate referrals to resources, and will act as an advocate for and educator to the individual by explaining and answering questions about resources offered by the Crisis Worker, adding information about additional community resources, as well as assisting the individual in developing a personal plan of action. The SPIRIT Crisis Peer Supporter does not provide transportation or legal advice, but may assist the individual in making transportation arrangements.

SPIRIT Crisis Peer Supporters offer SNMH-ED and CSU coverage during peak hours to provide peer support to individuals who have been, are being, or will be evaluated by the NCBH Crisis Team from 12 pm (Noon) to 10 pm 7 days per week.

**PART B.** For follow up with individuals after their 5150 evaluation and visit to the SNMH-ED or CSU, Crisis Peer Supporters shall provide additional support within one week of the SNMH-ED/CSU visit. The SPIRIT Crisis Peer Supporter contacts the individual by telephone the day after the SNMH-ED/CSU visit, or as soon as possible. If telephone contact is not possible and the individual indicated a request for follow-up services, the SPIRIT Peer Supporter will meet with the individual at SPIRIT Center. All follow-up contacts will occur during regular working hours of SPIRIT Center.

Notwithstanding Contractor's legal status as an independent contractor, Contractor shall be deemed to be a County "workforce member" as defined by 45 CFR 160.103 strictly for purposes of Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance and ensuring the confidentiality of Protected Health Information (PHI). Contractor shall comply with all County policies, procedures and requirements related to HIPAA compliance.

**GEOGRAPHIC AREA:** All in-person services, Part A, will be provided at Sierra Nevada Memorial Hospital or the CSU and follow-up phone calls, Part B, will be made from the NCBH SPIRIT Crisis Peer Counseling office at the SPIRIT Center.

**INTERAGENCY COORDINATION:** To coordinate effectively with existing community services, SPIRIT Crisis Peer Supporters collaborate closely with the NCBH Crisis Workers, the CSU Staff and the SNMH-ED staff. SPIRIT Crisis Peer Supporters work as a part of the NCBH Crisis Team with regard to identifying which individuals need support and in information exchange with SNMH-ED and CSU staff.

**PEER SUPPORTER QUALIFICATIONS:** Contractor will perform and maintain records of criminal background checks on all prospective and current Crisis Peer Supporters. SPIRIT Crisis



Peer Supporters must comply with any and all hospital policies that are required to provide services while on hospital premises, which may include meeting medical clearance requirements. SPIRIT Crisis Peer Supporters must comply with any and all Nevada County Behavioral Health policies including those related to privacy, security and confidentiality. Non-compliance with the above mentioned policies by SPIRIT Crisis Peer Supporters could be considered a material breach of contract and trigger related penalties.

In addition, Contractor will continue to build on its existing referral network, including substance abuse treatment providers and homeless shelters.

**TRAINING:** All SPIRIT Peer Supporters are enrolled in and complete the basic twelve week SPIRIT Peer Counseling program. Peer supporters will receive training from SPIRIT Center Supervisors. SPIRIT Peer Supporters are required to attend Privacy and Security training provided by SPIRIT Center administrative staff and all SPIRIT Crisis Peer Supporters are required to sign a confidentiality statement.

**SUPERVISION:** Ongoing supervision for PART A, at the SNMH-ED/CSU, includes approximately 8 hours per week of oversight to the program. The Team Leader will be responsible for the scheduling of the Crisis Peer Supporters, arranging the retrieval and storage of the documentation by Crisis Peer Supporters, coordination of monthly staff trainings, and taking phone calls from Crisis Peer Supporters during their shifts to address clinical or administrative issues. The hospital's attending physician is responsible for the patient's treatment and disposition. Contractor's Crisis Peer Supporters are guided by the NCBH Crisis Worker(s) who are the primary communicator with the SNMH-ED Staff and the CSU staff.

For PART B, follow-up phone calls, supervision is provided by Contractor's staff. In addition, all SPIRIT Crisis Peer Supporters participate in a monthly internal supervision meeting at SPIRIT Center. Crisis Peer Supporters also participate as needed in the bi-monthly NCBH Crisis Team meeting.

**REFERRAL PROCESS:** SPIRIT Center will maintain a Crisis Peer Supporter schedule and make it available to the Crisis Team at Behavioral Health, the CSU and at SNMH.

**PART A:** The NCBH Crisis Worker on duty contacts the SPIRIT Crisis Peer Supporter, who then goes to the SNMH-ED/CSU and coordinates with the NCBH Crisis Worker before engaging with the individual. If the SPIRIT Crisis Peer Supporter is not onsite, the NCBH Crisis Worker on duty contacts the SPIRIT Crisis Peer Supporter who then goes to SNMH-ED or the CSU. The SPIRIT Crisis Peer Supporter coordinates with the NCBH Crisis Worker before engaging with the individual.

**CONTINUITY OF CARE:** SPIRIT staff coordinates with NCBH Crisis Team members in regular interagency staff meetings to ensure continuity of care.

**CONFIDENTIALITY:** Contractor, SNMH, CSU and the NCBH Crisis Team have developed a procedure to facilitate referral coordination, while complying with all confidentiality requirements, including HIPAA/ HITECH regulations.

**OBJECTIVES:**

The objectives of the Nevada County Behavioral Health-SPIRIT Crisis Peer Counseling Program are to:



- Enable individuals in mental health crisis to utilize other community resources and move towards recovery. Peer Supporters will provide networking and referrals.
- Provide information about early intervention resources for individuals and families to help reduce recidivism rates relating to mental health crisis.
- Educate individuals about personal tools and resources for self care to aid them in avoiding psychiatric hospitalization.
- Provide lower cost intervention opportunities before symptoms escalate to high cost crisis status.
- Reduce trauma; provide comfort and support to the individual who is in psychiatric crisis.

**OUTCOME MEASUREMENTS:**

Success in meeting these objectives is measured through several sources:

- Collection and reporting to IDEA Consulting for data input, information gathered in follow-up contacts with the client using Contractor’s surveys, including the number of client contacts with referral agencies and the self reporting of client’s ability to utilize techniques to reduce stress.
- Provision of monthly invoices, quarterly and year end financials to the County.

Contractor agrees to cooperate and collaborate with County for the collection of any data/reports that County requests and/or that may be required for completion of State reports.

Contractor further agrees to:

- Participate in MHSA CSS Subcommittee and MHSA Steering Committee Meetings.
- IDEA Consulting, with data provided by Contractor will submit quarterly reports and annual progress reports to the Nevada County Behavioral Health Department and SPIRIT Center providing data to support the MHSA Quarterly Progress Report including, but not limited to, the following:
  - The targeted number of individuals, clients, and families served in each reporting quarter.
  - The total number of individuals, clients, and families served in each reporting quarter.
  - Data that supports the Objectives and Outcomes sections of this contract.
  - The annual progress report shall include the total number of unduplicated individuals, clients, and family units served by each program/service during the fiscal year which will include demographic information (race/ethnicity, culture, language spoken and age). This data will be gathered and reported by IDEA Consulting.
  - The quarterly and annual reports shall be submitted no later than 30 days following the end of each reporting quarter, by IDEA Consulting.



## **SB 82 Crisis Peer Supporter Requirements:**

As a component of the SB82 grant evaluation activities, Contractor will provide accurate and reliable, high-quality person-level data collected by the Crisis Peer Supporters. This will include a one-page data collection sheet that collects basic information on the person served; the date and time of the service; referrals; and follow-up activities (if available).

The grant evaluator will develop the data collection form and train staff to use the form in an accurate, reliable, and timely manner. The data collection forms may be submitted weekly by confidential fax to the evaluator at (530) 231-5663. The evaluator will enter the data from the CPC form into an Excel database. This database will be shared with SPIRIT staff at least quarterly, so staff has access to the CPC data.

The Crisis Peer Supporter data collection form will contain the following information:

- Client data: name, date of birth (available from the Crisis Worker), gender
- Client Service data: Date of service; time of service, duration of service to the individual
- Support Person contact: If an interaction with a family member/support person was made, a check box will be marked.
- Referral(s) to other services (check box of potential services)
- Follow-up service (if available): date of contact/phone call(s) and referral to other service (check box of potential services).

All data will be collected, reported, analyzed, and stored in a confidential manner in compliance with HIPAA regulations.



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

For satisfactory performance of services in accordance with Exhibit "A", County shall pay to Contractor a maximum not to exceed \$86,623 for the contract term.

As compensation for services rendered to County, Contractor shall be reimbursed based on hourly rates and other actual project costs incurred in carrying out the terms of the contract. Contractor shall bill County monthly, and each invoice shall state the staff position providing services, the number of hours and the respective hourly rate, and itemize any other reimbursement expenses claimed. Contractor agrees to be responsible for the validity of all invoices.

A final reconciliation of expenses under this contract will be provided to the County by July 31, 2017; and any unspent funds shall be remitted to County by August 31, 2017.

The project maximum is based on the following estimated project costs:

**BUDGET FY 2016/2017**

<b>PAYROLL</b>	<b>Itemized</b>	<b>Annual Total</b>
Administrative Staff @ \$17.70 per hour		\$14,727
Crisis Peer Supporters @ \$11.80/hour-on call, \$17.70/hr on-site		\$58,015
<b>Total Staff:</b>		<b>\$72,742</b>
Training		\$3,124
<b>Total Payroll:</b>		<b>\$75,866</b>
<b>OTHER OPERATING EXPENSES</b>	<b>Itemized</b>	<b>Annual Total</b>
Liability Insurance/ Rent/Utilities/ Hospital Clearances or Insurance		\$2,000
Miscellaneous Supplies		\$1,497
Professional Services		\$7,260
<b>Total Expenses</b>		<b>\$10,757</b>
<b>CONTRACT TOTAL</b>		<b>\$86,623</b>



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.

Contractor shall submit invoices for services to:

Nevada County Behavioral Health Department  
Attn: Fiscal Staff  
500 Crown Point Circle, Suite 120  
Grass Valley, CA 95945

A handwritten signature in blue ink, appearing to be 'J. M. K.', is written over a horizontal line.