



# RESOLUTION No. 18-424

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION APPROVING EXECUTION OF A PERSONAL SERVICES CONTRACT WITH FREED CENTER FOR INDEPENDENT LIVING (FREED)

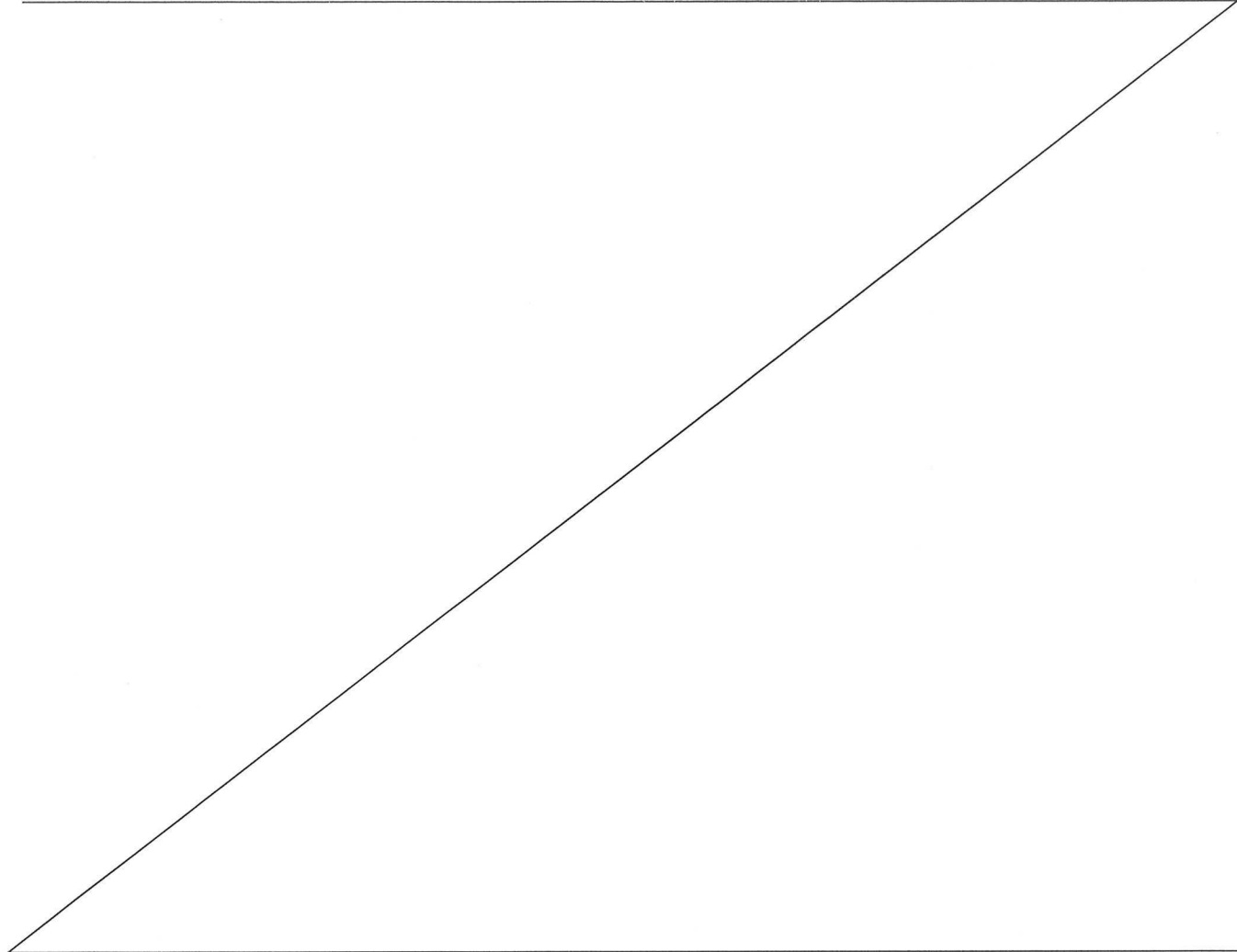
WHEREAS, FREED Center for Independent Living (FREED) is an agency which supports independent living for adults with disabilities and older adults; and

WHEREAS, the Department of Social services wishes to enter into a contract with FREED who will coordinate outreach, case management, housing assistance and disability advocacy to eligible participants utilizing the SOARWorks program; and

WHEREAS, FREED will work in collaboration with the Continuum of Care and the Coordinated Entry System to ensure populations with the highest needs are given the highest priority and are able to access SOARWorks services.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Personal Services Contract by and between the County and FREED Center for Independent Living (FREED) for the provision of services pertaining to assisting individuals with disabilities who are experiencing homelessness to apply for disability benefit programs while also providing housing assistance for the term of July 1, 2018 through June 30, 2020 in the total maximum amount of \$282,083, not to exceed \$131,095 for Fiscal Year 2018/19 and \$150,988 for Fiscal Year 2019/20, be and hereby is approved, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Contract on behalf of the County of Nevada.

Funds to be disbursed from account: 1589-50105-494-5001/521520.



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a special meeting of said Board, held on the 14th day of August, 2018, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.
- Noes: None.
- Absent: None.
- Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Edward C. Scofield, Chair

8/14/2018 cc: CSS\*  
AC\* (hold)

9/18/2018 cc: CSS\*  
AC\* (Release)  
FREED

**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

**FREED Center for Independent Living (FREED)**

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

(§1) **To assist individuals with disabilities who are experiencing homelessness to apply for disability benefit programs while also providing housing assistance.**

**SUMMARY OF MATERIAL TERMS**

(§2) **Maximum Contract Price:** \$ 282,083  
(§3) **Contract Beginning Date:** 07/01/2018 **Contract Termination Date:** 06/30/2020  
(§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:** FREED Center for Independent Living  
2059 Nevada City Highway, Suite 102  
Grass Valley, CA 95945  
Contact Person: Ana Acton  
Phone: (530) 477-3333  
E-mail: ana@freed.org  
**Funding: 1589-50105-494-5001/521520**

**County of Nevada:** 950 Maidu Avenue  
Nevada City, California 95959  
Contact Person: Brendan Phillips  
Phone: (530) 265-1725  
E-mail: brendan.phillips@co.nevada.ca.us  
CFDA No.:  N/A   
CFDA Agreement No.:  N/A

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

Corporation:      Calif.  X  Other      LLC  X  Non-profit  
Partnership:      Calif.      Other      LLP      Limited  
Person:      Individ.      Dba      Ass'n      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, ¶12, 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.

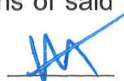
If applicable, Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary 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 "Notice & Identification" §33 on page one (1) 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 "Notice & Identification" §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 of page one (1) of this Contract. 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:**



Ana Acton  
Executive Director

**COUNTY OF NEVADA:**



Edward Scofield  
Chair, Board of Supervisors

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



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



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



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.

**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 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup> and January 30<sup>th</sup>. The County Annual report is due on July 30<sup>th</sup> 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

A handwritten signature in blue ink, consisting of a stylized 'M' with a long horizontal stroke extending to the right.



**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 \$282,083 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 \$150,988 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	\$ 33,179	0.29 FTE FY 18/19; .645 FTE FY 19/20. Annual salary \$37,170 and Benefits
SOAR Counselor/ Disability Advocate	Personnel	\$ 15,568	\$ 22,175	0.45 FTE FY 18/19; .50 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	\$ 75,000	Direct assistance per exhibit "A"
Administrative Indirect Cost Rate	Personal/ Operating	\$ 16,512	\$ 18,501	10% indirect cost rate and includes rent, utilities, communication, security, and legal fees.
<b>TOTAL EXPENSES</b>		<b>\$ 131,095</b>	<b>\$150,988</b>	

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.

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

