

**AMENDMENT #1 TO THE PERSONAL SERVICES CONTRACT SALVATION ARMY (RES  
18-340)**

**THIS AMENDMENT** #1 is dated this 13<sup>th</sup> day of November, 2018 by and between SALVATION ARMY, hereinafter referred to as “CONTRACTOR” and NEVADA COUNTY DEPARTMENT OF SOCIAL SERVICES, hereinafter referred to as “COUNTY”. Said Amendment will amend the prior Agreement between the parties entitled Personal Services Contract, as approved on July 10, 2018 per Resolution No. 18-340; and

**WHEREAS**, the Contractor provides CalFresh outreach and emergency shelter services at the Booth Family Center for CalWORKs families for the contract term of July 1, 2018 through June 30, 2019; and

**WHEREAS**, the parties desire to amend their agreement to: 1) amend Exhibit “A” Schedule of Services to reflect the change in shelter capacity 2) amend the Maximum Contract Price from \$200,964 to \$225,031 (an increase of \$24,067) to cover additional services; and 3) amend Exhibit “B” Schedule of Charges and Payments, to reflect the increase in the maximum contract price.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of November 1, 2018.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$225,031
3. That Exhibit “A”, “Schedule of Services”, shall be amended and replaced, as set forth in the amended Exhibit “A” attached hereto and incorporated herein.
4. That Exhibit “B”, “Schedule of Charges and Payments”, shall be amended and replaced, as set forth in the amended Exhibit “B” attached hereto and incorporated herein.
5. That in all other respects the prior Agreement of the parties shall remain in full force and effect.

COUNTY OF NEVADA:

CONTRACTOR:

By: \_\_\_\_\_  
Honorable Edward Scofield  
Chair of the Board of Supervisors

By: \_\_\_\_\_

ATTEST:

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

**AMENDED EXHIBIT "A"**  
**SCHEDULE OF SERVICES**  
**SALVATION ARMY BOOTH FAMILY CENTER**

Salvation Army, hereinafter referred to as "Contractor", shall provide emergency shelter services at the Booth Family Center, housing support case management, CalFresh outreach and application assistance, and emergency severe weather sheltering for families for Nevada County Department of Social Services, hereinafter referred to as "County". The Salvation Army is a Non-Profit public benefit corporation.

**Booth Family Center Program Statement:**

The Salvation Army and the Department of Social Services share the same core value of helping families achieve self-sufficiency through the acts of obtaining stable housing, and through the dignity of employment. Salvation Army's extensive and comprehensive emergency shelter program shall assist clients in overcoming homelessness, leading to long-term self-sufficiency and the restoration of family systems. All of the services rendered are designed to assist clients in moving from dependence on public assistance to a life of financial independence. Booth Family Center is an emergency shelter designed to provide shelter and support services to homeless families. Booth Family Center is a Drug-Free, Alcohol-Free facility. Any and all Kitchen and Community Room facilities shall be available to CalWORKs occupants in accordance with the operating hours outlined in the Booth Family Center's Participant Agreement.

Booth Family Center is located in Grass Valley and shall serve CalWORKs clients countywide. Contractor may provide transportation services when public transportation is not available or feasible for occupants. Clients may reside at the emergency shelter for 90 days which may be extended for an additional 90 days, dependent on room availability and client compliance with program rules and requirements. All families, regardless of CalWORKs status, shall not be allowed to stay longer than 180 days total in any twelve month period. This stable housing shall allow clients to maintain a safe living environment and develop independent living skills. During that time clients are expected to be active in developing assets for self-sufficiency to include job skills, continued education, receiving medical attention for chronic issues, and attaining permanent and safe housing. This engagement in services involves a high level of interaction between the Contractor and the County staff.

Contractor provides case management services to clients receiving services at the Booth Family Center. The Case Manager addresses the multifaceted barriers which impact the client's progress toward self-sufficiency. Homeless clients face substantial barriers in achieving economic independence. Clients receive help with accessing safe housing, domestic violence counseling, child care, health care, employment, and training. When appropriate, a "wrap-around" service delivery methodology is utilized.

**Extreme Weather Shelter Statement:**

The Extreme Weather Shelter will serve families who are homeless and unable to access Hospitality House due to it being at capacity or due to the result of other barriers that prohibit access, and low-risk individuals on an overflow basis. The Shelter will open, no more than a

maximum of twenty days during the contracted period, on days with the following criteria:

1. One of the following weather criteria is met:
  - Temperature below 30 degrees
  - Temperature below 34 degrees with 1” rain in a 24 hour period
  - Temperature below 34 degrees with snow on the ground; or 3 or more consecutive days of rain, and
2. At the request of a department head from the County of Nevada, and
3. The Salvation Army Facility located on Alta Street in Grass Valley is available for the night.

This contract amendment is an effort to formalize the activation protocol for shelter nights and improve communication amongst all entities involved in the extreme weather sheltering events. The Shelter will operate between the hours of 4:30pm and 8am during these designated emergency extreme weather events. The shelter will provide a clean, warm and safe shelter for a maximum of 25 individuals per night.

### **Scope of Services:**

#### **Emergency Shelter Services at Booth Family Center**

Contractor shall provide to the County five non-smoking rooms for CalWORKs families in crisis at the Booth Family Center. The Contractor shall provide case management services for the referred clients occupying these rooms, as well as all other CalWORKs families receiving emergency shelter services. Contractor shall ensure that any staff developing action plans or providing case management shall have training, skills and experience in providing case management to families and individuals in crisis. Contractor shall work closely with County staff to ensure CalWORKs sponsored services are not duplicated.

#### **Emergency Shelter Services - Method of Referral**

County shall refer CalWORKs families to the Contractor and shall determine the length of occupancy for each family, subject to the Booth Family Center's Agreement for Program Participation and Length of Stay policies. It is understood between both parties that CalWORKs families shall not be denied the above-mentioned services based on their inability to pay a security deposit.

County Department of Social Services shall refer individuals to the Booth Family Center. All clients referred must be CalWORKs participants and **pre-authorized** for services by CalWORKs Program Manager or designated staff. County and Contractor understand individuals referred for services are voluntary and may terminate themselves at any time. Contractor shall follow established written procedures for terminating individuals who do not adhere to program rules and/or follow program requirements.

Contractor shall screen County referrals according to their customary and usual practices to determine if client is suitable for admittance to their emergency shelter program, and to assess the individual needs of clients.

#### **Emergency Shelter Services - Contractor's Responsibilities**

- Ensure each resident is adhering to the Booth Family Center's program rules and program requirements;
- Contact CalWORKs Employment and Training Staff if there are program rule violations or pending eviction for violation of the rules;
- Provide the CalWORKs Employment and Training Staff with monthly progress reports for each CalWORKs resident, and stay in contact more frequently when extra support is needed for a specific resident;
- Upon completion of the program, provide written notice of "successful" or "unsuccessful" exit from the program.

### **Case Manager's Responsibilities**

- Provide case management for every CalWORKs client receiving services at Booth Family Center.
- Develop and monitor an Action Plan that appropriately addresses the multifaceted barriers which impact the client's progress toward self-sufficiency.
- Whenever appropriate, the action plan shall include referrals for services with county and community partners (i.e., Family Stabilization Program, Housing Support Program, CoRR, Family Resource Centers, CPS, SNCS, and KARE) to maximize resources and services for CalWORKs families.
- Assist CalWORKs clients with identifying and accessing safe housing, child care, health care, employment, training needs, and other self-sufficiency related programs and services.
- Notify CalWORKs monthly regarding each client's successful or unsuccessful participation in program activities.
- Attend CalWORKs staff meetings or meet with appropriate CalWORKs Employment & Training Workers as needed.

### **CalFresh Outreach Contractor Responsibilities:**

- Contractor staff shall provide outreach to the general public at the Salvation Army of Grass Valley offices and events.
- Complete training on the CalFresh application process and C4Yourself system.
- Provide assistance with CalFresh applications during hours of operation including either entering or assisting clients in entering their information into the C4Yourself system.
- Provide monthly reports submitted with monthly invoices showing the number of outreach materials distributed and the number of applicants assisted.

### **Additional Contractor Responsibilities:**

- Assurance of Compliance with Confidentiality - Contractor shall hold CalWORKs related information confidential as directed and applies in State Welfare and Institutions Code Section 10850, California State Department of Social Services, Policies and Procedures Manual, Division 19-000 and Civil Code Section 56.10. Contractor agrees to provide a report to Nevada County Department of Social Services within 60 days of contract initiation as to how and when the aforementioned laws, regulations were communicated to all persons performing services under Contractor's Agreement with the County of Nevada.

- Assurance of Compliance with Non-Discrimination- Civil Rights. Contractor agrees to provide a report to Nevada County Department of Social Services within 60 days of contract initiation as to how and when the Civil Rights training was provided to all persons performing services under Contractor's Agreement with the County of Nevada. Attending collaborative Civil Rights training with the County shall be encouraged.
- Assurance of Compliance with Confidentiality – See Attachment 1

### **County Responsibilities:**

- Provide CalFresh outreach materials to Contractor to promote application assistance at the Salvation Army of Grass Valley offices and events.
- Provide CalFresh program and C4Yourself training to Contractor staff.
- Provide updates on rules and regulation regarding CalFresh application and enrolment.
- Provide referrals of homeless CalWORKs families for emergency shelter at the Booth Family Center.
- Coordinate case management between County staff and Salvation Army staff to ensure County sponsored resources are not duplicated.

### **1. Extreme Weather Shelter Activities:**

County shall:

1. Upon request from the Contractor, provide Public Health, Eligibility, Social Worker and/or Behavioral Health staff to assist in the intake process from the hours of 4:30-6pm.
2. Coordinate and share information with the City of Nevada City, Sierra Roots, and the Contractor to ensure efficient and timely communication related to severe weather events and the opening of the Shelter.
3. Lead communication distribution of shelter opening within local media outlets.

Contractor shall:

1. Operate a Shelter when MOU weather criteria has been deemed met by designated

County Officials;

- The Shelter space shall not exceed capacity of 25 people per night, or as authorized if less than 25 people.
- The Shelter Activities scope criteria will be in effect from November 1, 2018 to March 31, 2019.
- The Shelter space shall open at 4:30pm and close at 8am the following morning. All personal property and supplies must be removed by 8am unless authorized by the Contractor to be open the following evening and permission is given to leave items in the building.
- Provide accommodation, as available for shelter seekers who arrive to the shelter with pets.
- The provision of food is optional. If provided, all food handling and safety standards must be followed. If food is prepared on site, the kitchen must be certified for commercial use by the Nevada County Department of Environmental Health.
- Maintain adequate level of staffing and/or volunteer support for safe operations of the shelter.

- Maintain a minimum of one monitor for every 13 guests with a minimum of two monitors present at all times. Contractor will strive to have at least one male and one female monitor on site during overnight hours.
- 4. Collect requested data elements on shelter demographics and share with the County those elements within 5 business days of the end of operations each time the shelter is open.
- 5. Train all staff and volunteers on operations plan, and all policy and procedures.
- 6. Assist shelter guests in connecting to the Coordinated Entry (2-1-1) system.
- 7. Participate in the coordinating committee for the HUD designated January 2019 Point-in-Time Count and operate a shelter night on the designated count night. (Date to be announced.)

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**SALVATION ARMY BOOTH FAMILY CENTER**

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Agreement and as described in Exhibit A, a maximum amount not to exceed \$200,964 for the contract term.

The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

**CONTRACT EXPENDITURE BREAKDOWN- BOOTH FAMILY CENTER**

<b>DESCRIPTION</b>	<b>Fiscal Year 2018/19</b>
1) Personnel Expenses: Salaries and benefits for a .50FTE Case Manager	\$31,750
2) Five designated rooms to house CalWORKs families at \$25,000 per room per year.	\$125,000
3) Transport services for CalWORKs families	\$7,000
4) Personnel Expenses: CalFresh Outreach and application assistance	\$20,283
5) Administrative Expenses (not to exceed 9.2% of expenses)	\$16, 931
<b>Total Contract Expenses</b>	<b>\$200,964</b>

Note: Changes to the line items as detailed above in excess of ten percent (10%) shall be submitted in advance for approval by the Director of Social Services or her designee who at sole discretion shall determine if the change in the operating budget shall continue to meet the outcomes of the contract.

**CONTRACT EXPENDITURE BREAKDOWN- EXTREME WEATHER SHELTERING-**  
**NOVEMBER 1, 2018 THROUGH JUNE 30, 2019**

The maximum contract price shall not exceed \$24,067.00 dollars for the satisfactory performance of services as described in the Amended Exhibit "A" for the contract term of November 1, 2018 through June 30, 2019, and shall be in accordance with the budget shown below. County shall only be billed for services provided while the shelter is open.

Contractor agrees to properly record and report time spent on services described in Exhibit "A".

Per Contractor, the estimate of personnel costs includes:

	<b>1-day</b>	<b>20 days (annual)</b>
<b>PERSONNEL:</b>		<b>Amount:</b>
Shelter Operation staffing (2 Overnight Attendants @ regular rate of \$13.50/hour for no more than 10 hours per event and 1 shelter coordinator at regular rate of \$18.00/hour for no more than 12 hours per event and up to 20 hours of volunteer recruitment and training, plus taxes and fees)	\$727.00	\$14,540.00
<b>OPERATIONS:</b>		<b>Amount:</b>
Operations (Food, Transportation, etc.)	\$225.00	\$4,500.00
Shelter Supplies		\$3,000.00
<b>9.2% Administrative Overhead</b>		\$2,027.00
<b>TOTAL:</b>		\$24,067.00

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

### **BILLING AND PAYMENT**

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

- Name of participant(s) receiving service
- Dates/Month services were rendered
- Services provided
- Billing period covered
- Resolution Number assigned to the approved contract
- Supporting documentation if required

Invoices are to be submitted to:

Health & Human Services Agency Administration  
Attn: DSS Fiscal  
950 Maidu Avenue  
Nevada City, California 95959



County shall review each billing for supporting documentation; verification of eligibility of individuals being served; dates of services and costs of services as detailed previously. Should there a discrepancy on the invoice, said invoice shall be returned to Contractor for correction and/or additional supporting documentation. Payments shall be made in accordance with County processes once an invoice has been approved by the department.

Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

#### **BILLING AND PAYMENT EXCEPTION**

By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the tenth of July.