



RESOLUTION No. 19-495

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING AMENDMENT NO. 1 TO THE PERSONAL SERVICES CONTRACT WITH FOOTHILL HOUSE OF HOSPITALITY, D/B/A HOSPITALITY HOUSE FOR THE PROVISION OF HOMELESS OUTREACH, ACCESS AND LINKAGE TO TREATMENT SERVICES, INCREASING THE MAXIMUM CONTRACT AMOUNT FROM \$224,795 TO \$276,520 FOR FISCAL YEAR 2019/20 (AN INCREASE OF \$51,725), REVISING EXHIBIT "A" SCHEDULE OF SERVICES, AND REVISING EXHIBIT "B" SCHEDULE OF CHARGES AND PAYMENTS AND AUTHORIZING AND DIRECTING THE AUDITOR-CONTROLLER TO AMEND THE HOUSING AND COMMUNITY SERVICES BUDGET FOR FISCAL YEAR 2019/20 (RESOLUTION 19-302) (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, Hospitality House is a local non-profit organization that provides emergency shelter and supportive services to Nevada County's homeless population; and

WHEREAS, on June 25, 2019, per Resolution 19-302, the Nevada County Board of Supervisors approved the Personal Services Contract between the County and Hospitality House for the provision of homeless outreach activities and services as a component of the County's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) plan and Projects for Assistance in Transition from Homelessness (PATH); and

WHEREAS, the parties desire to amend the Personal Services Contract to 1) increase the Maximum Contract Price from \$224,795 to \$276,520 (an increase of \$51,725) due to additional funding from Proposition 47 and Homeless Emergency Aid Program (HEAP), 2) revise Exhibit "A" Schedule of Services to reflect the addition of a .2 FTE and housing supports, and 3) revise Exhibit "B" Schedule of Charges and Payments to reflect the increase in the maximum contract price; and

WHEREAS, these services promote critical linkages and outreach to intervene and coordinate care for this at-risk and underserved population of Nevada County.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Amendment No. 1 to the Personal Services Contract by and between the County and Foothill House of Hospitality, d/b/a Hospitality House pertaining to the provision of homeless outreach services as a component of Nevada County's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan and Projects for Assistance in Transition from Homelessness (PATH), increasing the maximum amount of the Contract to \$276,520 (an increase of \$51,725), and amending the Exhibit "A" Schedule of Services, and Exhibit "B" Schedule of Charges, for the term of July 1, 2019 through June 30, 2020, be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Amendment on behalf of the County of Nevada and authorizes and directs the Auditor-Controller to amend Housing and Community Services budget as follows:

Fiscal Year 2019/20

Revenue:	1589-50601-451-7000/445090	\$50,000
Expenditure:	1589-50601-451-7000/521520	\$25,000
	1589-50601-451-7000/530800	\$25,000

Funds to be disbursed from accounts: 1512-40110-493-1000/521520 and 1589-40110-493-8301/521525 and 1589-40110-493-8301/521520 and 1589-50601-451-7000/521520.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 10th day of September, 2019, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Susan K. Hoek and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By: 



Richard Anderson, Chair

9/10/2019 cc: BH*
AC*
HH

**AMENDMENT NO. 1 TO THE CONTRACT BETWEEN THE COUNTY OF
NEVADA, BEHAVIORAL HEALTH DEPARTMENT, AND FOOTHILL HOUSE OF
HOSPITALITY D/B/A HOSPITALITY HOUSE (RES 19-302)**

THIS AMENDMENT is executed this 10th day of September, 2019 by and between FOOTHILL HOUSE OF HOSPITALITY D/B/A HOSPITALITY HOUSE and COUNTY OF NEVADA. Said Amendment will amend the prior contract between the parties entitled Contract executed on June 25, 2019 per Resolution 19-302; and


WHEREAS, the Contractor provides services related to Homeless Outreach, Access and Linkage to Treatment Services Act (MHSA) Prevention and Early Intervention (PEI) Plan, Projects for Assistance in Transition for Homelessness (PATH), SAMHSA Grants for the Benefits of Homeless Individuals (GBHI), Homeless Emergency Aid Program (HEAP) and Proposition 47 funding for the Contract term of July 1, 2019 through June 30, 2020; and

WHEREAS, the parties desire to amend their Contract to 1) increase the Maximum Contract Price from \$224,795 to \$276,520 (an increase of \$51,725) due to additional funding from Proposition 47 and Homeless Emergency Aid Program (HEAP), 2) revise Exhibit "A" Schedule of Services to reflect the addition of a .2 FTE and housing supports, and 3) revise 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 August 15, 2019.
2. That Section (§2) Maximum Contract Price, shall be changed to the following: \$276,520.
3. The Exhibit "A", Schedule of Services, shall be revised to the amended Exhibit "A" as attached hereto and incorporated herein.
4. That Exhibit "B", "Schedule of Charges and Payments", shall be revised to the amended Exhibit "B" as 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:

By: 

Honorable Richard Anderson
Chair, Board of Supervisors

Dated: 9/10/2019

Attest: 

Julie Patterson-Hunter
Clerk of the Board of Supervisors

CONTRACTOR:

By: 

Nancy Baglietto
Executive Director

Dated: 9/5/2019

EXHIBIT "A"
SCHEDULE OF SERVICES
FOOTHILL HOUSE OF HOSPITALITY D/B/A HOSPITALITY HOUSE

Foothill House of Hospitality, d/b/a Hospitality House, herein referred to as "Contractor", shall provide Homeless Outreach, Access and Linkage to Treatment Services as a component of the County's Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan and as a component of the County's Projects for Assistance in Transition from Homelessness (PATH) for the Nevada County Department of Behavioral Health, herein referred to as "County".

Hospitality House Outreach, Access and Linkage to Treatment Programs:

The Homeless Outreach, Access and Linkage to Treatment Program is a program that utilizes an Outreach Case Manager to go to where the homeless are to:

- 1) Promote Safety: engage with homeless individuals in order to reduce the risk of harm and enhance safety; to stabilize acute symptoms via crisis intervention; and utilize opportunity for further work;
- 2) Form Relationships: engage with homeless people in a manner that promotes trust, safety and autonomy, while developing relevant goals;
- 3) Learn Common Language Construction: attempt to understand a homeless person's world by learning the meaning of his or her gestures, words and actions; promote mutual understanding; and jointly define goals;
- 4) Facilitate and Support Change: prepare individuals to achieve and maintain positive change by pointing out discrepancy; exploring ambivalence, reinforcing healthy behaviors and developing skills, as well as needed supports; utilize Change Model and Motivational Interviewing Principles;
- 5) Form Cultural and Ecological Considerations: prepare and support homeless individuals for successful transition and adaptation to new relationships, ideas, services, resources, treatment, housing, etc.

The Homeless Outreach, Access and Linkage to Treatment Services are administered by the Contractor, an agency that provides emergency shelter and prevention services to Nevada County homeless population. The Homeless Outreach, Access and Linkage to Treatment Services shall serve Western Nevada County residents, including, all racial, ethnic and cultural populations including veterans. The Contractor shall hire an Outreach Case Manager, Certified Alcohol and Drug Abuse Counselor (CADAC) and a Housing Specialist, all of whom will provide outreach, access and linkage services to homeless individuals in Western Nevada County. The Homeless Outreach Case Manager shall provide Case Management Services to a minimum of 50 individuals or families per year in Western Nevada County. The Outreach Case Manager shall work with homeless individuals to connect them to benefits/jobs, housing, services and treatment. The Outreach Case Manager shall participate in the Continuum of Care to End Homelessness Collaborative. The Outreach Case Manager shall collaborate and coordinate with other supporting agencies that are assisting a homeless individual or family. The Outreach Case Manager shall work with Social Services, Public Health, Behavioral Health, churches, non-profit organizations, service providers, family members and other support systems of the homeless individual or family. The Outreach Case Manager shall be trained in the process to do warm referral(s) and follow up. The Certified Alcohol and Drug Abuse Counselor



(CADAC) and Housing Specialist will be funded through the SAMHSA Grants for the Benefit of Homeless Individuals (GBHI) awarded to Nevada County Behavioral Health. All three positions will be part of the Homeless Outreach and Medical Engagement (HOME) Team.

Contractor's "Outreach Case Manager" shall:

- Provide outreach to homeless people where they are at - do not require them to come to you.
- Go to remote outlying areas, as needed.
- Be at Hospitality House daily.
- Go to the Booth Family Center on an as needed basis.
- Go to SPIRIT Center on as needed basis.
- Ask the homeless individuals what services they need.
- Create relevant goals jointly with homeless individuals.
- Educate the homeless on mental health and substance abuse issues.
- Refer mentally ill homeless population to treatment and provide the homeless individuals support to attend treatment services.
- Support individuals with their first appointment to service providers and/or until the individual is comfortable with the service provider.
- Assist individuals and/or families to apply for Social Security income and other mainstream benefits (CalWORKs, Cal Fresh, Medi-Cal, General Assistance, etc.).
- Assist individuals and/or families connect to housing.
- Assist individuals to connect to the CalWORKs One Stop office (employment services).
- Refer appropriate individuals and/or families to the Behavioral Health Access Team and other mental health service providers.
- Participate in the Nevada County Continuum of Care Collaborative.
- Participate in the MHSA Steering Committee
- Enter client data and services provided into the Homeless Management Information System (HMIS).
- Collect and maintain data and provide reports for MHSA and PATH outreach services provided.

Contractor's Certified Alcohol and Drug Abuse Counselor (CADAC)

The Certified Alcohol and Drug Abuse Counselor (CADAC) counsels and aids clients and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse. Mileage, cell phone, training fees, and supply costs are based on the contract agency's history of expenses. The indirect costs reflect the Homeless Management Information System (HMIS) licensing fees. This position is funded by the SAMHSA GBHI (Grants for the Benefit of Homeless Individuals) grant.

Contractor's Housing Specialist

The Housing Specialist is responsible for the attainment of housing resources for clients and provides direct assistance as needed. Mileage, cell phone, training fees, and supply costs are Nevada County Behavioral Health Department based on the contract agency's history of expenses. This position is funded by the SAMHSA GBHI (Grants for the Benefit of Homeless Individuals) grant and the Proposition 47 Grant.



Furthermore, the Housing Specialist will have access to rental assistance funds to assist clients. The Housing Specialist shall obtain authorization from the County Housing Resource Program Manager or designee prior to awarding rental assistance funds to clients. The rental assistance funds shall be used for the following purposes/populations:

- **Homeless Emergency Aid Program (HEAP) Rental Assistance:** provide flexible housing assistance to the most vulnerable individuals experiencing homelessness. This includes first and last month's rent, deposit, landlord mitigation (i.e. double deposit, fix damages to the units, offset eviction costs, etc.), time-limited hotel/motel stays when tied to a housing plan, master leasing incentives, and other "whatever it takes" activities deemed appropriate by case management staff to help clients acquire and retain housing.
- **Proposition 47 Rental Assistance:** provide flexible housing assistance to those experiencing chronic homelessness who have been identified as "chronic re-offenders" with high rates of recidivism or criminal justice involvement. This includes first and last month's rent, deposit, landlord mitigation (i.e. double deposit, fix damages to the units, offset eviction costs, etc.), and time-limited hotel/motel stays when tied to a housing plan.

Hospitality House Staff will differentiate between which individuals are being served by all funding streams (PEI, PATH, GBHI, Prop 47, and HEAP). Though these individuals may have many of the same needs and mental illnesses, PATH funds will be directed towards individuals who are suffering from serious mental illness or from a co-occurring serious mental illness and substance use disorder and who are homeless or at imminent risk of becoming homeless.

Outcome data elements that will be tracked are:

MHSA/PEI

- The number of homeless individuals and families served in Western Nevada County.
- PEI demographic information.
- The number of individuals and families referred to another agency and the name of the agency/agencies.
- The number of individuals and families that followed through on the referral and engaged in services from the referred agency. This is defined as the number of individuals who participated at least once in the program to which the person was referred.
- The number of homeless and mentally ill individuals that are referred and engaged in treatment. This is defined as the number of individuals who participated at least once in the mental health program to which the person was referred.
- Duration of untreated mental illness:
 - Duration of untreated mental illness shall be measured for persons who are referred to County mental health treatment and who have not previously received treatments as follows:
 - The time between the self-report and/or parent-or-family-reported onset of symptoms of mental illness and entry into treatment, defined as participating at least once in treatment to which the person was referred.
- The Interval between the referral and engagement in treatment, defined as participating at least once in the treatment to which referred.



- The number of homeless individuals and families that find stable permanent housing.

PATH (see www.pathpdx.org for specifics)

- General demographic information including veteran status
- Housing Information
- Mental Health/Co-Occurring Information
- Medical Information
- Employment Information
- Assessed Resources and Service Needs

The outcomes to be achieved by the Homeless Outreach, Access and Linkage Program will be:

- 90% of homeless and severely mentally ill individuals with no Social Security income (or other source of income) will be offered assistance with a referral to the Social Security office and/or an application for benefits so that the individual can receive Social Security income.
- 90% of individuals will be referred to HOME Team services
- 90% of homeless and severely mentally ill individuals will be referred to mental health services.
- 70% of individuals with a drug problem will be referred to drug treatment services.
- Refer a minimum of 10 individuals per year to mental health services.
- 70% of individuals who are referred engage in the referred service, defined as participating at least once in the service.

Additionally, Contractor shall be responsible for providing:

1. Annual Progress Report is due within 30 days of receiving year-end data from the Program Evaluation Team, and no later than 12/1.
2. A Three-Year Program and Evaluation Report is due every three years to the county, starting in 2018 for fiscal years 2015-2016, 2016-2017 and 2017-2018 combined. The Three-Year Program Report is due every three years thereafter and should report on the evaluation(s) for the three fiscal years prior to the due date for those services rendered by the Contractor.
3. Any MHSA Progress or Evaluation Report that is required, and or as may be requested by the County. The Contractor shall cooperate with the County for the compilation of any data or information for services rendered under this Agreement as may be necessary for the County to conform to MHSA PEI reporting guidelines.
4. Any PATH Progress or Evaluation Report that is required, and or as may be requested by the County. The Contractor shall cooperate with the County for the compilation of any data or information for services rendered under this Agreement as may be necessary for the County to conform to PATH reporting guidelines.
5. Any SAMHSA GBHI (Grants for the Benefit of Homeless Individuals) reporting that is required, and or as requested by the County.
6. Any Proposition 47 reporting that is required, and/or as requested by the County.



EXHIBIT “B”
SCHEDULE OF CHARGES AND PAYMENTS
FOOTHILL HOUSE OF HOSPITALITY, D/B/A HOSPITALITY HOUSE

County shall pay to Contractor a maximum not to exceed \$276,520 for the entire contract term, for satisfactory performance of services in accordance with Exhibit “A”.

As compensation for services rendered to County, Contractor shall be reimbursed for actual salary/benefits and project costs incurred in carrying out the terms of the contract. Contractor shall bill County monthly, and each invoice shall state the amount of personnel hours/benefits and reimbursement expenses being claimed by funding source. Contractor agrees to be responsible for the validity of all invoices.

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

	MHSA PEI	PATH	PATH Vets	SAMHSA GBHI	HEAP	Prop 47 (8/15/19 - 6/30/20)	Total
Salary & Benefits							
Outreach Case Manager	28,955	8,809	1,915				39,679
CDAC Counselor				41,600			41,600
Housing Specialist				33,280		12,725	46,005
Benefits	6,362	1,909	332	28,692			37,295
Bookkeeper		550					550
Total Salary & Benefits	35,317	11,268	2,247	103,572	-	12,725	165,129
Operating Expenses							
Equipment	5,375						5,375
Supplies	9,784	309	175				10,268
Travel	3,675	450	250				4,375
Rental Assistance					25,000	14,000	39,000
Client Program Expense	15,333						15,333
Other Operating Expense	15,094			10,951			26,045
Total Operating Expenses	49,261	759	425	10,951	25,000	14,000	100,396
Admin/Supervision (10% max)	9,397	1,291	307	-		-	10,995
Total Admin	9,397	1,291	307	-	-	-	10,995
Total	93,975	13,318	2,979	114,523	25,000	26,725	276,520

Contract Maximum is based on reimbursement for actual salary/benefits of Contractor’s assigned staff, and program expenses not to exceed \$276,520 for the term of July 1, 2019 through June 30, 2020. Services billed to Proposition 47 will not begin prior to August 15, 2019.

Mileage reimbursement rate may not exceed the current IRS allowable rate.

BILLING AND PAYMENT:

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval to the Director and or his/her designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request. Budgeted amounts cannot be moved between funding sources i.e. cannot move money between PEI and PATH.

Payment shall be approved after approval by County's PEI and Program Manager of invoice and any required reports for that period.

County shall review the billing 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 claim pending resolution of the cost(s). Payments of approved billing shall be made within thirty (30) days of receipt of a complete, correct, and approved billing.

To expedite payment, Contractor shall reference the Resolution Number assigned to their Contract on their invoice.

Contractor shall submit invoices for services to:

HHSA Administration
Attn: BH Fiscal
950 Maidu Avenue
Nevada City, CA 95959

