

COUNTY OF NEVADA

CDBG PROGRAM GRANT APPLICATION

2017



Public Facilities
Housing Rehabilitation Program
Planning Technical Assistance



Adams Ashby Group, Inc.
770 L Street, Suite 950
916.449.3944
916.449.3934

2017 CDBG Application Summary

CFDA 14.228

1. Table of Contents

Use 130% zoom for optimum viewing

- Read Only
- Fill Out

Jurisdiction

| Type | Name |
|-----------|--------|
| County of | Nevada |

| Supplementals | Required | |
|---------------------------|----------|--|
| | Required | |
| | Required | |
| ED-Over the Counter (OTC) | Required | |

Application Summary

A. Application Information

Jurisdiction: County of Nevada Duns #: 10979029
 Address: 950 Maidu Avenue EIN/TIN#: 94-6000526
 City: Nevada City Zip Code: 95959

Is this application being submitted on behalf of more than one jurisdiction?

Select
No

Complete the following. (Please note the inclusion of a Joint Powers Agreement or Memorandum of Understanding in the application is required).

Second Jurisdiction's Name: _____

Address: _____

City: _____

Zip Code: _____

B. Authorized Representative Information (per the Resolution)

Name: Hank Weston Title: Chair, Board of Supervisors
 Phone: 530-265-1645 Ext: - Fax: 530-265-9860
 Email: hank.weston@co.nevada.ca.us

Check here if address information is the same as above; if not, fill in information below.

Address: _____

City: _____

Zip Code: _____

Signature: Hank Weston
 (Blue Ink)

Date: 11/14/2017

Jurisdictional Contact Information

Check here if address and contact person is the same as the Authorized Representative information above; if not, fill in information below.

Name: Rob Choate Title: Administrative Services Associate
 (must be jurisdiction staff)

Agency: County of Nevada Health & Human Services

Address: 950 Maidu Avenue Suite 120

City: Nevada City

Zip Code: 95959

Phone: 530-265-1645 E-mail: rob.choate@co.nevada.ca.us Fax: 530-265-9860

Jurisdiction: County of Nevada

Legislative Representative Information

| | District # | First Name | Last Name |
|---|--------------|------------|-----------|
| 1 | Assembly 1st | Brian | Dahle |
| | Senate 1st | Ted | Gaines |
| | Congress 1st | Doug | LaMalfa |
| 2 | Assembly | | |
| | Senate | | |
| | Congress 4th | Tom | McCintock |
| 3 | Assembly | | |
| | Senate | | |
| | Congress | | |
| 4 | Assembly | | |
| | Senate | | |
| | Congress | | |

2017 CDBG Application Summary

4. CD and ED

Use 130% zoom for optimum viewing

Jurisdiction: County of Nevada

1 Activity

Public Facilities & Improvements (General) (03)

Result of a Previous PTA?
Yes

PTA Contract #
N/A

Requested Amounts

| Select AD % | a. Total | b. Gen Admin (a - (a / 1.075)) | c. Activity Delivery ((a - b) - (a - b) / (1 + AD%)) | d. Net Activity (a - b - c) |
|-------------|-------------|-----------------------------------|---|--------------------------------|
| 12% | \$3,196,396 | \$223,004 | \$318,578 | \$2,654,814 |

National Objective
LMC

| Proposed Beneficiaries | |
|------------------------|-----|
| Target ID (see below) | # |
| 10/15/16 | 120 |

2 Activity

Rehab; Single-Unit Residence (14A)

Result of a Previous PTA?
No

PTA Contract #
N/A

Requested Amounts

| Select AD % | a. Total | b. Gen Admin (a - (a / 1.075)) | c. Activity Delivery ((a - b) - (a - b) / (1 + AD%)) | d. Net Activity (a - b - c) |
|-------------|-------------|-----------------------------------|---|--------------------------------|
| 19% | \$1,000,000 | \$69,767 | \$148,525 | \$781,708 |

National Objective
LMH

| Proposed Beneficiaries | |
|------------------------|----|
| Target ID (see below) | # |
| 5; 6; 7; 9 | 40 |

3 Activity

Planning for CD (20A-CD)

Result of a Previous PTA?
No

PTA Contract #
N/A

Requested Amounts

| Select AD % | a. Total | b. Gen Admin (a - (a / 1.075)) | c. Activity Delivery ((a - b) - (a - b) / (1 + AD%)) | d. Net Activity (a - b - c) |
|-------------|-----------|-----------------------------------|---|--------------------------------|
| 0% | \$100,000 | \$6,977 | \$0 | \$93,023 |

National Objective
LMC

| Proposed Beneficiaries | |
|------------------------|-----|
| Target ID (see below) | # |
| 15; 16 | 400 |

2017 CDBG Application Summary

4. CD and ED

Use 130% zoom for optimum viewing

Jurisdiction: County of Nevada

Select

Requested for Activity(ies)

General Administration (21A)

CD & ED Total

\$4,296,396

\$299,749

Enter the *primary* number(s) that correspond to the target population(s) each activity will specifically address. For example, a homeless shelter will most likely serve many target populations shown, but the *primary* target population will be the homeless.

Target ID

- | | | |
|------------------------|-----------------------|----------------------------------|
| 1. Physically Disabled | 7. Families | 13. Victims of Domestic Violence |
| 2. Persons with AIDS | 8. Farmworkers | 14. Duly Diagnosed |
| 3. Youths | 9. Seniors | 15. Prevent Homelessness |
| 4. Single Adults | 10. Mentally Ill | 16. Help the Homeless |
| 5. Single Men | 11. Veterans | 17. Help those with HIV/AIDS |
| 6. Single Women | 12. Substance Abusers | 18. Other |

2017 CDBG Application Summary

8. Activity Funding Sources

Jurisdiction: County of Nevada

| | | | | | | |
|---------------------------------|--|------------------------|-----------------|---------------|-----------------|----------------------|
| Program Income On Hand \$904 | Funding Request Summary (CDBG only) | CD & ED \$3,996,647 | Col & NA \$0 | ED-OTC \$0 | GA \$299,749 | Total \$4,296,396 |
|---------------------------------|--|------------------------|-----------------|---------------|-----------------|----------------------|

| Activity | CDBG | Activity Delivery | Federal | State | Local | Private | Total |
|----------|------|----------------------|---------|-------|-------|---------|-------|
|----------|------|----------------------|---------|-------|-------|---------|-------|

Community Development & Economic Development (CD & ED) Funding

| | | | | | | | |
|--|--------------------|------------------|------------|------------|----------------|------------|--------------------|
| General Administration (GA) | \$299,749 | N/A | \$0 | \$0 | \$0 | \$0 | \$299,749 |
| 1 Public Facilities & Improvements (General) (03) | \$2,654,814 | \$318,578 | \$0 | \$0 | \$0 | \$0 | \$2,973,392 |
| 2 Rehab; Single-Unit Residence (14A) | \$781,708 | \$148,525 | \$0 | \$0 | \$904 | \$0 | \$931,137 |
| 3 Planning for CD (20A-CD) | \$93,023 | \$0 | \$0 | \$0 | \$5,000 | \$0 | \$98,023 |
| 4 | | | | | | | \$0 |
| 5 | | | | | | | \$0 |
| 6 | | | | | | | \$0 |
| 7 | | | | | | | \$0 |
| 8 | | | | | | | \$0 |
| 9 | | | | | | | \$0 |
| 10 | | | | | | | \$0 |
| CD & ED Total (Activity + AD) | \$3,529,545 | \$467,102 | \$0 | \$0 | \$5,904 | \$0 | \$4,002,551 |

Colonia & Native American (Col. & NA) Funding

| | | | | | | | |
|------------------------|--|-----|--|--|--|--|-----|
| General Administration | | N/A | | | | | \$0 |
| 1 | | | | | | | \$0 |
| 2 | | | | | | | \$0 |
| 3 | | | | | | | \$0 |
| 4 | | | | | | | \$0 |
| 5 | | | | | | | \$0 |
| 6 | | | | | | | \$0 |
| 7 | | | | | | | \$0 |
| 8 | | | | | | | \$0 |

2017 CDBG Application Summary

8. Activity Funding Sources

Jurisdiction: County of Nevada

| | | | | | | |
|---------------------------------|--|------------------------|-----------------|---------------|-----------------|----------------------|
| Program Income On Hand \$904 | Funding Request Summary (CDBG only) | CD & ED \$3,996,647 | Col & NA \$0 | ED-OTC \$0 | GA \$299,749 | Total \$4,296,396 |
|---------------------------------|--|------------------------|-----------------|---------------|-----------------|----------------------|

| Activity | CDBG | Activity Delivery | Federal | State | Local | Private | Total |
|--------------------------------|------|----------------------|---------|-------|-------|---------|-------|
| Col & NA Total (Activity + AD) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Supplementals Informational Only

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |

Economic Development/ Over-the-Counter (ED OTC)

| | | | | | | | |
|-----------------------------|--|-----|--|--|--|--|-----|
| General Administration (GA) | | N/A | | | | | \$0 |
| 1 | | | | | | | \$0 |

Jurisdiction: County of Nevada

- 1) HUD requires jurisdictions to have documented their compliance with Section 504.
- 2) Applicants must attach a **Section 504 Self-Certification Form** with their Application Package. It is important to note that the form itself does not constitute the jurisdiction's efforts to meet Section 504 requirements. The jurisdiction should have performed an analysis and evaluation of each factor and prepared a Section 504 Plan.
- 3) The following self-certification form should be used with this application to certify that the jurisdiction has performed this analysis and evaluation and to record areas of compliance or problems. Please complete this form, sign and date it, and include it as part of this application.

>>See the **CDBG Grant Management Manual Chapter 4** for additional information<<

| Communications (Program Publicity) | Y/N | Problems |
|---|-----|----------|
| Public Notices & Newspaper Ads | Yes | |
| Public Service Announcements | Yes | |
| Posters/ Flyers | No | |
| Letters to Homeowners in the Area | Yes | |
| Informational Public Meetings | Yes | |
| Interpreters/ Readers/ TDD Available on Request | Yes | |
| Equal Opportunity Statements in Ads, Flyers and/ or Letters | Yes | |
| Modifications Made | | |
| | | |

| Employment | Y/N | Problems |
|---|-----|----------|
| City Makes Reasonable Accommodation to Known Physical/ Mental Limitations of Qualified Applicant/ Employees with Handicaps. | Yes | |
| Pre-Employment Inquiries and Test Do Not Screen Out Handicapped Persons. | Yes | |
| Modifications Made | | |
| | | |

| Program Accessibility | Y/N | Problems |
|--|-----|----------|
| Are City County Facilities Accessible to and Useable by Individuals with Handicaps (i.e. Ramps, Space at Meetings. | Yes | |
| Handicap Modifications Offered in Rehabilitation Program. | Yes | |
| Handicapped Individuals with Limited Mobility Assisted with Applications in Their Homes. | Yes | |
| Modifications Made | | |
| | | |

Jurisdiction: County of Nevada

Enforcement (How policies meet 504 requirements)

Y/N

Problems

Statement of Assurances in Grant Applications
Non-Discrimination Clause in Deed-of-Trust
Names of Advisors on Handicapped Issues

Yes
Yes
Yes

[Empty box for Problems]

1 Alison Lehman

2 Mary Jo Castruicco

City/ County has Procedures for Complaints.
Is a Log Maintained of any Complaints?

Yes
Yes

Modifications Made

[Empty box for Modifications Made]

Section 504 Coordinator

Name: Alison Lehman

Date: 10/31/17

Signature: *Alison Lehman*
(Blue Ink)

**Threshold
Documentation**

Jurisdiction: **County of Nevada**

The department will review each application to determine whether the application meets all of the eligibility threshold

A Debarment

Select Yes Is the applicant jurisdiction on the Federal Excluded parties List? (<https://www.sam.gov>)
If "Yes" - applicant is **not** eligible to receive Federal Funding.

Copy of the search is on page(s): 11

B Housing Element Compliance

Select Yes Does the applicant have a Housing Element in compliance with CDBG requirements as of the application submittal deadline?
If "No" - applicant is **not** eligible to receive Federal Funding.

The Department will verify CDBG compliance with HPD as of the application due date.

C Growth Control

Select No Has the applicant's jurisdiction enacted limitations on residential construction, which includes limitations other than: establishing agricultural preserves, limitations imposed by another agency or limitations not based on health and safety needs?
If "No" - skip to next section

Select Do these limitations meet any of the exceptions found in State Statute at Health and Safety Code 50830?
If "Yes" - applicant includes a copy of the limitation with the application.

Copy of the limitation is on page(s): N/A

If "No" - applicant is **not** eligible to receive Federal Funding.

D Statement of Assurances

Select Yes Applicant has printed and included the Excel version of the Statement of Assurances (last tab in this workbook) signed in blue ink by the **Authorized Representative** of the applicant jurisdiction as listed in the Authorizing Resolution.

E OMB Circular A-133

Select Yes Per OMB Circular A-133 .315(e) - Applicant asserts that the State Controller's Office (SCO) was in receipt of the complete Single Audit Package by the NOFA application due date.

The Department will verify compliance with SCO.

F Citizen Participation

Select Yes Applicant has met all Public Hearing/ Citizen Participation requirements:

- 1 A) Public notices published in a local newspaper announcing the Public hearings and containing the required information as stated in the CDBG Grant Management Manual, applicable Management Memos and as applies to all parts of the Statement of Assurances in this Application Summary.
- B) Applicant has read, implemented and followed all citizen participation requirements as discussed in Appendix D - including holding all public hearings in ADA accessible locations and meeting all requirements for serving citizens with limited English proficiency.
- 2 C) At least one public hearing was held during the program design prior to application submittal,
 - Hearing prior to application submission was published/ posted on: 10/30/2017 & 11/1/2017 ; and,
 - Hearing **prior** to application submission was held on: 11/14/17 ; and,
- 3 D) Sign-in sheets and all documentation are in the public information file available for review and monitoring **and**,
- 4 E) Written comments received during the public hearing process are included with the application along with any responses.

Jurisdiction: County of Nevada

The department will review each application to determine whether the application meets all of the eligibility threshold criteria.

G Resolution(s) of the Governing Body

Select
 Yes

Applicant has included a Resolution (sample in Appendix E) that:

- 1 Is an original certified copy; **and**,
- 2 Authorizes submission of the application; **and**,
- 3 Approves the application's contents (funding requested, activities, committed funding other than CDBG Program Income, etc...); **and**,
- 4 Authorizes the execution of a grant agreement and any amendments thereto (if funded); **and**,
- 5 Designates a person (by title) authorized to enter into an agreement (if funded); **and**,
- 6 Designates persons (by title) authorized sign all reports, Funds Requests and other program-supporting documentation (if funded); **and**,
- 7 Authorizes the request for and execution of a **Waiver to the 50% Expenditure Rule**.

H 50% Expenditure Rule/Waiver

Select
 Yes

Has the applicant expended at least 50% of all funds awarded under the 2012 NOFA and later (excludes funds awarded for ED-OTC, DRI and NSP)?

To validate the definition of **expended** has been met, please select **Yes** or **No** for each of the following:

Yes

Yes

Yes

- 1 The work is complete.
- 2 Associated costs have been paid by the applicant.
- 3 The associated reimbursement Funds Request has been submitted to the Department.

If the answer to any of the items above is, "No" the applicant is not eligible under this NOFA.

Select
 No

Is the applicant requesting a "Waiver" to the 50% Rule? *If "Yes", please refer to Appendix N for instructions.*

After the application due date, the Department will not consider unsolicited information from an applicant. However, the Department may contact an applicant to clarify an item in the application related to the above threshold questions and any other eligible application issue. Applicants should note that the Department will not seek clarification of items or responses that improve the substantive quality of the applicant's response to any eligibility or selection criterion.

Authorized Representative (per the Resolution):

I certify on behalf of County of Nevada that the Threshold information provided is true and accurate.

Date: 11/14/2017

Signature: _____

Hank Weston
(Blue Ink)

Name: Hank Weston

Title: Chair, Board of Supervisors

SAM Search Results
List of records matching your search for :

Record Status: Active
DUNS Number: 010979029
Functional Area: Entity Management, Performance Information

| | | |
|-------------------------------|---------------------------|-----------------------------|
| ENTITY | COUNTY OF NEVADA | Status:Active |
| DUNS: 010979029 | +4: | CAGE Code: 1P6F2 DoDAAC: |
| Expiration Date: Feb 24, 2018 | Has Active Exclusion?: No | Debt Subject to Offset?: No |
| Address: 950 MAIDU AVE | City: NEVADA CITY | State/Province: CALIFORNIA |
| ZIP Code: 95959-8600 | | Country: UNITED STATES |

SIERRA SUN

580 Mallory Way, Carson City, NV 89701
P.O. Box 1888 Carson City, NV 89702
(775) 881-1201 FAX: (775) 887-2408

Customer Account #: 1066651

Legal Account

NEVADA COUNTY BOARD OF SUPERVISORS,
950 MAIDU AVE, STE: 200
NEVADA CITY, CA 95959
Attn: Julie Patterson-Hunter

Bailee Liston says:

That (s)he is a legal clerk of the
Sierra Sun,
a newspaper published Wednesday and Friday
at Truckee, in the State of California.

Copy Line

171024-CDBG

PO#:

Ad #: 0000138907-01

of which a copy is hereto attached, was published
in said newspaper for the full required period of
1 time(s) commencing on **11/01/2017**,
and ending on **11/01/2017**, all days inclusive.

Bailee Liston

Signed: _____

Date: 11/01/2017 State of Nevada, Carson City

This is an Original Electronic Affidavit.

Price: \$ 188.76

"I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Proof and Statement of Publication

Ad #: 0000138907-01

NOTICE OF PUBLIC HEARING REGARDING 2017 STATE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

NOTICE IS HEREBY GIVEN that the County of Nevada Board of Supervisors will conduct a public hearing on November 14, 2017 at 10:00 a.m., or as soon thereafter as the matter may be heard at the Board of Supervisors Chambers, Eric Rood Administration Center, First Floor, 950 Maidu Avenue, Nevada City to review and consider the submittal of an application in response to the 2017 State Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA), and to solicit citizen input. The County proposes to apply for a grant of up to \$5 million, to approve the expenditures of Program Income funds in excess of \$35,000 on the activities outlined in the application, and to commit \$5,000 in matching County General Fund monies for the following eligible activities:

- Public Facilities: Odyssey House Rehabilitation (03F) \$3,196,396
- Housing: Housing Rehabilitation Single Unit (14A) \$1,000,000
- Planning Technical Assistance: Homeless Study (20A-CD) \$100,000
- General Fund for Match \$5,000

The purpose of the public hearing is to give citizens an opportunity to make their comments known on the proposed application and activities. The agenda packet for this item, including the proposed application and other documents to be presented to the Board of Supervisors will be on file and available for public review at the Board of Supervisors Office, 950 Maidu Avenue, Nevada City, California prior to the public hearing. You have the right to attend the public hearings to discuss the proposed application and activities, provide oral testimony and/or submit written materials regarding these matters. Written materials and comments (an original and 8 copies) may also be submitted to the Clerk of the Board at 950 Maidu Avenue, Nevada City, CA 95959, prior to the public hearings. The Board Chair may place reasonable restrictions on the time allowed to any person to speak on these matters. Any person speaking on behalf of an organization or group who wishes additional time must have a written statement signed by an officer of that organization stating that he/she is authorized to speak on behalf of that body, and that he/she is relaying the majority thinking thereof. If you require special accommodations to participate in the public hearing, please contact the Clerk of the Board's office at (530) 265-1480. If you are unable to attend the public hearing, you may direct written comments to the Clerk of the Board at 950 Maidu Avenue, Nevada City, CA 95959 or you may telephone Rob Choate, Administrative Services Associate at (530) 265-1645. In addition, information is available for review at the above address between the hours of 8:00 am to 5:00 pm Monday through Friday. The County of Nevada promotes fair housing and makes all its programs available to low and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

NEVADA COUNTY BOARD OF SUPERVISORS

By: Julie Patterson Hunter, Clerk of the Board

PUBLISH: November 1, 2017

Ad #0000138907

**NEVADA COUNTY
PUBLISHING COMPANY
Grass Valley, CA**

AFFIDAVIT OF PUBLICATION

THE UNION

Customer Account: # 1170227
**Reference: NOTICE OF PUBLIC HEARING
REGARDING 2017**

Legal Account
Nevada County Board of Supervisors
950 Maidu Avenue
NEVADA CITY, CA 95959
Attn: .

County of Nevada, State of Calif. The undersigned, **Leslie Robbins**, being the principal clerk of the Nevada County Publishing Co. declares that the Nevada County Publishing Co. now is, and during all times herein named, was a corporation duly organized and existing under the laws of the State of California, and now is, and during all times herein named was the printer of **THE UNION**, a newspaper of general circulation, as defined by Section 6000 of the Government Code of the State of California, printed and published daily (Sundays excepted) in the City of Grass Valley, County of Nevada, State of California, and that affiant is the principal clerk of said Nevada County Publishing Co.

That the printed advertisement hereto annexed was published in the said UNION, for the full required period of **1** time(s) commencing on **10/30/2017**, and ending on **10/30/2017**, all days inclusive.

I certify, under penalty of perjury, the foregoing is true and correct.

Signed: Leslie Robbins

Legals Advertising Clerk

Proof and Statement of Publication
Ad #: 12934335D

NOTICE OF PUBLIC HEARING REGARDING 2017 STATE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION
NOTICE IS HEREBY GIVEN that the County of Nevada Board of Supervisors will conduct a public hearing on November 14, 2017 at 10:00 a.m., or as soon thereafter as the matter may be heard at the Board of Supervisors Chambers, Eric Rood Administration Center, First Floor, 950 Maidu Avenue, Nevada City to review and consider the submittal of an application in response to the 2017 State Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA), and to solicit citizen input. The County proposes to apply for a grant of up to \$5 million, approval to expend Program Income funds in excess of \$35,000 on the activities outlined in the application, and to commit \$5,000 in matching County General Fund monies for the following eligible activities:

| | |
|--|-------------|
| - Public Facilities: Odyssey House Rehabilitation (03F) | \$3,196,396 |
| - Housing: Housing Rehabilitation Single Unit (14A) | \$1,000,000 |
| - Planning Technical Assistance: Homeless Study (20A-CD) | \$100,000 |
| - General Fund for Match | \$5,000 |

The purpose of the public hearing is to give citizens an opportunity to make their comments known on the proposed application and activities. The agenda packet for this item, including the proposed application and supporting documents will be on file and available for public review at the Board of Supervisors Office, 950 Maidu Avenue, Nevada City, California prior to the public hearing. You have the right to attend the public hearings to discuss the proposed application and activities, provide oral testimony and/or submit written materials regarding these matters. Written materials and comments (an original and 8 copies) may also be submitted to the Clerk of the Board at 950 Maidu Avenue, Nevada City, CA 95959, prior to the public hearings. The Board Chair may place reasonable restrictions on the time allowed to any person to speak on these matters. Any person speaking on behalf of an organization or group who wishes additional time must have a written statement signed by an officer of that organization stating that he/she is authorized to speak on behalf of that body, and that he/she is relaying the majority thinking thereof. If you require special accommodations to participate in the public hearing, please contact the Clerk of the Board's office at (530) 265-1480. The County of Nevada promotes fair housing and makes all its programs available to low and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.

NEVADA COUNTY BOARD OF SUPERVISORS
By: Julie Patterson Hunter, Clerk of the Board
Publish: October 30, 2017

Ad#12934335

Nevada County
Community Development Block Grant
Public Hearing Comments
 Tuesday, November 14, 2017 @ 10 am
 Nevada County Board of Supervisors' Chambers

| Speaker | Comments | Response |
|--|---|---------------|
| Weldon Travis | Objected to projects to assist the Homeless "if you build it they will come". | None provided |
| | | |
| Lourdes Vose Sierra Nevada Children's Services | Excellent choices – received via email on 11/2/17 | None provided |
| | | |
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RESOLUTION No. 17-576

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

A RESOLUTION ACCEPTING PUBLIC COMMENT ON THE 2017 STATE OF CALIFORNIA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION; AND APPROVING AN APPLICATION FOR FUNDING UP TO THE AMOUNT OF \$5,000,000; AND APPROVING THE OWNER-OCCUPIED HOUSING REHABILITATION ASSISTANCE PROGRAM GUIDELINES; AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE COMMUNITY DEVELOPMENT AND PLANNING/TECHNICAL ASSISTANCE GRANT ALLOCATION OF THE 2017 STATE CDBG PROGRAM

WHEREAS, the Community Development Block Grant program requires a public hearing accepting public comment on the 2017 CDBG Notice of Funding Award (NOFA) grant application; and

WHEREAS, the Board of Supervisors of the County of Nevada is committed to community development to promote affordable housing, public services, public improvements and related activities; and

WHEREAS, the CDBG program is an available funding resource for affordable housing, public services, public improvements and related activities in the maximum amount of \$5,000,000.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors, of the County of Nevada, State of California as follows:

SECTION 1:

The County Board of Supervisors has reviewed and hereby approves an application for the following activities and amounts:

Public Facility:

- Rehabilitation of the Odyssey House, a transitional residential treatment facility for severely mentally ill adults.

Housing Rehabilitation Single Unit:

- The Program provides assistance in the form of deferred and forgivable payment loans used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code compliant home.

Planning/ Technical Assistance - CD:

- Funding to research and develop strategies for providing efficient and effective services for affordable housing while addressing the needs and services for housing the homeless.

The Budget and Allocation are as follows inclusive of activity delivery:

| | |
|--|--------------------|
| General Administration: | \$ 299,749 |
| Public Facility: | 2,973,392 |
| Rehabilitation of the Odyssey House | |
| Housing Rehabilitation Single Unit: | 930,233 |
| Owner Occupied Rehabilitation | |
| Planning / Technical Assistance - CD: | 93,023 |
| Homelessness and Housing Affordability Study | |
| <hr/> | |
| Total | \$4,296,397 |

SECTION 2:

The County has determined that federal Citizen Participation requirements were met during the development of this application by holding public hearings on August 30, 2017 and November 14, 2017 to solicit public comment on the uses of CDBG grant funds.

SECTION 3:

The County hereby approves the use of Local Funding Sources (listed below) in the amount of \$5,000 to be used as the County's cash match for the Planning and Technical Assistance activity in this application. General Fund Cash Match - \$5,000

SECTION 4:

The County hereby approves the expenditure of CDBG Program Income on General Administration as allowed and for the Public Facility and/or Housing Rehabilitation Single Unit activities during the term of the contract.

SECTION 5:

The Chair of the Board of Supervisors is hereby authorized to sign and submit this application for Community Development Block Grant funds and designates the Director of the Nevada County Health and Human Services Agency or his designee to act in all matters pertaining to this application on behalf of Nevada County.

SECTION 6:

If the application is approved, the Chair of the Board of Supervisors, or designees, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant, and

If this grant is awarded, the Health and Human Services Agency/Housing & Community Services Division will return to the Board of Supervisors for acceptance of the grant and execution of the standard agreement.

SECTION 7:

If the application is approved, the Chair of the Board of Supervisors, or designee(s) including the Health and Human Services Agency Director, is authorized to sign all other subsequent documents required by the CDBG Program, including, Funds Requests and other required reporting forms.

BE IT FURTHER RESOLVED, The County Board of Supervisors has reviewed and hereby approves the owner-occupied housing rehabilitation assistance program guidelines.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 14th day of November, 2017, 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: *Julie Patterson Hunter*

Hank Weston
Hank Weston, Chair

The foregoing instrument is a correct copy of the original on file in this office.

Resolution 17-576
ATTEST: November 15, 2017
Julie Patterson Hunter, Clerk of the Board
County of Nevada

BY: *[Signature]*

1/14/2017 cc: CSS*
AC* (Hold)

**Statement of
Assurances**

The **County of Nevada** hereby assures and certifies that:

Select
Yes

Legal Authority - It possesses legal authority to apply for the grant and to execute the proposed program.

Select
Yes

Application Authorization - Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.

Select
Yes

Citizen Participation - It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:

- A** Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction - **and**
- B** Provides citizens with reasonable ADA compliant and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title - **and**
- C** Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee - **and**
- D** Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal - **and**
- E** Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable - **and**
- F** Identifies how the needs of limited-English speaking residents will be met in the case of public hearings where limited-English speaking residents can reasonably be expected to participate.

Select
Yes

National Objective - It has developed its CDBG Program so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

Select
Yes

NEPA Environmental Review - It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for recipients of block grant funds as set forth in 24 CFR, Part 58, titled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).

Select
Yes

Audit/Performance Findings - It has resolved or is currently working with the Department to resolve any audit findings or CDBG performance problems.

Select
Yes

Growth Control - There is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because it:

- A** Imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which

The **County of Nevada** hereby assures and certifies that:

- will end when the public health and safety is no longer jeopardized; or,
- Creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or,
- Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or,
- The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or,
- The use of the funds applied for in this application is restricted for housing for Low/ Mod Income persons.

Select
Yes

Uniform Administrative Requirements – It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.

Select
Yes

Nondiscrimination – It shall comply with the following regarding nondiscrimination laws and practices:

- Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
- Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
- Section 109 of the Housing and Community Development Act of 1974, as amended.
- Section 3 of the Housing and Urban Development Act of 1968, as amended.
- Executive Order 11246, as amended by Executive Orders 11375 and 12086.
- Executive Order 11063, as amended by Executive Order 12259.
- Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
- The Age Discrimination Act of 1975 (Public Law 94-135).

Select
Yes

Anti-Displacement/Relocation – It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that it will follow the state's residential anti-displacement and relocation plan located in Appendix E of the State's Annual Plan.

The plan can be found at: Annual Plan Update 2014-2015

Select
Yes

Labor Standards – It will comply with the following regarding labor standards:

- Section 110 of the Housing and Community Development Act of 1974, as amended.
- Section 1720 et seq. of the California Labor Code regarding public works labor standards.
- Davis-Bacon Act as amended (40 USC. 276a) regarding prevailing wage rates.
- Contract Work Hours and Safety Standards Act (40 USC 3702) regarding overtime compensation.
- Anti-Kickback Act of 1934 (41 USC 51-58) prohibiting "kickbacks" of wages in federally assisted construction activities.

Select
Yes

Architectural Barriers – It will comply with the Architectural Barriers Act of 1968 (42 USC 4151-4157) and implementing regulations (24 CFR Part 40-41).

Select
es

Conflict of Interest – It will enforce standards for conflicts of interest which govern the performance of their officers, employees, or agents engaged in the award and administration, in whole or in part, of State CDBG grant funds (Section 7126 of the State regulations).

Select
Yes

Limitations on Political Activities – It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.

The **County of Nevada** hereby assures and certifies that:

- Select Yes** **Lead-Based Paint** – It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
- Select Yes** **Debarred Contractors** - The applicant or its staff are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal assistance programs, in any proposal submitted in connection with the CDBG program, per the Excluded Party List System (<https://www.sam.gov>). In addition, the applicant will not award contracts to or otherwise engage the services of any contractor while that contractor (or its principals) is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.
- Select Yes** **Inspection of Grant Activities** – It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
- Select Yes** **Cost Recovery** – It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by Low/ Mod income persons unless:

 - A** CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding; **or,**
 - B** For the purposes of assessing properties owned and occupied by Low/ Mod income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of "A" above.
- Select Yes** **Procurement** – It will follow the federal procurement policies per 24 CFR Sec. 85.36
- Select Yes** **Excessive Force** – It will adopt and enforce policies:

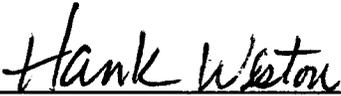
 - A** Prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations; **and,**
 - B** Enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.
- Select Yes** **Compliance with Laws** - The jurisdiction will comply with applicable laws.

I hereby certify under penalty of perjury that all the information contained in this Statement of Assurances (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this certification, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution.

Certifying Officials Name: Hank Weston

Certifying Officials Title: Chair, Board of Supervisors

Certification Date: 11/14/2017


 Signature: (Blue Ink)

**Jurisdictional
Capacity**

2017 CDBG APPLICATION

Grant Administrative Capacity – Forms

APPLICANT NAME: COUNTY OF NEVADA

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| APPLICATION FORMS | REQUIRED OR "SELECT" | DOCUMENTATION LOCATED ON PAGE(S) |
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| GRANT ADMINISTRATIVE CAPACITY | | |
| CDBG Grant(s) Award History | Yes | No Docs Required |
| Timely Clearance of General and Special Conditions Historically | Full pts. to all applications - 2017 NOFA | See Section 2 below for explanation |
| In-House Grant Administration Capacity Documentation | Required | 22-30 |
| Organizational Chart: | Required | 25 |
| 1. Position: Director, HHS Housing & Community Services, Tex Ritter Resume and Duty Statement | Required *Only if more staffing | 26 |
| 2. Position: CFAO, HHS, Ryan Gruver Resume and Duty Statement | Required *Only if more staffing | 26 |
| 3. Position: Housing Administrator, Rob Choate Resume and Duty Statement | Required *Only if more staffing | 26 |
| 4. Position: Housing Administrator, Brendan Phillips Resume and Duty Statement | Required *Only if more staffing | 27-28 |
| 5. Position: Administrative Services Officer, Suzanne Doyle Resume and Duty Statement | Required *Only if more staffing | 28 |
| 6. Position: Accountant, James Kraywinkle Resume and Duty Statement | Required *Only if more staffing | 29 |
| 7. Position: Planning Director, Brian Foss Resume and Duty Statement | Required *Only if more staffing | 30 |
| 8. Position: Director of Facilities Management, Justin Drinkwater Resume and Duty Statement | Required *Only if more staffing | 30 |
| 9. Position: Resume and Duty Statement | Required *Only if more staffing | |
| Reporting History | HCD File Review | No Docs Required |
| Audit and/or Monitoring Compliance documentation | HCD File Review | No Docs Required |

2017 CDBG APPLICATION

Grant Administrative Capacity - Forms

Where requested, fill out the "Capacity and Past Performance" information below. Up to 200 points will be awarded under this section. For question 1, please fill in the information requested. Question 3 requires documentation to be sent in. Questions 2, 4 and 5 will be reviewed by the Department using the Department's existing contract and monitoring files.

1. Awarded Grant History

Did the Applicant have any CDBG Economic Development, Community Development, Native American or Colonia Allocations grant experience for the years 2013 through 2015? (Do not include PTA grants.)

- Yes.** Identify which CDBG Allocation(s) and the applicable funding year(s).
- Community Development** Allocation:
Funding Year(s): 2013 Grant #'s: 13-CDBG-8931
- Economic Development** Allocation:
Funding Year(s): _____ Grant #'s: _____
- Colonia** Allocation:
Funding Year(s): _____ Grant #'s: _____
- Native American** Allocation:
Funding Year(s): _____ Grant #'s: _____
- No.** Have not had any CDBG grants during the 2013 through 2015 timeframe.

2. Timely Clearance of General and Special Conditions

Program regulations state that Timely Clearance means within 90 days of contract execution, however, **each applicant will receive the full 60 points for this scoring criterion** since the Department is changing Special Conditions to General Conditions and is no longer requiring a 90-day deadline to clear, thus no applicant will be held to that standard.

2017 CDBG APPLICATION

Grant Administrative Capacity - Forms

3. In-House Organizational Capacity for General Administration & Oversight of CDBG Funded Activities

If funded from this Application, how will this grant be administered? Who will carry out the grant's General Administrative activities?

- In-House Staff Only:** List the title of each in-house position involved in operation of your CDBG program. For each position attach a **resume** and **duty statement** of the staff that will be performing the work, **and** a **“Responsibility Chart”** (much like an Organization Chart) showing internal controls, management oversight, and which staff will be working on CDBG activities (describing their specific CDBG responsibilities).

- A. Position Title: Director, HHSA Housing & Community Services, Tex Ritter
- B. Position Title: CFAO, HHSA, Ryan Gruver
- C. Position Title: Housing Administrator, Rob Choate
- D. Position Title: Housing Administrator, Brendan Phillips
- E. Position Title: Administrative Services Officer, Suzanne Doyle
- F. Position Title: Accountant, James Kraywinkle
- G. Position Title: Director, Planning Department, Brian Foss
- H. Position Title: Director of Facilities Management, Justin Drinkwater
- I. Position Title:
- J. Position Title:

4. Grant Reporting

The Department will review the Applicant jurisdiction's files to score the previous two years of reporting compliance, as applicable, for the following. *(No documentation submission for this section of the application required. The Department will review existing files.)*

- A. Set-up and Completion Reports;
- B. Annual Report;
- C. Semi-Annual/Annual Program Income Reports, if applicable;
- D. Semi-Annual Wage Compliance Reports, if applicable;
- E. Section 3 Annual Report, if applicable; and,
- F. Closeout Documents.

2017 CDBG APPLICATION

Grant Administrative Capacity - Forms

If the Applicant is unsure of the status of all reports listed above, the Department strongly recommends contacting the appropriate HCD Contract Management Representative for confirmation prior to Application submission.

5. Compliance in Clearing Monitoring and Audit Findings

The Department will review all Applicants that have been monitored or received A-133 Audit Findings to determine if the Applicant has been collaborative in clearing the Monitoring and/or Audit Findings. *(No documentation submission for this section of the application is required. The Department will review existing files.)*

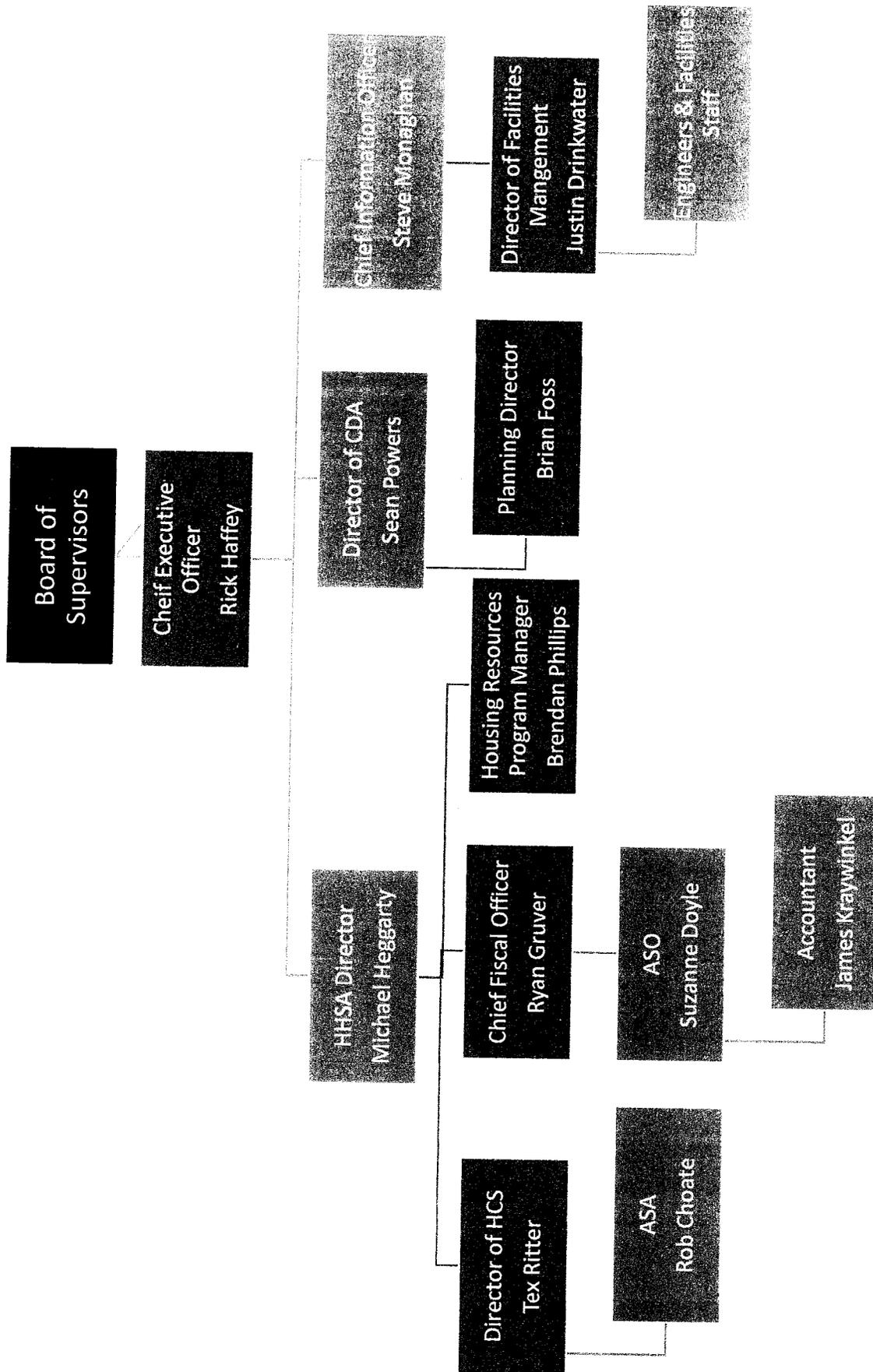
Monitoring Report:

- Jurisdiction responded to Monitoring Report within prescribed timeline.
- Jurisdiction responded to Monitoring Report outside prescribed timeline with the Department's approval.
- Jurisdiction responded to Monitoring Report outside prescribed timeline without the Department's approval.

Audit Report:

- OMB A-133 Single Audit Report included one or more CDBG-related Findings.
- Jurisdiction responded to Audit Finding Report within prescribed timeline.
- Jurisdiction responded to Audit Finding Report outside prescribed timeline with the Department's approval.
- Jurisdiction responded to Audit Finding Report outside prescribed timeline without the Department's approval.

2017 CDBG Responsibility Chart



Tex Ritter, Director, HHS Housing & Community Services

Tex Ritter is an attorney and a Real Estate Broker, licensed in the State of California. Tex has worked for municipal governments since 1991 on various programs, focusing on low income families with children. He has managed the Department of Housing for Nevada County for the past three years. He has also been the Director of Public Health and Director of Child Support Services. Tex speaks Spanish, French and English.

Tex has worked on housing projects and Community Development Block Grants for the past 3 years. He has supervised up to 90 staff and has a lot of experience in finance, bankruptcy, municipal government, litigation and appeals, health care and health care financing.

Tex has a Bachelor from the University` de Bretagne Occidentale, Accademie de Rennes, France, a B.A. in Health Service Administration from St. Mary's College of California and a juris doctorate from University of Houston Law School in Texas .

Tex will provide project and State contract oversight on behalf of the County.

Ryan Gruver, HHS Chief Fiscal Administrative Officer (CFAO)

HHS's Chief Fiscal Administrative Officer oversees the \$101 million HHS budget, and the fiscal and administrative —management of eight County Departments/Divisions under the HHS umbrella including the Housing & Community Services Division. His focus is ensuring financial sustainability of operations and compliance with financial regulations.

Mr. Gruver has over 11 years of government experience. Previously, he worked in the County Executive Office where he oversaw approximately two thirds of Nevada County's \$229 million budget as the lead Analysts who coordinate the entire county budget process under the general direction of the County Fiscal Officer. Programs that he oversaw included the Behavioral Health program and the Housing & Community Services programs. Mr. Gruver has background in ensuring compliance with financial requirements of multiple complex programs, including oversight of federal grant programs, federal entitlement programs, and state, local and privately funded programs. Mr. Gruver has a Bachelor's Degree from the University of California, Berkeley.

Rob Choate, Administrative Services Associate (ASA)

Mr. Choate's duties include coordination of oversight and operation of the CDBG Program to ensure that the projects and programs are in compliance with CDBG requirements. He is one of the key liaisons between CDBG and the County. He will develop and review program policies and procedures, interpret and apply provisions of law and rules related to programs, correspond with internal officials and representatives of various grantee organizations, provide technical and professional consultation on complex program matters, prepare grant materials for submission to grantees, and coordinate with community organizations to ensure participation from community partners to enhance the success of the County's grants. Mr. Choate will also be responsible for coordinating marketing and operation of the housing rehabilitation and first time homebuyer programs. This involves liaison among the different stakeholders including contractors, constructions specialists, homeowners, title companies, county staff and state and federal agencies. The ASA will ensure the completion of income screening, loan packaging and loan servicing, and will ensure the completion of the following tasks:

- Establishment of loan files
- Completion of self-certification process
- Tracking of job creation/retention when applicable
- Packaging loans

Mr. Choate has more than 29 years of government agency experience. Mr. Choate has a Associate of Arts degree from Yuba College and has completed the majority of his course work toward a Bachelor's degree from Chico State University.

Brendan Phillips, Housing Resources Program Manager

Mr. Phillips coordinates with County departments and programs that deal directly with housing and/or provides services related to homelessness. Mr. Phillips has 15 years of experience working on issues of poverty, housing and homelessness in nonprofits and government agencies. In his role for Nevada County, Mr. Phillips represents the County on the Homeless Resource Council of The Sierra, the joint Continuum of Care between Nevada and Placer County's as well working to coordinate Nevada County's CoC committee. Mr. Phillips is the lead coordinator for the county's Coordinated Entry systems, oversees the planning for the yearly Point in Time homeless count, and works directly with county housing providers to develop and implement HUD grants related to homelessness and housing.

Prior to accepting his current position, Mr. Phillips spent two years at Turning Point Community Programs as the Forensics Mental Health Specialist, overseeing outreach and intervention activities across the county. In this role, he worked with county services and nonprofits to streamline service provisions for chronically homeless and mentally ill individuals and was the lead coordinator for the County's Crisis Intervention Team.

Mr. Phillips holds a Master's Degree in Social work from Portland State University and Bachelors in Political Science from Evergreen State College.

Suzanne Doyle, HHSA Administrative Services Officer (ASO)

Ms. Doyle has over 6 years of government experience and has held her current position for over five years. As Administrative Services Officer for HHSA's Public Health Department and Housing and Community Services Division for the past 2 years, Ms. Doyle oversees budgets totaling \$9 million. For more than three years prior, she oversaw the \$27 million budget for HHSA's Behavioral Health Department. Her focus is ensuring financial sustainability of operations and compliance with financial and administrative regulations. Previously, she worked in the County Executive Office, where she oversaw approximately one-third of Nevada County's \$173 million budget as one of the Analysts coordinating the entire county budget process under the general direction of the County Fiscal Officer. Ms. Doyle's background includes ensuring compliance with financial requirements of multiple complex programs, including oversight of federal grant programs, federal entitlement programs, and state, local and privately funded programs.

Ms. Doyle holds a Masters in Accountancy from Golden Gate University, and a Bachelor of Arts with a major in Biology from the University of California, Santa Cruz. She is a California Certified Public Accountant.

James Kraywinkel, Accountant

The Accountant is responsible to provide the required fiscal and reporting for the Housing & Community Services Division under the oversight of the ASO. This includes preparing financial reports, monitoring the fiscal aspects of the County as program operator, requesting funds, preparing for audits and monitoring, and making recommendations to the program based on fiscal issues. The ASA plans, organizes, prepares and monitors budgets, compiles fiscal reporting and required grant financial reports, advises ASA & ASO on financial grant matters, expense and revenue allocations; develops implements, and monitors systems and procedures to address department administrative needs, and respond to problems, prepares correspondence, reports, forms, records, and other documentation. The ASA performs the following tasks:

- Prepares fiscal/performance reports
- Performs loan servicing and accounting
- Collects monthly loan payments
- Completes quarterly statements on loans
- Implements collection and foreclosure
- Monitors loan and general compliance
- Prepares and signs all HCD reports
- Prepares fund requests.
- Provide all loan servicing duties including payment verification, reporting, and referring late/defaulted loan payments to the CFAO.

Mr. Kraywinkel has an Associate degrees in Accounting and US History, with upper division work in Economics. He has over twenty-five years of fiscal experience as a business/restaurant manager, and over ten years of experience working in fiscal/accounting for county government. Mr. Kraywinkel has extensive experience in preparing, tracking and reconciling budgets; auditing time sheets and payroll reports; monitoring purchases and expenditures; preparing reports for county operated programs; and acting as liaison with program staff, grantors, the State, external auditors and others.

Brian Foss, Planning Director

The Planning Director serves in an advisory capacity to Housing & Community Services programs and also as a member of the Housing & Community Services loan committee. He is the liaison to community development programs and projects. Mr. Foss is also the County environmental certifying officer. His planning staff assist in NEPA reviews.

Mr. Foss has over 20 years of experience in government municipal and regional planning in California. He has expertise in the administration of zoning codes and development review, environmental compliance, including extensive CEQA and NEPA experience, as well as resource management, code enforcement and advance planning expertise, including policy and General Plan writing experience. Mr. Foss has served as the Nevada County's Zoning Administrator for approximately eight years and is responsible for zoning code determinations as well as decision making responsibilities on development applications. He has extensive experience in project management, financial management and budgetary processes as well as administering contracts for professional services. Mr. Foss has over 12 years of program management experience serving in a director or program manager capacity in municipal government. As such he has been responsible for the compliance and reporting requirements of local, state and federal grant programs and the administration of public funds. He holds a Bachelor of Arts Degree in Social Ecology with an emphasis in Environmental Analysis and Design from the University of California, Irvine.

Justin Drinkwater, Director of Facilities Management

As the Director of the Facilities Management Division Justin is responsible for all County Facilities including grounds maintenance, custodial, facilities maintenance, construction improvement projects, building security, leases, purchasing and selling of County properties and oversees the Facility Team of 12 staff and other contractors. Justin has experience administering Federal Department of Transportation grant funded projects for various capital improvement projects.

Justin has over a decade of public facilities and grounds management experience working for various agencies including the California State University of Sacramento, City of Manteca and the City of Livermore. Justin has a Bachelor of Science degree in Horticulture with an emphasis in Landscape Management and a Master's of Science degree in Parks and Recreation Administration. Justin is a Certified Arborist with the International Society of Arboriculture and holds a Pest Control Advisor's License with the State of California Department of Pesticide Regulations.

State Objective

Commitment To Disaster Resiliency Long Term Planning

Jurisdiction: COUNTY OF NEVADA

Applicants shall report on the progress in meeting long-term resiliency requirements pursuant to Government Code Section 65400 in (1) building codes, zoning and site planning, (2) long term planning and (3) community engagement, including vulnerable populations.

Please complete the following chart, by marking X in the corresponding box that indicates the jurisdiction's status for each criterion. If *Pending* or *Planned* is selected for any of the criterion, then describe milestones.

| Building Standards and Zoning and Site Planning | | | | |
|---|------------------|----------------|----------------|--|
| Action | Completed | Pending | Planned | Milestones for Pending and Planned Actions |
| Building Standards: Consistency with Chapter 7a of the California Building Code or Other Pertinent Hazard Mitigation Building Codes. | X | | | Nevada County Ordinance No. 2269 adopted on August 7, 2008. Since this original adoption all changes and revisions have been incorporated into the Building Code cycle which was most recently adopted by ordinance No. 2424 on December 13, 2016 and enacted on January 12, 2017 |
| Zoning and Site Planning: Consistency with Government Code Section 66474.02 and applicable regulations adopted by the State Board of Forestry and Fire Protection pursuant to Sections 4290 and 4291 of the Public Resources Code. | X | | | Interim Certification in 1992, formal full certification in 2002 by the State Board of Forest and Fire Protection. Since this original adoption all changes and revisions have been incorporated into the Building Code cycle which was most recently adopted by ordinance No. 2424 on |

Commitment To Disaster Resiliency Long Term Planning

| | | | | |
|--|------------|--|--|--|
| <p>December 13, 2016 and enacted on January 12, 2017</p> | | | | <p>Interim Certification in 1992, formal full certification in 2002 by the State Board of Forest and Fire Protection. Nevada County staffs a member of CalFire to serve as the County Fire Marshal and provide review in order to insure continued certification of local ordinances. Changes and revisions have been incorporated into the Building Code cycle which was most recently adopted by ordinance No. 2424 on December 13, 2016 and enacted on January 12, 2017</p> |
| <p>Certified Local Ordinances: Local ordinances certified as meeting or exceeding Title 14 SRA Fire Safe Regulations, pursuant to 14 CCR 1270.01 and 1270.03.</p> | <p>X</p> | | | |
| <p>Insurance</p> | <p>N/A</p> | | | |
| <p>Other</p> | <p>X</p> | | | <p>The process of adopting ordinances requires the matter to be addressed at two Board of Supervisors meetings. These are public meetings which allow for public comment. These meetings further require public notice. Proposed ordinances at a minimum are posted to the County website</p> |

Commitment To Disaster Resiliency Long Term Planning

| Long Term Planning | | | | for public review and comment. |
|--|-----------|---------|---------|--|
| Action | Completed | Pending | Planned | Milestones for Pending and Planned Actions |
| Safety Element for Wildfire: Recent Amendment (post 2014) pursuant to Government Code 65302(g)(3) and 65302.5. | X | | | Nevada County Board Resolution No. 14-503 adopted on October 28, 2014. |
| Safety and Conservation Element for Flood: Recent Amendment (Post 2009) pursuant to Government Code Section 65302(d)(1) and (g)(1). | X | | | Nevada County Board Resolution No. 14-503 adopted on October 28, 2014. |
| Land Use Element for Disadvantaged Unincorporated Communities: Recent Amendment (Post 2013) pursuant to Government Code Section 65302.10. | X | | | Nevada County Board Resolution No. 14-046 adopted on January 28, 2014. |
| Safety Element for Climate Adaptation and Resiliency: Planned Amendment (post 2017) pursuant to Government Code 65302(g)(4). | | | X | Safety Element will be updated upon completion of the LHMP update. |
| Local Hazard Mitigation Update | | X | | The current Plan Update process was initiated in January 2017, and finished in August 2017 with the submittal of this LHMP update to Cal OES and FEMA Region IX. |
| Other | N/A | | | |

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Commitment To Disaster Resiliency Long Term Planning

| Community Engagement | | | | |
|--|-----------|---------|---------|--|
| Action | Completed | Pending | Planned | Milestones for Pending and Planned Actions |
| <p>Information and Consultation: Meetings, Workshops, surveys, etc.</p> | X | | | <p>Public meetings were held on February 15, 2017 and July 26, 2017. The public was provided the opportunity to review the proposed plan prior to the meetings and public comment was sought at each of the meetings. Meeting notices and information along with the proposed plan was posted on the County Website and hard copies were posted at the local libraries. Public notice was also published in the local newspaper.</p> |
| <p>Committees: Task Force or Other Advisory Committees</p> | X | | | <p>Nevada County Firesafe Council, the Community Wildfire Protection CORE Team, Nevada County OES have all participated and contributed to the LHMP. The County has developed a disaster preparedness group which includes representatives from various agencies. This group meets</p> |

Commitment To Disaster Resiliency Long Term Planning

| | | | | |
|---|----------|--|--|--|
| <p>at regular intervals to evaluate strategies and train. This group was recently activated during the Wind Complex Fires.</p> | | | | |
| <p>Nevada County Firesafe Council, Nevada OES and the Nevada County Board of Supervisors have held over 100 meetings, workshops, trainings, radio and television interviews between 7/1/16 and 6/30/17. These events are put on throughout the County in order to reach the largest sector of the public possible. Notification of events are listed on the County Website, posted and local libraries, announced through PSA's and published in the local newspaper.</p> | <p>X</p> | | | |
| <p>Nevada County in coordination with the Firesafe Council provide defensible space inspections, Chipping program, Defensible Space clearing activities and compliance for low income community members, Insurance Verification. The Firesafe Council holds</p> | <p>X</p> | | | |

Commitment To Disaster Resiliency Long Term Planning

| | | | | |
|--|--|--|--|---|
| | | | | monthly public meetings and encourages public participation and comments. |
|--|--|--|--|---|

I certify under penalty of perjury that all of the information contained in this Commitment to Disaster Resiliency Long Term Planning (including all supporting documentation) is true and correct. I understand and acknowledge that making false statements on this document, including any documents submitted in support of it, is a crime under federal and California state laws, which may result in criminal prosecution.

Certifying Official's Name: Tex Ritter

Certifying Official Title: Director of Housing and Community Services

Certification Date: 10/17/17

Certifying Official's Signature: 

Activity 1
Public Facilities

2017 CDBG APPLICATION

Public Facilities Activity – Forms

APPLICANT NAME: COUNTY OF NEVADA

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| ACTIVITY | SELECT | DOCUMENTATION | PAGE(S) |
|--|-------------------|----------------------|-------------------------|
| Public Facility Forms <i>(All pages)</i> | YES | YES | 39-52 |
| NEED | | | |
| Necessity of the Service: - Description: If Service Not Provided | Required | YES | 42-44 |
| Condition of the Building: - Description and Documentation: Needed for Acquisition, Construction or Rehab of Facility | Select | Select | 46; 53-63 |
| Extent of Solution: - Description: Service Solves Problem/Necessity for Service/Condition of Building | Required | Additional documenta | 44-46; 53- 63; 92-94 |
| - Need Documentation Matrix Chart | Select | Chart | 47 |
| Need Determination Documentation: | | | |
| Proposed Beneficiaries | Existing-continue | Proof of current svc | 92-94 |
| Existing Beneficiaries: | YES | YES | 92-94 |
| - Unmet Demand | YES | YES | 79-94 |
| - Availability of Similar Services | NO | YES | 108 |
| BENEFIT | | | |
| Service Area Documentation | Required | YES | 108 |
| Beneficiary Documentation: | Required | Limited Clientele | 108 |
| - List: Census Map/Location Map | - | - | 105-107 |
| - List: Lintied Clientele | - | - | 108 |
| - List: | - | - | |
| READINESS | | | |
| Experienced In-House Staff/Contractor and Ready to Start: | | | |
| Proof of Experience: | In-House Admini | Grant Agreement | 109 |
| - Proof of Experience | YES | Grant Agreement | 110 |
| - Proof of Experience | YES | Grant Agreement | 111-122 |

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| | | | |
|--|---------------|---|---------|
| Project Approval Status: | | | |
| - Engineer's Preliminary Plans and Specifications | Required | Engr's Prelim. Design | 123-132 |
| Engineer's Cost Estimate: | Required | Engineer's Cost Estim | 133 |
| - Engineer's Timeline | Required | Engineer's Timeline | 134 |
| - All Funding in Place | YES | Other | 51 |
| - Site Control | Required | City/County Owned S | 135-137 |
| STATE OBJECTIVES | | | |
| 1. Points awarded for any activity that demonstrates a jurisdiction has incorporated Disaster Resiliency Long-Term Planning. | If applicable | Description and documentation required for maximum points | 31-36 |
| 2. Points awarded for any activity that demonstrates a jurisdiction has implemented Fair Housing outreach planning. | If applicable | Description and documentation required for maximum points | |

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A. Activity Information:

1. How will the Requested CDBG Funds be Used?

a) Type of Project: (*Select all that apply*)

| | <u>w/CDBG Funding</u> | <u>w/Other Funding</u> |
|--|-------------------------------------|----------------------------|
| <input type="checkbox"/> Acquisition of Vacant Land | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Acquisition of Existing Structure | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Rehabilitation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Other (describe): _____ | | |

b) Type of Public Facility: (*As stated in the Application Summary*)
(Select only one)

- Senior Center (03A)
- Centers for the Disabled/Handicapped (03B)
- Homeless Facility - Not Operating Costs (03C)
- Youth Center/Facility (03D)
- Neighborhood Facilities (03E)
- Parks, Recreational Facilities (03F)
- Parking Facilities (03G)
- Child Care Centers (03M)
- Fire Stations/Equipment (03O)
- Health Facilities (03P)
- Other (specify): _____

2. How many Public Services will be Provided at this Facility?

One Public Service: List: _____

More than one Public Service: List all: Nutritional/Dietary;
Recreational therapy; Assisted gardening from Sierra Harvest; Occupational
Training; Benefits management counseling

Public Service Activity(s), as noted above and other non-CDBG eligible Public Service Activities

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Public Facilities Activity – Forms

Explain/Describe: _____

3. What type of Public Service(s) will be Provided at this Facility? (Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Senior Services (05A) | <input type="checkbox"/> Tenant/Landlord Counseling (05K) |
| <input type="checkbox"/> Services for the Disabled (05B) | <input type="checkbox"/> Child Care Services (05L) |
| <input type="checkbox"/> Legal Services (05C) | <input type="checkbox"/> Health Services (05M) |
| <input type="checkbox"/> Youth Service (05D) | <input type="checkbox"/> Abused & Neglected Children (05N) |
| <input type="checkbox"/> Transportation Services (05E) | <input checked="" type="checkbox"/> Mental Health Services (05O) |
| <input type="checkbox"/> Substance Abuse Services (05F) | <input type="checkbox"/> Screening for Lead (05P) |
| <input type="checkbox"/> Battered & Abused Spouses (05G) | <input type="checkbox"/> Subsistence Payments (05Q) |
| <input type="checkbox"/> Employment Training (05H) | <input type="checkbox"/> Security Deposits (05T) |
| <input type="checkbox"/> Crime Awareness (05I) | <input type="checkbox"/> Homeless/AIDS Programs (03T) |
| <input type="checkbox"/> Fair Housing (05J) | <input type="checkbox"/> Other Public Services (05) |

(Specify): _____

4. Where will this Public Facility be Located? (Physical address must be included.)

995 Helling Way, Nevada City, California

Does the Applicant currently have site control? (See Readiness Question 4)

- Yes No

5. Description of Project: (See instructions, include description of structure and type of rehabilitation or construction proposed)

The County of Nevada Health and Human Services Department will rehabilitate the Odyssey House with funds received from this award. The Odyssey House is a 2964 square foot single family house built in 1970 and converted into a transitional residential treatment facility for the Severely Mentally Ill (SMI) adults in 1980 by the County of Nevada. The property is owned by the County and is operated by a contractor for the County of Nevada Health and Human Services Department. The unit is a stick built structure with a composition roof, asphalt driveway, gravel parking areas, grass yard with small bushes and trees, small concrete and brick patio, and wood storage shed located on the property. The surrounding area is wooded and the unit is located on hill top separated from other structures with wooded greenbelts. Only maintenance has occurred on the facility since the 1980's and no updates have been completed other than inserting partial walls for bedrooms.

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The current facility provides the following:

1. 5 bedroom areas that house two residents in each room
2. Administrative Office
3. Triage Office
4. Manager Office
5. TV Room
6. Kitchen
7. Dining Room
8. Med Room
9. Bathroom – Females
10. Bathroom – Males

The current facility and layout are no longer functional, and the deficiencies of the current facility pose serious health and safety issues for the management and residents of the facility. As outlined in the Deficiencies and Proposed Improvements Report, provided on pages 53-63, and further supported by a letter from the facility operator on pages 92-94, the proposed improvements are necessary to continue the operation of the transitional housing program.

The proposed rehabilitation will add approximately 3341 square feet to the structure, replace the roof, siding, windows, relocate current parking to allow for adequate staff parking and handicap parking, improve entrance into the building and correct functional space deficiencies. Please see the Deficiencies and Proposed Improvements Report located on pages 53-63 for the specific changes that will be implemented to correct current deficiencies and layout of the structure.

6. **Relocation Compliance:** Does the proposed project involve purchase, conversion or demolition of structures on the proposed project's site that will cause displacement of any "persons"?

Yes No

Will this activity trigger relocation temporary or permanent displacement of any "persons"?

Yes No

If "Yes":

- ✓ Explain: The project will be a remodel of the current facility and only temporary relocation will be required. The current clients will be relocated to another facility during the remodel and will be placed back at the facility once completed. Costs for temporary relocation have been included in the budget of the project and will be used for the lease of a facility during the term of the remodel.

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- ✓ The grantee will be required as a special condition of the CDBG grant contract to submit GIN notices and a formal relocation or displacement plan for the project prior to release of grant funds. A properly signed acquisition notice to the seller will also be required per federal regulations.
- ✓ Add the associated cost into the Development Cost Worksheet below in "All Funding in Place" under Readiness.

If "No", explain how that determination was made?

N/A

7. Is the Applicant Also Requesting CDBG Funding Under this NOFA for the Proposed Public Service(s) at this Facility?

- Yes No

B. Need for Activity:

1a Necessity of the Service: For each service conducted, or to be conducted in the facility project, describe the problem if the service(s) is not provided, continued or expanded.

The Odyssey House Adult Residential Program helps support clients in transitioning to the community from higher level of care, which include locked settings. These settings include acute care in Psychiatric Hospitals or long-term care in Institutes of Mental Disease (IMD) or Mental Health Recovery Centers (MHRC). Clients often have failed to live independently in the community prior to admission to Odyssey House, despite the support of family or the support of intensive case management associated with Assertive Community Treatment (ACT) teams. Clients are often chronically homeless and transferring from forensic related settings as well, and have co-occurring substance use and physical health disorders. State criteria for admission require that clients has a primary diagnosis from the Diagnostic and Statistical Manual of Mental Disorders, 5th edition (DSM V) that is related to Severe Mental Illness (SMI), such as Schizophrenia, Bipolar Disorder, Posttraumatic Stress Disorder, and other disorders along with at least one area of impaired functioning. Odyssey House clients often have impaired functioning in multiple areas related to managing daily living skills, housing, social support, food preparation, medication adherence, and legal trouble. All of the clients have Medi-Cal as the primary insurance and 100% of the clients in FY 16-17 were below the federal guideline for poverty.

Residents at Odyssey House require assistance throughout the day for managing the impact of Severe Mental Illness on daily living skills. Staff assist the clients in improving in the areas of grooming, laundry, socialization, meal

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preparation, and medication adherence, as encouraging a stepwise approach to increasing independence in the community (e.g., riding the bus by themselves, volunteering, etc). Staff also ensure transportation to critical services at other agencies, such as local Community Mental Health Clinic, Primary Care clinics, and social and vocational related programs.

Group therapy is also provided, but because of a lack of space it is provided in the kitchen/dining room which at times leads to clients questioning if it is a safe and professional area to share about their inner troubles. Individual therapy and other one to one meetings with clients can only occur in the Manager's office, which precludes her from carrying out her functions during those times. The kitchen and dining room, along with bathrooms are not adequate for the need of the current group of clients. Training clients in food preparation and meal serving is consequently very limited due to small size of these areas. There is also a need to add at least three more bedrooms to address the need for some clients, particularly clients who are not stable because of severity in manic or psychotic symptoms, to have a bedroom to themselves. These clients sometimes disrupt the others clients, particularly those who they share a bedroom, throughout the night when they cannot sleep. This disruption to other clients can in turn lead to an increase in symptomology of these clients.

Odyssey House has a waiting list at various times throughout the year, ranging from one to three clients. Given that rooms are shared, and by gender, sometimes there is longer wait times for a bed becoming open that matches the gender of the client on the waiting list. Bed usage has increased since the closing of sizeable proportion of psychiatric hospitals in the State, as well as from the shortage of IMD/MHRC availability. An increase in three more bedrooms would better meet the needs of the clients with mental illness in our community. Currently the shortage in beds leads to 17% of the clients being placed at lower levels of care sooner than was clinically indicated, and consequently were more at risk for hospitalization and incarceration.

Failure to provide the upgrades as outlined will require the County to consider a reduction in services and limit the ability to serve the needs of the community. The County has shown an increase in occupancy during the last three years of service as follows:

| <u>Fiscal Year</u> | <u>14/15</u> | <u>15/16</u> | <u>16/17</u> |
|---------------------------|--------------|--------------|--------------|
| <u>Number of clients</u> | <u>33</u> | <u>42</u> | <u>48</u> |
| <u>Number of bed days</u> | <u>2980</u> | <u>2872</u> | <u>3134</u> |

This represents a 45% increase in clients over a three year period and it is not expected to decrease. The County expects the number to increase and the increase in beds will allow additional clients to be served - once the facility

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rehabilitation is completed it is anticipated the center will increase the number of clients per year served by 15.

- Documentation for Public Services is not being requested under this application and is included with Question 3 in the Need Documentation Matrix below. Be sure to include the page numbers of the documentation.
- Documentation for the Public Service is being requested under this application and is included in this application with the Public Service Application Forms.

1b. Need for CDBG funds to improve condition of the Facility or construction of new Facility : Describe the need for the acquisition, construction or rehabilitation of the facility.

- Third-Party Documentation of Facility condition for rehabilitation
- Third-party Documentation of Need for New Facility

2. Extent of Solution: Explain how and to what extent the proposed activity will solve the problem: (a) necessity for all services; and, (b) condition of the building.

A. NECESSITY FOR ALL SERVICES

The Odyssey House Adult Residential Program helps support clients in transitioning to the community from higher level of care, which include locked settings. These settings include acute care in Psychiatric Hospitals or long-term care in Institutes of Mental Disease (IMD) or Mental Health Recovery Centers (MHRC). Clients often have failed to live independently in the community prior to admission to Odyssey House, despite the support of family or the support of intensive case management associated with Assertive Community Treatment (ACT) teams, see emails provided on pages 79-91). Clients are often chronically homeless and transferring from forensic related settings as well, and have co-occurring substance use and physical health disorders. State criteria for admission require that clients have as a primary diagnosis from the Diagnostic and Statistical Manual of Mental Disorders, 5th edition (DSM V) that is related to Severe Mental Illness (SMI), such as Schizophrenia, Bipolar Disorder, Posttraumatic Stress Disorder, and other disorders along with at least one area of impaired functioning. Odyssey House clients often have impaired functioning in multiple areas related to managing daily living skills, housing, social support, food preparation, medication adherence, and legal trouble. All of the clients have Medi-Cal as the primary insurance and 100% of the clients in FY 16-17 were below the federal guideline for poverty.

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Residents at Odyssey House require assistance throughout the day for managing the impact of Severe Mental Illness on daily living skills. Staff assist the clients in improving in the areas of grooming, laundry, socialization, meal preparation, and medication adherence, as encouraging a stepwise approach to increasing independence in the community (e.g., riding the bus by themselves, volunteering, etc). Staff also ensure transportation to critical services at other agencies, such as local Community Mental Health Clinic, Primary Care clinics, and social and vocational related programs. Without these services these individuals would not receive proper care or tools to transition to other living situations.

Group therapy is also provided, but because of a lack of space it is provided in the kitchen/dining room which at times leads to clients questioning if it is a safe and professional area to share about their inner troubles. Individual therapy and other one to one meetings with clients can only occur in the Manager's office, which precludes her from carry out her functions during those times. The kitchen and dining room, along with bathrooms are not adequate for the need of the current group of clients. Training clients in food preparation and meal serving is consequently very limited due to small size of these areas. There is also a need to add at least three more bedrooms to address the need for some clients, particularly clients who are not stable because of severity in manic or psychotic symptoms, to have a bedroom to themselves. These clients sometimes disrupt the others clients, particularly those who they share a bedroom, throughout the night when they cannot sleep. This disruption to other clients can in turn lead to an increase in symptomology of these clients. The proposed changes to the facility would address all of the concerns outlined. Additional private counseling areas would be added, adequate bathroom facilities would be installed, proper secure drug cabinets would be in place, the kitchen area would be adequate size and facility for food preparation and training, the dining area would be in a safe area and not impact the egress of the area and allow for more social gatherings with the clients, bedrooms would allow clients the ability to have their own rooms and less of an impact during manic/psychotic symptoms that can be potentially harmful to others, reduce the disruptions and prevent additional impacts and safety concerns for the client and care givers.

Odyssey House has a waiting list at various times throughout the year, ranging from one to three clients at any given time. Given that rooms are currently shared, and by gender, sometimes there is longer wait times for a bed becoming open that matches the gender of the client on the waiting list. Bed usage has increased since the closing of sizeable proportion of psychiatric hospitals in the State, as well as from the shortage of IMD/MHRC availability. An increase in three or more bedrooms would better meet the needs of the clients with mentally illness in our community. Currently the shortage in beds leads to clients being placed at lower level of care sooner than was clinically indicated, and consequently were more at risk for

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hospitalization and incarceration. The additional rooms will allow the facility to serve the current needs that are underserved in the County and reduce the wait time for services to be provided. All residents of the facility are permanently housed once leaving the program.

The County has been impacted with Severe Mental Illness and has adopted Laura's Law. In 2001 a patient went on a shooting rampage that took three lives at the County, the program offered at Odyssey House assists in providing services to patients to avoid the reoccurrence of situations such, see page 72-78 to read the outline of Laura's Law and the support it provides to the County in the implementation of services at the Odyssey House.

B. CONDITIONS OF THE BUILDING

The current facility and layout are no longer functional, and the deficiencies of the current facility pose serious health and safety issues for the management and residents of the facility. As outlined in the Deficiencies and Proposed Improvements Report, provided on pages 53-63, and further supported by a letter from the facility operator on pages 92-94, the proposed improvements are necessary to continue the operation of the transitional housing program.

3. Supporting documentation for the Public Service(s). Use the NEED DOCUMENTATION MATRIX BELOW:

- Documentation regarding the need for the service. (Quantifiable data only, no anecdotal information).
- Third-party letters describing the direct **health and safety** impact.
- Documentation to support the need must be specific to your service area and must be less than 5 years old.
- Note the page numbers, in the Need Documentation Matrix, where documentation can be found.

Note: For lengthy reports or studies, please include the cover page, executive summary and only the pages needed to support the need for the Public Services in the proposed Public Facility.

>>Continue to next page for Need Documentation Matrix Form<<

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Public Facilities Activity – Need Documentation Matrix Form

**Click on the box, drop-down menu or text box to enter information.*

| Source | Type of Documentation | Quantification | Page # (in app.) |
|---|------------------------------|----------------|---------------------|
| DOCUMENTATION SUPPORTING SEVERITY OF PROBLEM ADDRESSED | | | |
| Other Source Documentation | Survey | Yes | 64-71 |
| Other Source Documentation | Report | Yes | 53-63 |
| Other Source Documentation | Other Type of Documentation: | Yes | 72-78 |
| Other Source Documentation | Letter | Yes | 79-91 |
| Other Source Documentation | Letter | Yes | 92-94 |
| Other Source Documentation | Newspaper Article | Yes | 95-104 |
| DOCUMENTATION OF THE EXTENT TO WHICH THE PROPOSED SERVICE(S) WOULD SOLVE THE PROBLEM | | | |
| Other Source Documentation | Report | Yes | 53-63 |
| Other Source Documentation | Letter | Yes | 92-94 |
| Other Source Documentation | Letter | Yes | 83-85 |
| News Article | Newspaper Article | Yes | 98 |
| News Article | Newspaper Article | Yes | 99-104 |
| Select | Select | Select | |
| ADDITIONAL THIRD PARTY SUPPORTING DOCUMENTATION | | | |
| Select | Select | Select | |

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C. **Benefit:** Be sure to include the page numbers for the items below in the Table of Contents above.

1. **Service Area Low/Mod and Poverty Percentages:** Check only one and include map(s) when appropriate. Since the applicant pool sets the range for these scores, the Department will determine the percentages and scores for these criteria as listed in Appendix A. Poverty will always be only jurisdiction wide. Low/Mod may be either jurisdiction wide or a defined service area.

- Jurisdiction-Wide (Map is not required.)
- Service Area(s) - is/are greater than or smaller than jurisdiction-wide. (Map and narrative justifying the service area are required.)

Justification for service area: _____

Note: If the Public Facility will provide Public Services that are either 100% Income Restricted or provided to Limited-Clientele only, LMC National Objective, the service area must be the entire jurisdiction. Include data for the entire jurisdiction in both the Census Tract and income group charts.

- **All Applicants:** Identify the Service Area(s) by Census Tract(s) and Block Group(s) (even if jurisdiction-wide) in the table below and list the page(s) where the Census Tract/ Block Group Map(s) may be found in the application. **Be sure to add page numbers for this documentation in the Table of Contents above.**

| Census Tract | Census Tract | Census Tract | Census Tract | Census Tract |
|-----------------------------------|-------------------------------------|----------------------|--------------------------------------|---|
| <u>1.02; 1.03;</u> <u>1.04</u> | <u>1.05;2; 3; 4.01</u> | <u>5.01; 5.02; 6</u> | <u>7.01; 7.02; 8.01</u> <u>9</u> | <u>12.03; 12.04;</u> <u>12.05; 12.06</u> |
| Block Group(s) | Block Group(s) | Block Group(s) | Block Group(s) | Block Group(s) |
| <u>1-4; 1-5; 1-3</u> | <u>1-2;1-2; 1-2; 1-</u> <u>4</u> | <u>1-5; 1-4; 1-5</u> | <u>1-6; 1-2; 1-3; 1-</u> <u>2</u> | <u>1-3; 1-3; 1-3;</u> <u>1-5</u> |

2. **Beneficiaries (People):**

- Income-Restricted (100% Low-Income) (Documentation Required)
- Limited-Clientele (List type): Mentally Ill/Homeless (Documentation Required)
- Primarily Low/Mod (List % of total): _____
- Based on HUD ACS Low/Mod data

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Based on Income Survey (Survey Results Required)

(This applies to services open to all residents in the service area, where at least 51% of the residents are Low/Mod.)

3. Number of People who will Benefit:

| <u>81% AND ABOVE</u> <i>(Non-Low/Mod)</i> | <u>BETWEEN 51% - 80%</u> <i>(Low/Mod)</i> | <u>BETWEEN 31% - 50%</u> <i>(Very Low-Income)</i> | <u>BELOW 30%</u> <i>(Extremely Low-Income)</i> | <u>TOTAL</u> <i>Number of People</i> |
|--|--|--|---|---|
| | | | 40 | 40 |

D. Readiness:

1. Experienced In-House Staff and Ready to Start:

Applicant's number of previously completed **CDBG-funded non-housing-related** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

- 0 (zero) 1 2 or more

Documentation required: *(Check all that apply.)*

- First page of grant agreements
- First page of development agreements
- Grant closeout letters from CDBG or HOME
- Copy of Certificate of Occupancy or Recorded Notice of Completion

Applicant's number of previously completed **CDBG or HOME-funded housing-related** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

Number of Projects: 1

Documentation required: *(Check all that apply.)*

- First page of grant agreements
- First page of development agreements
- Grant closeout letters from CDBG or HOME
- Copy of Certificate of Occupancy or Recorded Notice of Completion

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Applicant's number of previously completed **federally-funded (other than CDBG) housing- or non-housing-related** construction or rehabilitation projects within the last three program years ending June 30th, prior to this NOFA:

Number of Projects: 5

Documentation required: *(Check all that apply.)*

- First page of grant agreements
- First page of development agreements
- Grant closeout letters from HUD or Rural Development
- Copy of Certificate of Occupancy or Recorded Notice of Completion

2. Project Approval Status: *(Documents submitted without the Engineer's signature and stamp will receive lesser points)*

- Engineer's Preliminary Design and Plans
- Engineer's Cost Estimate
- Engineer's Timeline

3. Funding in Place:

- a) Check all applicable boxes.
- b) List where the funding is coming from and how much from each source.
- c) Fill out the funding breakdown in the chart below.
- d) Provide documentation supporting the funding listed.
- e) Include narrative in the Comments section below as necessary
- f) Include the page numbers for the supporting documentation in the Table of Contents.

Program Income Funds Included in the Resolution

Grant/Loan Award Letters

List: N/A

Bank Loan Commitment Letters

List: N/A

Other Funding Commitments

List: N/A

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SOURCES AND USES FORM

| | Dev. Cost Amounts | CDBG Funding (Enter From Summary Application) | Total Program Income In Place | Total Grant/Loa n Awards In Place | Total Other Funding In Place | TOTAL FUNDING IN PLACE | GAP FUNDS NEEDED |
|---|------------------------------|---|--|--|---|---|---------------------------------|
| Acquisition | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Demolition | \$105,508 | \$105,508 | \$0 | \$0 | \$0 | \$105,508 | \$0 |
| Site work | \$60,000 | \$60,000 | \$0 | \$0 | \$0 | \$60,000 | \$0 |
| Construction - Structures | \$2,040,627 | \$2,040,627 | \$0 | \$0 | \$0 | \$2,040,627 | \$0 |
| Soft Costs (Loan interest, permits, etc) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Environmental Review | \$5,000 | \$5,000 | \$0 | \$0 | \$0 | \$5,000 | \$0 |
| Architect/Engineer Fees | \$443,679 | \$443,679 | \$0 | \$0 | \$0 | \$443,679 | \$0 |
| Labor Standards | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$25,000 | \$0 |
| Temporary Relocation | \$28,097 | \$28,097 | \$0 | \$0 | \$0 | \$28,097 | \$0 |
| Permanent Relocation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Contingency | \$265,481 | \$265,481 | \$0 | \$0 | \$0 | \$265,481 | \$0 |
| Other – Describe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTALS | \$2,973,392 | \$2,973,392 | \$0 | \$0 | \$0 | \$2,973,392 | \$0 |

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Comments regarding Funding in Place and/or Cost Breakdown: All costs for the project will be covered under the CDBG funding award. All costs outlined above include the Activity Delivery costs associated with the project. A 10% contingency has been added to the project to cover cost increases due to rising costs of the market and unforeseen needs as the project develops. Temporary relocation has been included to assist with the cost of the temporary unit that will be needed during the time of relocation. All operational costs will be covered by the current program and will not require CDBG funding.

4. Site Control

| <u>Draft</u> | <u>Executed</u> | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | City/County Owned Site |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchase Agreement (see Instructions) |
| <input type="checkbox"/> | <input type="checkbox"/> | Option to Purchase |
| <input type="checkbox"/> | <input type="checkbox"/> | Option to Lease |
| <input type="checkbox"/> | <input type="checkbox"/> | Leasehold Interest |
| <input type="checkbox"/> | <input type="checkbox"/> | Deed of Trust |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Documentation of Site Control – List _____ |

E. State Objective Points:

1. Up to 100 points will be awarded for any activity that demonstrates a jurisdiction has incorporated Disaster Resiliency Long-Term Planning by implementing hazard mitigation and disaster resiliency planning into their general plan, zoning and other planning policies and procedures by the application submittal due date.

2. Up to 100 points will be awarded for any proposed activity that demonstrates a jurisdiction has implemented Fair Housing outreach planning to promote access to decision-making and program implementation for all segments of the community, including special needs populations, disadvantaged communities, and a variety of socio-economic groups (e.g. households across the income and employment spectrum, ethnically and racially diverse households).

Activity 1

Need



Information and General Services Department

Facilities Management

10014 N. Bloomfield Road
Nevada City, CA 95959
Phone: 530-470-2635
Fax: 530-265-7087

*Information Systems
Geographic Information Systems
Facilities Management*

*Emergency Services
Central Services
Cable Television*

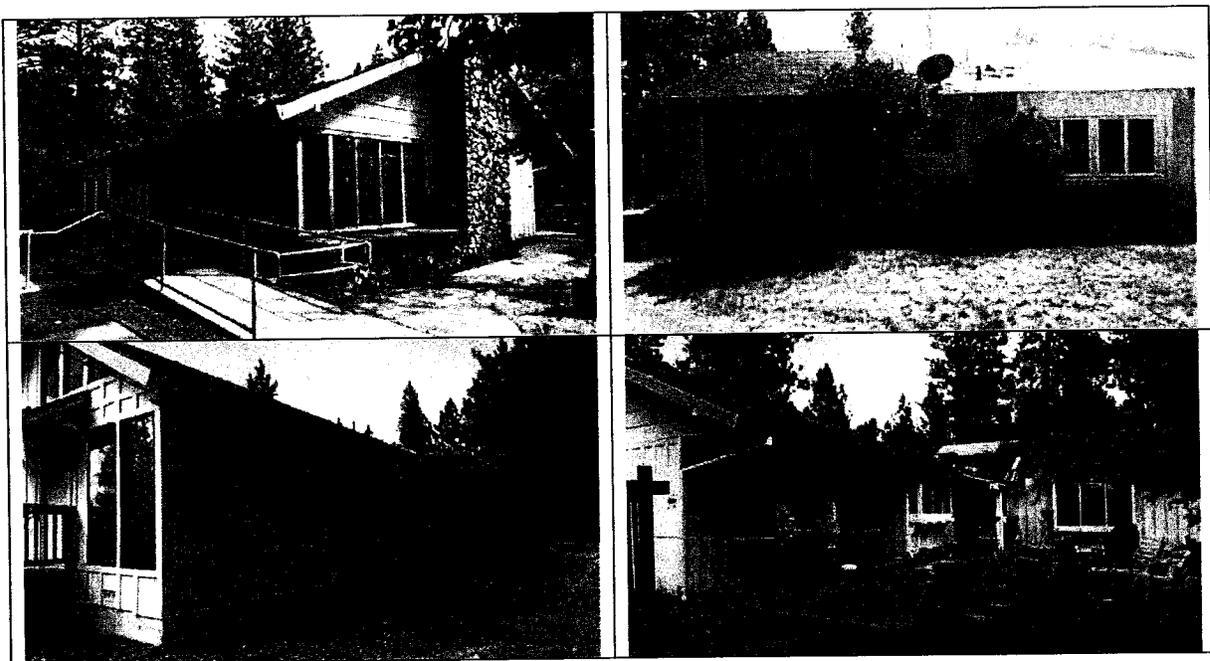
*Purchasing
Airport
Library*

Report regarding the Deficiencies and Proposed Improvements to the Odyssey House Behavioral Health Facility

Monday, November 13, 2017

The Odyssey House is a 2,964 square foot County owned facility located at 995 Helling Way, Nevada City, California, that was built in the 1970's as a single family residence and has been utilized by the County as a transitional residential treatment facility for Severely Mentally Ill (SMI) adults since the 1980's. The residential treatment program is operated by a contractor for the County of Nevada Health and Human Services Department.

The facility includes the main house, a separate storage shed, asphalt driveway, gravel parking area and small patio area. The main house consists of five bedrooms, each housing two residents, an administrative office, a triage office, a private office for the manager, a TV/activity room, the kitchen/dining room, a small medicine room, three single occupancy restrooms including one women's restroom, one men's restroom and one staff/visitors restroom.



The roof was undergoing repairs to address roof leaks when the photos were taken. Water infiltration issues are present and further repairs to the exterior may be required to address those issues. The exterior finishes are weathered and require repairs and new paint.

The current facility and layout are no longer functional and are in need of upgrades to provide compliance with code requirements, operational improvements and cosmetic updating conducive to operational and program needs. The following is a summary of the functional deficiencies of the current facility and the functional solutions addressed in the proposed renovation.

Parking, porches, patio and outdoor yard space:

Summary of the space:

The parking includes some paved areas, but is mostly dirt and gravel. It is scattered, uneven and disconnected. Walk ways from the parking to the building vary in texture and elevation. They pose tripping hazards and do not provide for safe access. The “accessible” parking stall and associated path of travel to the building are inadequate to the function of the facility and non-compliant regarding the California Accessibility and ADA requirements.

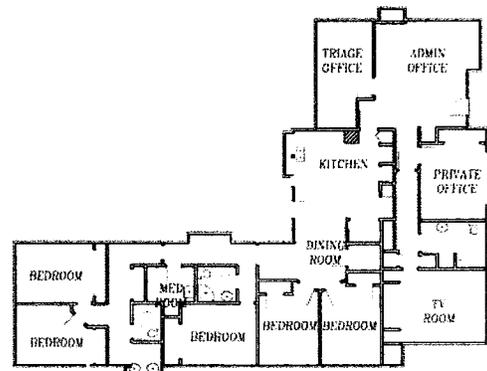
The porches are very weathered and in many cases unsafe for regular use. The outdoor patio is not functional for program requirements. It is rough, unsafe and non-compliant for California Accessibility and ADA requirements. The outdoor yard is also very rough, unsafe and is not conducive for program requirements.

The proposed renovation would improve the parking layout, add the required “accessible” parking and path of travel to the building. It would also include rebuilding the porches and patio to make them accessible and improve their functionality. The outdoor yard space will be landscaped to provide safe access by the residents and improve the functionality of the space for the program requirements.

Front Office Area: Current Administrative Office

Summary of the space:

The Administrative Office is approximately 362 sq. ft. including access paths to the Triage Office, Kitchen, Private office and Resident Hall. The space houses 4 admin staff, a copy center, file cabinets, some staff and client records, office supplies, staff refrigerator and coffee maker with supplies. The space is also used for consultation meetings and to store some dry good supplies for the residents.





The space presents health and safety hazards, is inadequate for staff to accomplish typical administrative duties and is non-compliant for California Accessibility and ADA requirements. The safety hazards such as tripping, pinch points and fire dangers result primarily from congestion in the space. This congestion restricts the required widths for emergency egress paths. Much of the congestion is a result of storing records, food and supplies in the administrative office area and connecting halls.

The program is required to maintain a 3-day supply of food on hand, but due to the fact that many of the residents are unable to self-regulate and there are no provisions or space for securing the food in locked cabinets, the administrative staff must not only store the food in their area but they must also monitor it.

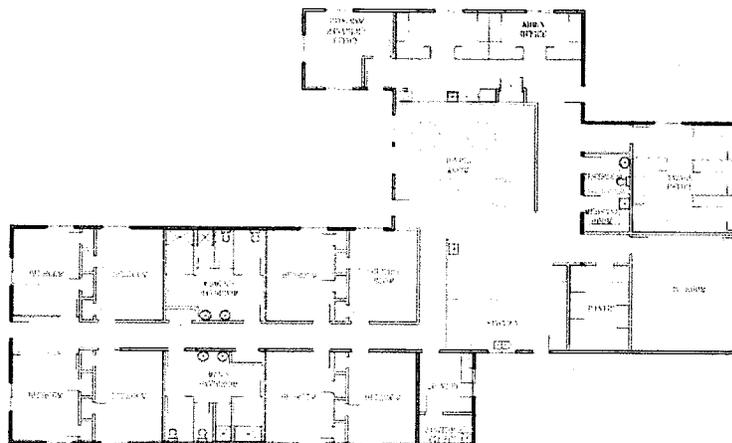
The administrative duties of the staff are hindered because the space does not allow for secure viewing of private documents nor does it allow for confidential consultations due to the proximity of the entrance, the open nature of the office and the access walkways that connect through the space.

The "accessibility" of the space is compromised because, among other things, it does not provide for adequate turning radius around the desks nor does it provide the minimum approach and strike-side clearance for the doors accessing the space.

The space also does not provide for adequate storage of client and staff records. The records stored in the administrative office also contribute to the congestion in the space. The majority of client/staff records are currently being stored in a detached storage building which is not secure, cannot be considered "accessible" nor does not have any climate controls. This poses a threat to the security, confidentiality and preservation of the records.

Front Office Area: Proposed Administrative Office:

The proposed renovation would address the aforementioned deficiencies in the following manner. It would increase the size of the Administrative Office to approximately 587 sq. ft. to allow for individual office cubicles for the administrative staff. This will facilitate confidential



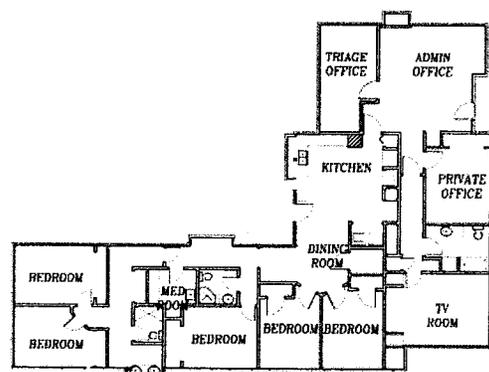
viewing of protected documents and allow for confidential consultations. It will also provide for additional storage space for client and staff records, a storage cabinet for office supplies, a staff break station and a copy center. The food and supplies for residents will be relocated to a secure pantry adjacent to the Kitchen.

Access path ways to the other portions of the facility will be redirected away from and not through the Administrative Office. This will allow the administrative staff to monitor those entering and/or leaving the building while maintaining a secure admin space.

Front Office Area: Triage/Crisis Prevention Office

Summary of the space:

The Triage/Crisis Prevention Office is approximately 165 sq. ft. and houses 3 call center personnel. The space also includes storage for records and research material as well as providing an egress path to the outside courtyard.



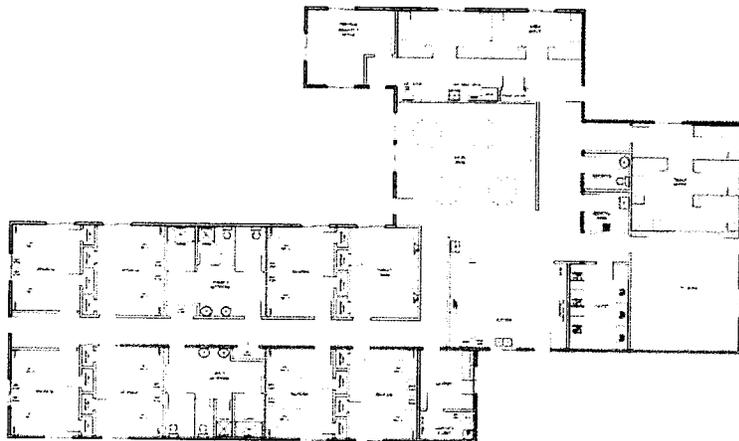


The space is inadequate for staff to accomplish typical call center duties and is non-compliant for California Accessibility and ADA requirements. Staff members have no separation between workstations, so calls can be overheard which is often distracting to callers. Since these callers are usually in crisis, this distraction poses a risk and can hinder a successful response to the callers needs.

The call center operation requires desk solutions that can accommodate 4 call center personnel as well as additional storage space for records and research materials, but the space is not equipped to meet the needs.

Front Office Area:
Triage/Crisis Prevention
Office:

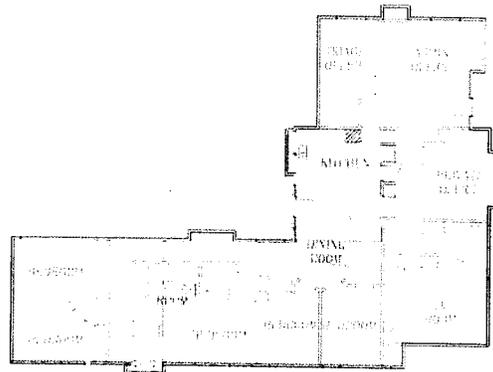
The proposed renovation would increase the size of the Triage/Crisis Prevention Office to approximately 365 sq. ft. to allow for 4 individual office cubicles for the call center staff and additional storage for records and research materials. The space also allows for monitoring of traffic coming in the front door, but it is separate from and can be accessed without going through the Administrative Office.



Kitchen/Dining Room Area:

Summary of the space:

The Kitchen/Dining area is approximately 415 sq. ft. and is centrally located in the facility. The space currently serves as an access path between



the Bedrooms, the Administrative office, the TV Room and outdoor courtyard access. The appliances are all residential. There is room for only one refrigerator, which has to be chained shut outside of meal time for food security. An additional refrigerator and a freezer are located on the outside porch, which also have to be chained shut for food security.

The Kitchen/Dining is used to prepare meals for the residents and staff, as a breakroom for staff, and as a training facility to equip residents with healthy food prep skills. The Kitchen/Dining is also used to host Alumni meals where existing residents and Alumni can share their experiences as part of a strategy for encouragement and ongoing success.



The Kitchen/Dining space presents health and safety risks, is inadequate to facilitate the program requirements and strategies, and is non-compliant for California Accessibility and ADA requirements.

The health & safety risks are posed by a porous wood food prep counter on the kitchen island that could allow bacteria to build up and be transferred to the food which does not meet the Health Code. The old porous wood floor is also a concern for bacteria buildup; it is impossible to properly clean.

There is not adequate separation between dishwashing activities and food prep. The residential sink is inadequate for proper washing of dishes for a residential facility of this capacity. The old appliances and the residential nature of the kitchen limits the capacity for food storage, food prep and skills training. The limited space is inadequate for religious food prep when required.

The open laundry closet is inadequate to accommodate the needs of the residents and facility. It is located in the kitchen which is a major concern for the health and safety of the residents. The location of the Laundry closet creates congestion and tripping hazards in the foot traffic areas of the Kitchen. Laundry cleansers and dirty clothes must be staged in the kitchen area which introduce germs and chemicals into the food prep area.



This scenario introduces health risks under any normal circumstances, but the health risks are compounded in this situation by the fact that residents in this facility are involved in their own laundry process and often do not yet have healthy personal hygiene. Until they receive and learn to apply the personal hygiene training offered to the residents as part of this program, they often cannot discern between a food prep counter and a counter to separate their dirty laundry.

Another major safety risk in this space is the pattern of foot traffic. Residents and staff must walk through this kitchen space in order to access other portions of the facility. This through traffic poses safety risks during the cooking process. Not only does it have the probability of introducing germs during the food prep process, it creates an environment where collisions can happen during the food prep and cooking processes. These collisions could cause the transfer of germs during the food prep process, but they could also create a tripping or falling hazard or cause someone to be burned by hot cooking utensils.

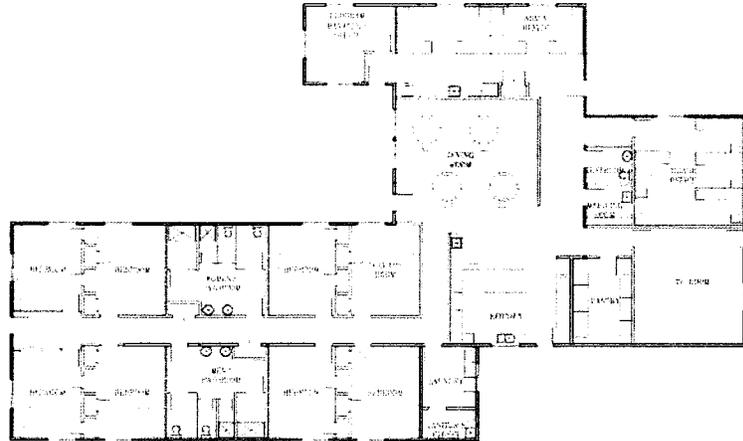
The dining space is inadequate to provide seating for all the residents to share a meal together. The program calls for staff to join residents in meals, but the dining space is inadequate for this group activity. The dining table is located in a narrow space that also provides direct access to an exit door, two bedroom doors, the utility closet door and the hall to the other bedrooms, bathrooms and Medicine room. When the table is occupied, it effectively blocks access to these doors and the path of travel. This not only poses tripping hazards, but also does not allow for safe egress in the event of a fire.

The "accessibility" of the space is compromised because it does not provide for adequate access clearance through the space, turning radius in the Kitchen and Dining areas nor does it provide the minimum approach and strike-side clearance for the doors accessing the space or accessed through the space.

Food storage space in the kitchen is inadequate to provide for the mandatory 3-day food supply required by regulations. Due to the nature of the program, food not in use must be locked away, but there are no accommodations for this type of storage in the kitchen/dining area. This poses a health risk to the residents due to their inability to self-regulate their food intake. In most cases, food must be stored in staff areas where it can be monitored, which creates clutter and blocks walkways.

Kitchen/Dining Room Area:

The proposed renovation would increase the Kitchen/Dining Room space to approximately 1220 sq. ft. and improve the functionality of the space for the needs of the program. It would also provide an exterior door to the Kitchen for deliveries to avoid that traffic coming through the main entry and admin area.

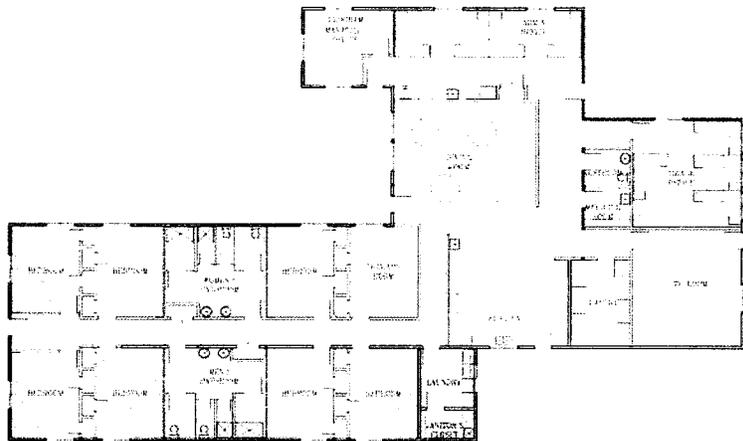


The design provides for a significant increase in counter space for food prep, a three-compartment sink with attached drain boards for washing dishes, a double sink for general kitchen use, a personal sink and microwave outside the kitchen for use by residents, storage for dishes, kitchen utensils, supplies, a refrigerator for general kitchen use and food prep, a full lockable walk-in pantry with space for two commercial reach-in refrigerators and one commercial reach-in freezer and storage space for non-refrigerated food products and a dining area that will accommodate approximately 24 people.

The through traffic problems have been eliminated by routing foot traffic between the spaces rather than through them.

Laundry Room/Janitor's Closet/Utility Room:

The proposed renovation would provide for a dedicated Laundry Room that is approximately 155 sq. ft. and will accommodate two washing machines and two

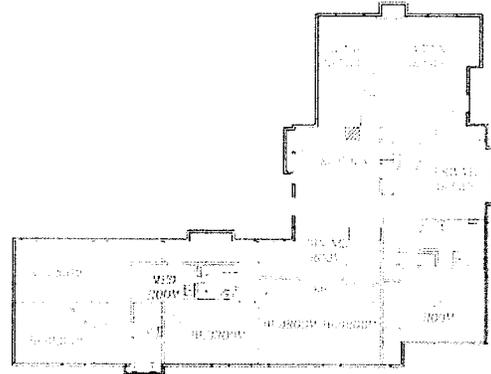


dryers. It will also provide a dedicated Janitor's Closet/Utility room where cleansers can be stored safely.

Restrooms and Medicine Room:

Summary of the space:

There are three restrooms in the facility; one is used by staff and visitors; two are dedicated to the residents. They are single occupancy and residential in design. Each of these restrooms provides one toilet and one shower.



The Medicine Room is where pharmaceuticals are stored under a required two-lock system that utilizes a locking closet in the space to meet the two-lock requirement. The space has a sink and counter. Staff administer in this space medications as prescribed by a doctor.

The Restrooms are small, inadequate to facilitate the program requirements and strategies, and are non-compliant for California Accessibility and ADA requirements. There are not enough restrooms to care for the needs of the current resident load per the Health and Safety Code.

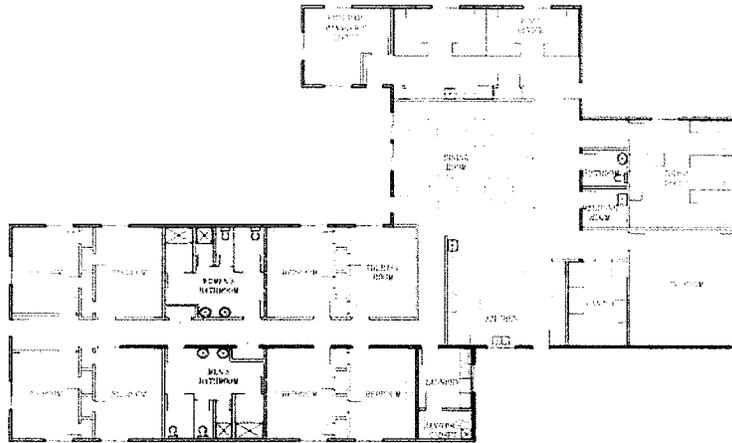


The old finishes, which include carpet, wall paper, bare wood, etc. tend to collect bacteria, are difficult to clean properly and pose a health risk to the residents.

The restrooms are not "accessible". They do not provide for the required turnaround clearance in the space, the approach to the doors, strike-side clearance at the doors, fixture height and approach clearances, counter height and reach ranges.

The Medicine Room poses a health risk to the residents because it does not provide for the proper two-lock scenario that is required. The proper two-lock system would provide one lock for the space and a second lock that is dedicated each individual resident's prescriptions. Currently, the second lock provides access to all prescriptions collectively, which could allow one resident to access another resident's medicine.

The proposed renovation would provide two larger, multi-stall restrooms for the residents, one Men's and one Women's. Each restroom would provide one "accessible" toilet stall, one standard toilet stall, one "accessible" shower stall, one standard shower stall, and two "accessible" lavatory sinks. Each of these stalls would have privacy locks so all stalls and both lavatory sinks could be used simultaneously.



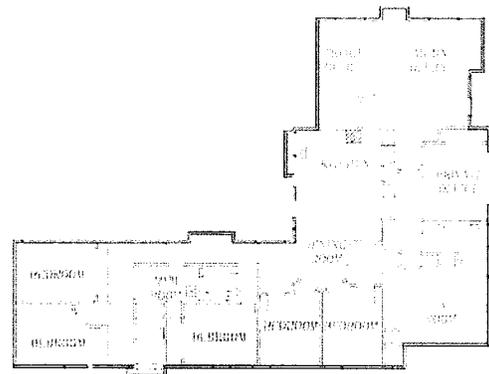
There would also be one "accessible" single occupancy restroom for staff and visitors. All new restrooms would be equipped with approved smooth finishes and all fixtures and accessories would comply with the "accessible" reach ranges.

The Medicine Room would be relocated closer to staff for better monitoring. It would also provide the required two-lock system for medicines. The medicine cabinet would be equipped with individual locks for each resident's medications. The room will be "accessible", providing for all required clearances and reach ranges.

Bedrooms:

Summary of the spaces

There are 5 existing bedrooms, each with two beds, accommodating 10 residents. Many of the interior walls creating the bedroom spaces are framed to approximately 8 feet high while the ceiling ranges from 8 feet high to approximately 12 feet high, leaving an open space above the walls.

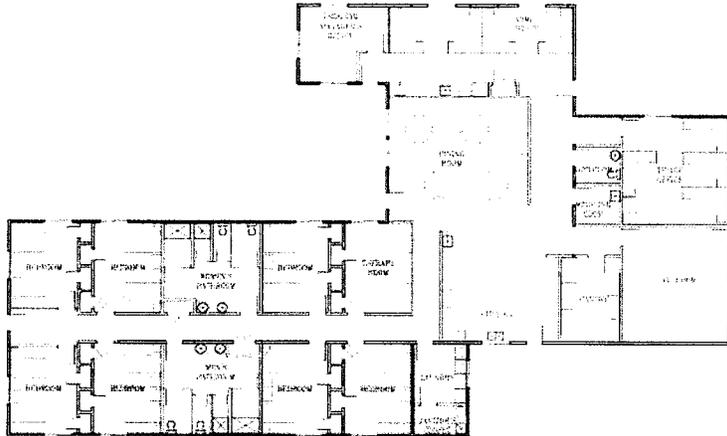


The Bedrooms lack privacy, are small, inadequate to facilitate the program requirements and strategies, and are non-compliant for California Accessibility and ADA requirements. Sound also travels over the short walls adding to the lack of privacy. This could pose a risk to residents in this co-ed facility and breach HIPPA privacy violations and concerns.



The bedrooms also do not all provide for proper fire egress due to the height and operation of older windows. The bedrooms are not "accessible" because they do not provide for proper turnaround in the space, strike-side clearance at the doors and clearance for the approach to the doors.

The proposed renovation would provide eight bedrooms, each with two beds, two closets, as well as room for a personal nightstand and locker for each resident. The design would provide for proper turnaround space in the room as well as proper strike-side and approach clearances at the doors.



Sincerely,

A handwritten signature in black ink, appearing to read 'Justin Drinkwater', written over a horizontal line.

Justin Drinkwater
Director of Facilities Management
County of Nevada



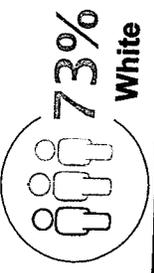
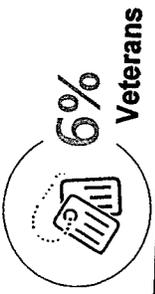
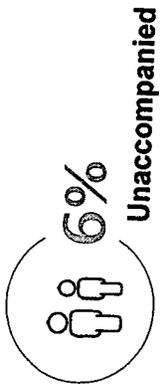
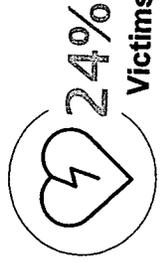
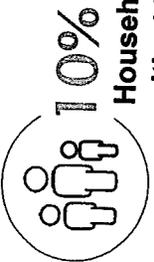
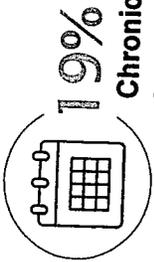
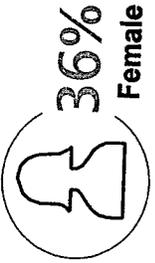
HOMELESSNESS 2017

2017 Point-In-Time Count Results

Every year in January Nevada and Placer Counties survey people experiencing homelessness. This "point-in-time count" is a one-day snapshot that captures the characteristics and situations of people living here without a home.

893

Homeless persons counted



Not all people experiencing homelessness sleep outside



Most people told us that they lived in the County for more than one year prior to becoming homeless

The main causes of homelessness are economic

Survey respondents shared many causes for becoming homeless. These are the top three:

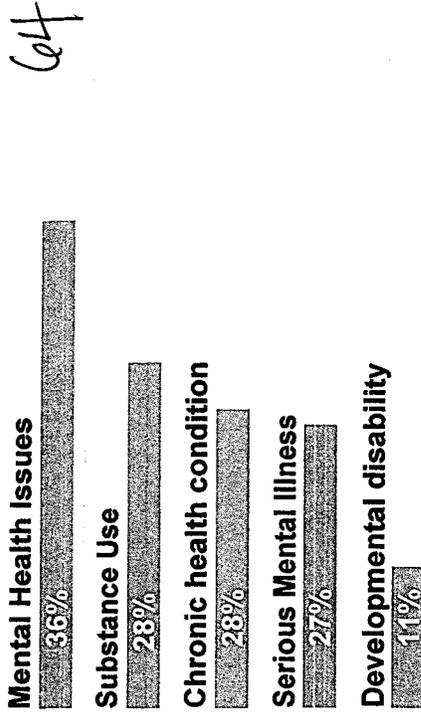
1. Job loss / Lack of job skills
2. Other economic reasons
3. Lost living situation / Eviction
3. Family crisis / Family break-up

For the full data set:

Visit www.hrcscoc.org

Mental illness is the most commonly reported disability

Here is the breakdown of the most commonly reported disabilities. Some people reported having multiple disabilities.



2017 Point in Time Count Results

Introduction

The Roseville/Rocklin, Placer and Nevada Counties Continuum of Care (CoC) conducted both a sheltered and an unsheltered Point in Time count to fulfill the requirement of the U.S. department of Housing and Urban Development (HUD) on January 23, 2017.

For some of the sheltered population, the count was conducted using the Homeless Management Information System (HMIS), the database that serves as the repository for client level data. The unsheltered street count and the count from programs not covered by HMIS, including seasonal shelters, domestic violence service providers, and other housing providers, was conducted by representatives from the Continuum of Care funded agencies, service providers, law enforcement/liasons and dozens of volunteers using a comprehensive survey. The survey was administrated by the field/street teams across the entire two county region. Observation surveys were used for those who were not interviewed for the unsheltered count, increasing coverage and, in certain circumstances, the safety of the volunteers. These observation surveys were analyzed from team leads only and used with discretion.

Persons who agreed to respond to the survey were asked if they would sign a release of information so that the data collected could be input into the HMIS system and shared across the continuum with its providers. Persons who agreed to sign the release were asked for their full name and date of birth as unique client identifying information to eliminate the possibility of duplicate counts; questions to determine whether they are veterans, unaccompanied youth or chronically homeless. Respondents were also asked whether they have been a victim of domestic violence, are HIV-positive, have a mental or physical disability or a substance abuse problem. People are considered chronically homeless if they are a single adult or an adult within a family, have a disability, and have been homeless for more than one year, or at least four times in the last three years. This report also includes parenting and unaccompanied youth households; youth households include those 24 years of age and younger who are parents of children under the age of 18, or are unaccompanied by a parent or guardian.

In accordance with the 2017 *Point in Time Count Methodology Guide* released by HUD, the Homeless Resource Council of the Sierras used the following definition of homelessness during the count:

- Sheltered- should include all individuals or families who meet the criteria described in paragraph (1)(ii) of the homeless definition in 24 CFR 578.3 of the **Homeless Definition Final Rule**. This includes individuals and families ***"living in a supervised publicly or privately operated shelter designated to provide***

temporary living arrangement (including emergency congregate shelters, seasonal warming shelters, transitional housing, and hotels/motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals)” on the night designated for the count.

- Unsheltered- should include all individuals or families who meet the criteria described in paragraph (1)(i) of the homeless definition in 24 CFR 578.3 of the **Homeless Definition Final Rule**. This includes individuals and families *"with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground"* on the night designated for the count.

2017 Results

Overall, **893** persons were identified as being homeless in Nevada and Placer Counties during the 24-hour period and the seven days following the count. This compares to a combined **796** persons counted in January 2015 in the same jurisdictions. In reviewing the results of the count one must keep in mind the following:

- Snapshot—The Point in Time Count is an unduplicated count of persons who are experiencing homelessness, whether sheltered or unsheltered during a specific 24-hour period, on a single night in the last ten days of January. The Point in Time Count provides simply a "snapshot" of what the level of need is on a certain day. Not everyone in need that day is found, and those who are at-risk of homelessness are not counted. It does not demonstrate the total need for the community, but does tell us how the need compares to previous years and the level of representation we have within each subpopulation in the count. This helps the community assess the services we currently provide as compared to the need; the data is also a tool for planning and resource development.
- Family and Friends—Many people approached during the count stated that they stayed with family or friends or in hotels/motels the night of the count (paid for by self) and could not be counted as homeless (since they do not meet the HUD definition of homeless), even though they indicated that they had been in and out of homelessness for long periods of time.
- Decreased/Increased Shelter Capacity—Area winter warming shelters experienced high utilization throughout the season in comparison to past seasons.

The following tables show a breakdown of the 2017 Point in Time Count Results, both regionally and by jurisdiction.

| POINT IN TIME COUNT | 2017 RESULTS HRCS | 2017 RESULTS Nevada | 2017 RESULTS Nevada | 2017 RESULTS Placer |
|--|----------------------|------------------------|------------------------|------------------------|
| Total Number of Homeless Persons Counted | 893 | 666 | 371 | 522 |
| Total Number Sheltered | 443 | 316 | 195 | 248 |
| Total Number Unsheltered | 450 | 350 | 176 | 274 |
| Total Number of Homeless Persons Counted 2015 | NA | 666 | 279 | 517 |
| Total Number of Adults | 798 | 666 | 316 | 482 |
| Total Number of Children | 95 | 136 | 55 | 40 |
| Total Number of Families* | 42 | 43 | 29 | 13 |
| Total Number of Persons in Families* | 141 | 137 | 95 | 46 |
| Total Number of Unsheltered Families | 11 | 11 | 7 | 4 |
| Total Number of Unsheltered Children | 16 | 16 | 9 | 7 |
| Total Number of Adult Only Households | 723 | 480 | 270 | 453 |
| Total Number of Persons in Adult Only Households | 739 | 487 | 276 | 463 |
| Total Number of Unsheltered Persons in Adult Only Households | 413 | 413 | 155 | 258 |
| Total Number of Persons in Households with only Children | 13 | 13 | 0 | 13 |

*The total number of families and persons in families include both sheltered and unsheltered households with at least one child and one adult.

| POINT IN TIME COUNT | 2017 RESULTS HRCS | 2017 RESULTS Nevada | 2017 RESULTS Nevada | 2017 RESULTS Placer |
|--|----------------------|------------------------|------------------------|------------------------|
| Total Number of Chronically Homeless Individuals | 171 | | 65 | 106 |
| Total Number of Chronically Homeless Families | 3 | | 2 | 1 |
| Total Number of Veterans | 52 | | 12 | 40 |
| Total Number of Male Veterans | 52 | | 12 | 40 |
| Total Number of Parenting Youth | 2 | | 0 | 2 |
| Total Number of Unaccompanied Youth | 77 | | 30 | 47 |
| Total Number of Domestic Violence Survivors | 201 | | 88 | 113 |
| Total Number of Individuals with a Substance Abuse Problem | 191 | | 65 | 126 |
| Total Number of Individuals with a Serious Mental Illness | 320 | | 106 | 214 |
| Total Number of HIV-positive Individuals | 3 | | 2 | 1 |
| Race-White | 751 | | 310 | 441 |
| Multiple Races | 53 | | 33 | 20 |
| Gender-Female | 329 | | 131 | 198 |
| Gender-Male | 560 | | 239 | 321 |

| | | | | |
|------------------------|-----|-----|-----|-----|
| Ethnicity-Non-Hispanic | 797 | 403 | 339 | 458 |
| Ethnicity-Hispanic | 96 | 47 | 32 | 64 |
| Age-under Age 18 | 95 | 47 | 55 | 40 |
| Age-18-24 | 69 | 35 | 31 | 38 |
| Age-Over 24 | 729 | 403 | 285 | 444 |

Trends

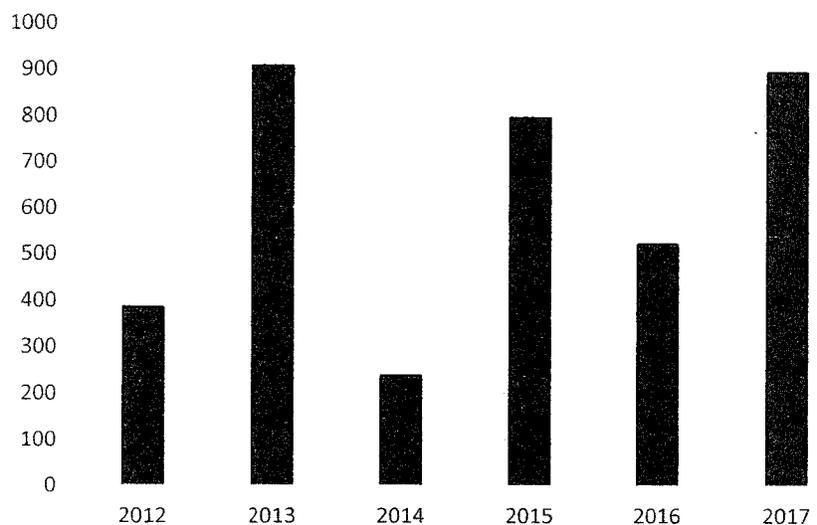
The following charts show the annual trends across the Continuum for various reporting categories.

Although the totals increased from 2015 to 2017, it is also important to keep in mind the context of the 2017 Point in Time Count: consistent inclement weather forced some logistical challenges that may have impacted the 2017 totals. The data continue to support an overall increasing trend. It is important to note that during even numbered years, (2012, 2014 and 2016) only a sheltered count was conducted.

Of the 893 persons identified during the 2017 Point in Time Count, 673 of those were surveyed using the sheltered and unsheltered surveys conducted via personal interview.

Those surveys included the question about chronic homelessness. Of the 673 surveyed that answered the question on chronic homelessness 70% indicated that they had been homeless for longer than a year, or had multiple instances of homeless amounting to more than a year; in Nevada County 70% were chronically homeless and 75% were chronically homeless in Placer County.

Total Number of Persons Experiencing Homelessness Counted

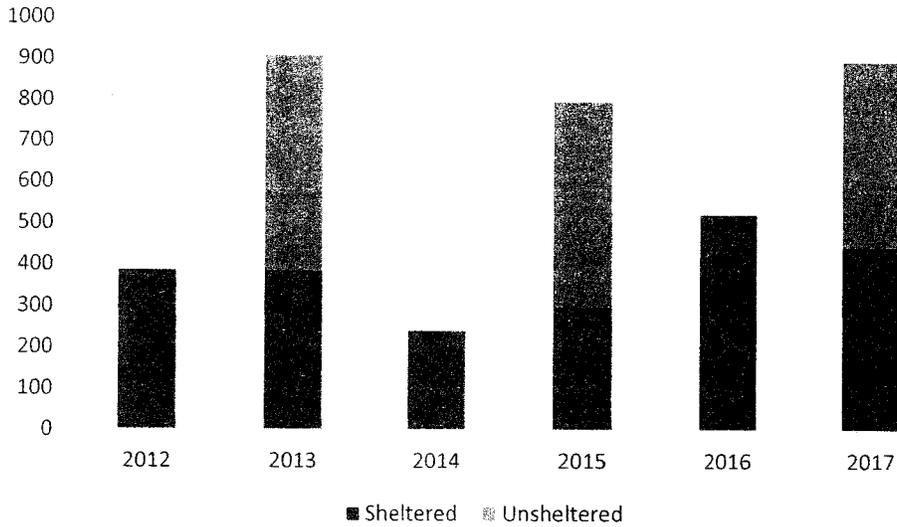


On the day of the Count, multiple service providers across the region held connect events where food, and at one specific location, multiple services, were provided at the time homeless persons were asked to complete the Point-in-Time Count Survey. For seven days following the Count, service providers in both counties continued to conduct follow-up surveys. If those persons indicated they were homeless on the night of the count, and that they had not already participated in the count survey, they were included in the count as unsheltered. The connect events and

the inclusion of follow-up surveys increased coverage for the unsheltered population, and included needed data points for determining sub-populations.

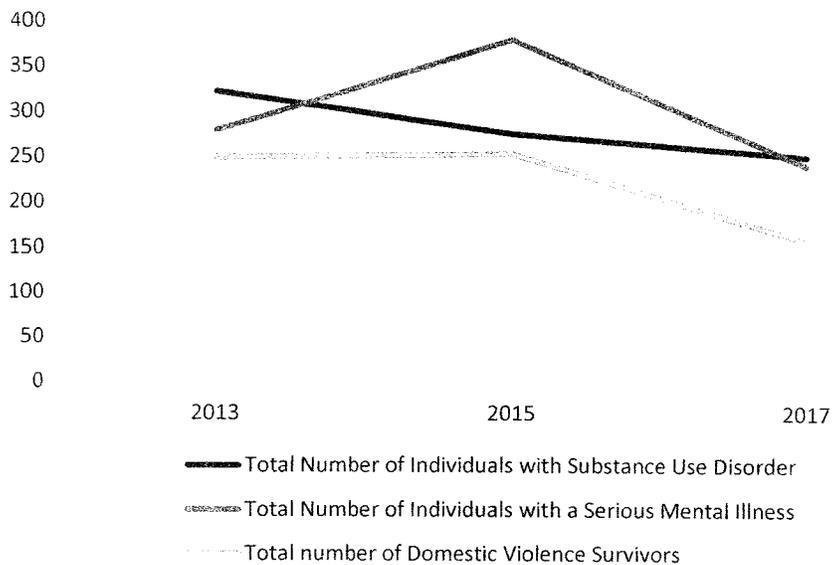
Some of the sheltered count data was retrieved from the Placer-Nevada Homeless Management Information System (HMIS). The HMIS software provider, Bowman Systems, provided report tools to enable completion of the HUD reporting requirements.

Homeless Status 2012-2017



The 2017 Point-in-Time Count data shows and decrease in the number of individuals with substance abuse issues, individuals with mental health issues, and persons who are survivors of domestic violence. It is important to note that only those adults who fully answered both questions on the disability and the duration of the disability were counted in the HMIS data for substance use disorder and serious mental illness.

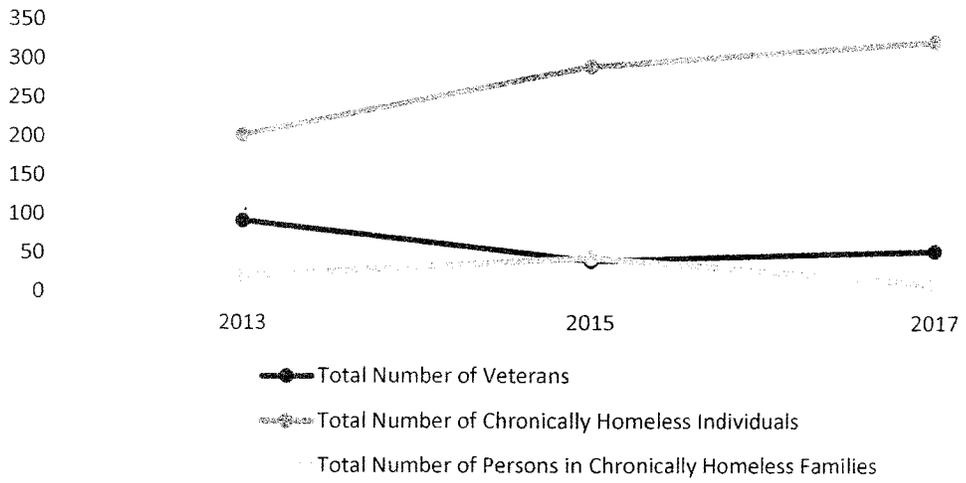
Homeless Subpopulations 2013, 2015 & 2017



The HRCS also realized a 49% decrease in the number of chronically homeless persons identified between 2015 and 2017; the decrease is due, and in part, to the new definition of chronic homelessness released in HUD's final rule and effective January 4, 2016. The final rule updated previous guidelines to include a requirement that the "4 or more times of homelessness in the past three years" must be separated by at least 7 days of *not* being literally

homeless in order to count as a new episode. This added reporting requirements aimed to improve the identification of the truly chronic population, as defined by HUD. Other contributing factors to the decrease in chronic homelessness include funding from the Mental Health Services Act aimed at assisting persons with serious mental illness find housing and supportive services.

Homeless Subpopulations Veterans and Chronically Homeless 2013, 2015 & 2017



71

Laura's Law in Nevada County

A Model for Action – Saving Money and Lives

Summary

The Nevada County Grand Jury assessed Nevada County's implementation of California's Assembly Bill 1421, commonly referred to as Laura's Law.

On January 10, 2001, Scott Thorpe went on a shooting rampage in Nevada City and Grass Valley leaving Laura Wilcox, Pearlie May Feldman and Michael Merkel dead. Several others were wounded in the attacks. Mr. Thorpe was mentally ill. When he arrived at the offices of the Nevada County Behavioral Health Department housed in the Health Education and Welfare (HEW) building, he told Ms. Wilcox, who was working as a temporary receptionist, that he wished to see his psychiatrist. When he was unable to see his psychiatrist, he shot Ms. Wilcox and several others in the building.

Nevada County's implementation of Laura's Law has provided an additional option for providing treatment to individuals who are seriously mentally ill and have otherwise refused treatment. Under Laura's Law in Nevada County treatment is provided using existing infrastructure. Nevada County has estimated that during the first two-and-a-half years of the implementation of Laura's Law it realized savings of more than \$500,000 by avoiding hospitalizations and incarcerations. To date Nevada County is the only county that has fully implemented Laura's Law.

The Nevada County Grand Jury commends those who have worked to implement Laura's Law, especially the Nevada County Board of Supervisors, the director and staff of the Nevada County Behavioral Health Department and Turning Point, Providence Center, which contracts with Nevada County to provide mental health services. A special commendation goes to Amanda and Nick Wilcox, Laura's parents, for their tireless efforts and continuing perseverance.

Background

The shooting episodes at the HEW building and later at a local restaurant spurred Laura Wilcox's parents, Nick and Amanda Wilcox of Penn Valley, to push for the passage of legislation authorizing court-ordered outpatient treatment for people with severe mental illness. Assembly Bill (A.B.) 1421, commonly known as Laura's Law, took effect on January 1, 2003. Laura's Law was modeled on a New York Statute referred to as Kendra's Law. Forty-four states have enacted similar laws.

Laura's Law permits counties to provide the option of court-ordered outpatient treatment described as Assisted Outpatient Treatment (AOT) for individuals with serious mental illness when a court finds that the individual's (1) recent history of hospitalization or violent behavior, and (2) noncompliance with a voluntary treatment plan indicates that the individual is or is likely to become dangerous or gravely disabled without AOT.

This option may provide treatment to individuals who have previously refused treatment and who may be a danger to themselves or others, but do not meet the criteria for emergency involuntary hospitalization. It also permits family members, caregivers and others to seek the assistance of the county and the court in providing treatment to their loved ones.

Laura's Law does not include funding for its implementation. In May 2007, the California Department of Mental Health confirmed that Nevada County may use funds from the Mental Health Services Act (Proposition 63) to implement Laura's Law. In April 2008, the Nevada County Board of Supervisors approved implementation of Laura's Law.

The Nevada County Behavioral Health Department began providing services under Laura's Law in April 2008. As of December 31, 2010

- thirty-seven individuals have been referred and evaluated,
- twenty-two individuals have agreed to accept treatment without a court order,
- eleven have received treatment under court orders, and
- four did not accept treatment.

Reason for Investigation

As part of its oversight function, the Nevada County Grand Jury (Jury) chose to assess and report on the implementation of Laura's Law in Nevada County.

Procedures Followed

To gain perspective on the implementation and effectiveness of Laura's Law the Jury interviewed

- Michael Heggarty, Director, Nevada County Behavioral Health Department,
- Nick and Amanda Wilcox, parents of Laura Wilcox,
- Carol Stanchfield, Director, Turning Point, Providence Center,
- Lynn Cameron, Counselor, Turning Point, Providence Center,
- The Honorable Thomas M. Anderson, Presiding Judge, Nevada County Superior Court,

- Keith Royal, Nevada County Sheriff.

The Jury also reviewed the following:

- A.B. 1421 (Laura's Law);
- Materials regarding Assertive Community Treatment (ACT);
- Materials concerning Assisted Outpatient Treatment (AOT);
- Relevant portions of, and materials regarding, the Mental Health Services Act (MHSA);
- Materials regarding Kendra's Law (the New York statute that was one of the models for Laura's Law).

The Jury visited the offices of Turning Point, Providence Center (Turning Point).

Facts

- F.A.1.** Many individuals with serious mental illnesses are not aware of their disorders and do not recognize that they are ill or might benefit from treatment.
- F.A.2.** AOT is court-ordered intensive outpatient treatment for a seriously mentally ill individual when a court finds that the individual's (1) recent history of hospitalization or violent behavior, and (2) noncompliance with a voluntary treatment plan indicates that the individual is, or is likely to become, dangerous or gravely disabled without AOT.
- F.A.3.** Under Laura's Law a petition for an order authorizing AOT may be filed by the county mental health director or his designee. In Nevada County the Director of Behavioral Health may file such a petition.
- F.A.4.** Under Laura's Law a request may be made to Nevada County's Department of Behavioral Health for the filing of a petition concerning an individual by, among others, (1) any person eighteen years of age or older with whom such individual resides, or (2) any person who is the parent, spouse, or sibling or child eighteen years of age or older of such individual.
- F.A.5.** Laura's Law does not provide funding for its implementation.
- F.A.6.** In May 2007 the California Department of Mental Health confirmed that Nevada County may use funds from the Mental Health Services Act (Proposition 63) to implement Laura's Law.
- F.A.7.** In April 2008 the Nevada County Board of Supervisors approved implementation of Laura's Law.

- F.A.8.** The Nevada County Behavioral Health Department began providing services under Laura's Law in April 2008.
- F.A.9.** Turning Point is a nonprofit organization that provides evidence-based ACT, which uses a client-centered, recovery-oriented and multidisciplinary approach to provide comprehensive services to individuals and their families.
- F.A.10.** Nevada County's Department of Behavioral Health contracts with Turning Point.
- F.A.11.** Turning Point provides intensive outpatient services 24 hours a day, seven days a week at a clinician-to-client ratio of one to ten.
- F.A.12.** Turning Point service plans are highly individualized and include concrete goals. Clients are encouraged to be actively involved in their treatment to build their sense of self-worth and independence.
- F.A.13.** The services provided by Turning Point include psychotherapy, medication management, crisis intervention, nursing, substance abuse counseling and support for housing, benefits, education and employment.
- F.A.14.** Treatment under Laura's Law is voluntary although it is provided under a court-order or a court-sanctioned settlement agreement.
- F.A.15.** The Turning Point facility is a welcoming and supportive environment provided in an open, unlocked setting.
- F.A.16.** Since the implementation of Laura's Law in Nevada County, the majority of the individuals who have been referred and evaluated have received treatment without a court order. As of December 31, 2011, of the thirty-seven individuals who have been referred and evaluated, court orders have been entered for eleven and twenty-two have entered into settlement agreements.
- F.A.17.** The Nevada County Behavioral Health Department has calculated savings of over \$500,000 for the first 2.64 years of implementation (see Attachment). This analysis indicates that for each dollar Nevada County "invested" in providing services under Laura's Law it saved \$1.81.
- F.A.18.** Research has confirmed that AOT may be successful in treating severe and persistent mental illness. In addition to Nevada County's experience, reviews of New York's Kendra's Law, during the first five years after adoption, found there was
- an increase in engagement of services,
 - an increase in adherence to prescribed medications,
 - a reduction in hospitalizations,
 - a decrease in homelessness,

- a decrease in arrests and incarcerations.

F.A.19. Laura's Law is currently subject to a sunset date of January 1, 2013.

F.A.20. California's AB 1569 would extend the sunset date to January 1, 2019.

F.A.21. On April 10, 2012, the Nevada County Board of Supervisors adopted a resolution supporting AB 1569.

Findings

F.I.1. As a result of the implementation of Laura's Law, Nevada County has realized substantial savings since hospitalizations and incarcerations for individuals receiving treatment under Laura's Law have been reduced.

F.I.2. Implementation of Laura's Law has enabled family members and caregivers of seriously mentally ill individuals to request treatment for their loved ones.

F.I.3. Since many severely mentally ill individuals do not believe they will benefit from treatment, they do not readily seek or accept treatment.

F.I.4. Many individuals assent to a court-sanctioned settlement agreement when faced with a court hearing.

F.I.5. Laura's Law has allowed Nevada County to provide ACT in an environment that encourages and enables individuals receiving treatment to live and work independently in the community.

F.I.6. Laura's Law has allowed Nevada County to provide AOT as a treatment option that may be utilized before the condition of a seriously mentally ill individual deteriorates to the point where the criteria for emergency involuntary hospitalization are met.

Recommendations

R.1. The Jury commends those who have worked to implement Laura's Law, especially the Nevada County Board of Supervisors, the Directors and staff of the Nevada County Behavioral Health Department and of Turning Point, Providence Center.

R.2. The Jury recommends that Nevada County continue to serve as a model for other California counties.

Responses

No responses are required.

Calculation of Cost Savings

Calculated savings are based on data collected by the Nevada County Behavioral Health Department from April 28, 2008, (the date the first individual entered into AOT) through December 31, 2010.

- Calculation based on the first 2.64 years of implementation.
- Of the 19 individuals that entered into AOT, data was collected on 17 individuals. Of the two omitted, one was active for 17 days and the other was active for 7 days.

Cost of providing services to 17 participants for 2.64 Years: (\$ 482,443) (A)
(This is the actual amount paid by the Nevada County Behavioral Health Department to Turning Point.)

Aggregate costs incurred by the each of the 17 participants during the year prior to the participants entering AOT:

- Hospitalizations (514 days @ \$675 per day) \$ 346,950
 - Incarcerations (521 days @ \$150 per day) \$ 78,150
- Total cost prior to AOT: \$ 425,100

Projected cost for 2.64 years that might have been incurred if the 17 individuals had not entered AOT: \$ 1,122,264 (B)

Actual Hospitalization and Incarceration Costs for 17 individuals during 2.64 years after entering AOT:

- Hospitalizations (198 days @ \$675 per day) (\$ 133,650)
- Incarcerations (17 days @ \$150 per day) (\$ 2,550)

Total cost after AOT: (\$ 136,200) (C)

TOTAL COST SAVINGS ((A) + (B) + (C)): \$ 503,621

Reply all | Delete Junk |

Just sayin'

On Fri, Aug 25, 2017 at 8:32 AM,

A woman named

Dezeray Lyn made a long post on Face book but she started with the following statement. Now we are hearing more from the public about what is really like for the homeless at our "facilities" this is the SOP.

"I gave my two weeks notice at my EMT job- I was highly conflicted and had a lot of "last straws" at work over this past few months, (last straw... giving report to a nurse on a houseless man who was having every symptom of congestive heart failure and the hospital telling us to "offload him" into the lobby after saying, in front of him, that he "smells homeless."

As long as everyone in charge keeps telling us how great BH is we are at a loss but to just continue doing what we do. I don't have an answer as to how to get help when we need it. When reaching out for solution and being told to go to very places that treat the homeless like the example above and many of our own experiences makes for crazy soup. *smile.

When Dode was having a psychotic episode and had sat in the rain, slumped over for several hours, getting soaked to the skin, we were told to bring him to the hospital. We did and after several hours in the lobby he was seen and kicked right back out, in the rain, in the soaked clothes!! Pauli can share many an experience with Swampy. We have so many stories the computer doesn't have enough ink!

Reply all | Delete Junk |

FW: Consequences of Non-treatment of Serious Mental Illness: Homeless

RS Rebecca Slade <Rebecca.Slade@co.nevada.ca.us>
Fri 9/22/2017 2:48 PM
To: Lorie Adams



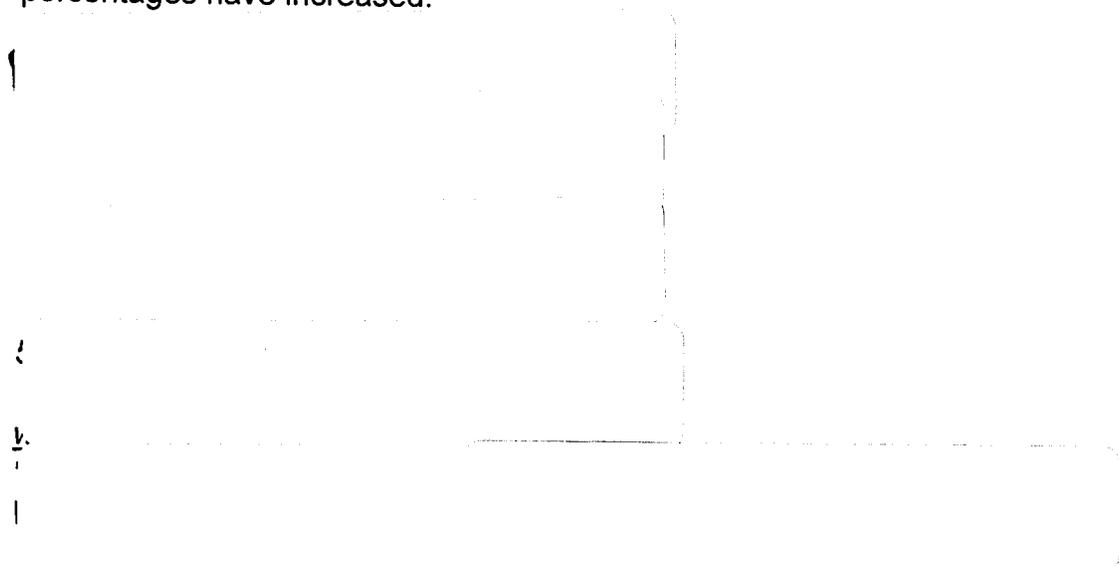
Reply all |

Inbox

Rebecca Slade
Nevada County Behavioral Health Director

From: [Redacted]
Sent: Tuesday, September 5, 2017 7:49 AM
To: [Redacted]; Michael Heggarty; Heidi Hall; Darryl Quinn; Rebecca Slade
Cc: Tim Foley; [Redacted]; Nancy Baglietto; Janella Kirkman; Jennifer Morrill; Brendan Phillips; GVCHIEF
Subject: Re: Consequences of Non-treatment of Serious Mental Illness: Homeless

Great article. The studies are a bit old but the info is relevant and I am sure the percentages have increased.



From: [Redacted]
To: Clifford Newell <clifford.newell@co.nevada.ca.us>; Michael Heggarty

80

Reply all | Delete Junk |

Cc: Tim Foley <Tim.Foley@nevadacityca.gov>; Alex Gammelgard <agammelgard@gvpd.net>; Reinette Senum <reinettesenum@gmail.com>; Patti Galle <pigalle@yahoo.com>; Nancy Baglietto <nancy@hhshelter.org>; Janella Kirkman <JanellaK@spiritpeerempowermentcenter.org>; Jennifer Morrill <jennifermorrill1@gmail.com>; Brendan Phillips <Brendan.Phillips@co.nevada.ca.us>

Sent: Tuesday, September 5, 2017 6:34 AM

Subject: Consequences of Non-treatment of Serious Mental Illness: Homeless

Excellent, must read. (link) Violence to the community of a seriously mentally ill homeless person is something we must address. **Violence would include theft, vandalism, and fires, not just physical harm.**

Jails and public shelters (and day centers) serve as surrogate hospitals. The woeful failure to provide appropriate treatment and ongoing follow-up care for **SMI** homeless has sent many individuals with the severest forms of brain disease spinning through an endless revolving door of ER admissions and readmissions, jails, and public shelters. Most of our chronically homeless suffer from SMI coupled with drug and alcohol addiction. (dual diagnosis). This is the population that we need to help, which is almost everyone.

<https://mentalillnesspolicy.org/consequences/untreated.html?fref=gc&dti=210186449009045>

*Violent episodes by individuals with untreated schizophrenia and manic-depressive illness have risen dramatically, now accounting for at least 1,000 homicides out of 20,000 total murders committed annually in the United States.

*An NIMH report indicated that severe and persistent mental illness is a factor in 9%-15% of violent acts. Recent studies have confirmed that the association between violence and untreated brain disorders continues to be widespread.

Another 1992 study, by Bruce Link of Columbia University School of Public Health, reported that **seriously ill individuals living in the community were three times as likely to use weapons or to "hurt someone badly" as the general population.**

There are three primary predictors of violence, including: History of past violence, whether or not a person has a serious brain disorder; Drug and alcohol abuse, whether or not a person has a serious brain disorder; and Serious brain disorder combined with a failure to take medication.* We have many homeless in our communities which fit this criteria.

Reply all | Delete Junk |

FW: Three Mentally Ill Women

RS

Rebecca Slade <Rebecca.Slade@co.nevada.ca.us>



Reply all |

Fri 9/22/2017 2:47 PM

To: Lorie Adams

Inbox

Rebecca Slade
Nevada County Behavioral Health Director

From: [REDACTED]

Sent: Monday, September 11, 2017 11:39 AM

To: Rebecca Slade; 'Pauli Halstead'; Clifford Newell; Tim Foley; Alex Gammelgard

Cc: Reinette Senum; Michael Heggarty; Darryl Quinn; Heidi Hall

Subject: Re: Three Mentally Ill Women

Rebecca!

You are so kind to respond. Sincerely. We know you are working hard, as we are.

Yes, this is a tough job with a very complicated set of people needing service but often not wanting it. In my three years of working with the homeless I would say only 10% really want help.

If what we are doing for the 90% to protect the citizens and themselves isn't working, let's put all of our talents, experience and intelligence together to try new methods. Even methods being done successfully in other cities. Moving more funds to street homeless is a priority that will help you and us!

And, thank you Pauli for continuing to keep the issue on the front burner.

82

Reply all | Delete Junk |

W
"L
W

From: Rebecca Slade <Rebecca.Slade@co.nevada.ca.us>**To:** [REDACTED]; Clifford Newell <Clifford.Newell@co.nevada.ca.us>; Tim Foley <Tim.Foley@nevadacityca.gov>; [REDACTED]**Cc:** [REDACTED]; Michael Heggarty <Michael.Heggarty@co.nevada.ca.us>; Darryl Quinn <Darryl.Quinn@co.nevada.ca.us>; Heidi Hall <Heidi.Hall@co.nevada.ca.us>**Sent:** Monday, September 11, 2017 11:27 AM**Subject:** RE: Three Mentally Ill Women

[REDACTED]

Thank you for your ongoing compassionate concern for some of our most vulnerable citizens in our community. Some of these people Behavioral Health know well and others are new to us. Please know that we send out some of our best case managers to connect with the each person you write us about. We assess their needs, offer services and do not give up. Some of these people we have worked with for decades. Because of confidentiality rules we cannot tell you who we serve and what forms of treatment they have received or are receiving. This makes us appear non transparent or that we just do not care. But daily I am moved by how much Behavioral Health staff care about the homeless population and how hard they work to make their lives better and the community safer. Please remember that most of our services are voluntary. The law narrowly restricts our ability to take away people's freedom. I welcome you emailing me directly or call me directly at 470-2784 about people you are worried about. I would also be happy to meet with you.

Rebecca Slade
Nevada County Behavioral Health Director

From: [REDACTED]
Sent: Monday, September 11, 2017 5:45 AM
To: Clifford Newell; Tim Foley; [REDACTED]
Cc: [REDACTED]; Michael Heggarty; Rebecca Slade; Darryl Quinn; Heidi Hall
Subject: Three Mentally Ill Women

I just want to alert everyone to the continuing problem of mentally ill and addicted homeless women causing mayhem in our area, which is costing business keepers and the community money. The costs to the community, not to mention law enforcement and jail time, is enormous when we continually arrest and release.

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9/22/2017, 2:54 PM

Reply all | Delete Junk |

establishment and the complete meltdown of Christina as she went up the street throwing trashcans. All this was captured by various people in the neighborhood. Christina is very mentally ill and needs help. She was arrested and released the next day and is back on the street.

Alyssa Elizabeth Reed

September 9 at 11:02pm

This is the loser that dined and dashed at my work today with a bill that was 70 dollars!!

| Age | DOB | Sex | Booking # | Book Date | Book Time |
|-----------------------------------|-----|-------------|-----------|-----------|-----------|
| AGUIAR-HAVENS, CHRISTINA RACHELLE | 23 | 5/17/1994 F | | B17030308 | 9/10/2017 |

| Chg # | Agency | Officer | Agency Case | Arrest Location |
|-------|--------|---------|-------------|--------------------|
| 1 | GVPD | 4024 | G1702818 | S. AUBURN @CONAWAY |
| 2 | GVPD | 4024 | G1702818 | S. AUBURN @CONAWAY |

Jamie Haberman, also in jail, is well known to us. She was brought to us at Streicher House by Behavioral Health (Brendan Phillips) last year when she had just been released from jail. She was very high and unmanageable that day and should have been taken to a respite place instead of to us where volunteers had to deal with her nastiness. Jamie is very mentally ill and can be dangerous when upset. She and her boyfriend, Mathew Phlug created a horrible scene at Streicher House one day, when Mathew threw all of her wet belongings into Gary Tintle's parking lot next door. After that they were not allowed at Streicher House. Jamie had been in a supportive housing situation for awhile and when I saw her recently she was looking better. Don't know what happened since.

Geppetto Krug remains in jail. I hope he is getting some help. He cannot go back out into the street as his mental health is deteriorating and he continues to be violent, especially when on drugs.

What I am continuing to point out here is we have these people who are well known clients to Behavioral Health, mentally ill and addicted, who are still creating problems in the community and need to be sequestered somehow (jail?) and receive intensive mental health care for a long period of time. Then they need to be placed in a supportive living situation and monitored closely. They cannot go back out into their homeless existence as they are too problematic for our communities. If you read Nevada County Vents you will

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Reply all | Delete Junk |

I am asking Cliff Newell, Michael Heggarty, Becky Slade, and Darryl Quinn to please work out a plan with the jail to get the Stepping Up program that was promised up and running. We need a full on mental health program at the jail similar to Sonoma. Then we need some more supportive housing. After all those meetings of the Homeless Processes Improvement Group I didn't see any action plans for our chronically homeless, mentally ill/addicted. We didn't fund any street outreach (CIT) who can do 5150's and take a load off the police departments.

| HABERMAN, JAMIE LYNN | | | | | 40 | 8/9/1977 | F | B17030317 |
|----------------------|--------|---------|-------------|---------------------|----|----------|---|-----------|
| Chg # | Agency | Officer | Agency Case | Arrest Location | | | | |
| 1 | GVPD | NOR02 | 61702826 | 137 OLYMPIA PARK RD | | | | |
| 2 | GVPD | NOR02 | 61702826 | 137 OLYMPIA PARK RD | | | | |
| 3 | GVPD | NOR02 | 61702826 | 137 OLYMPIA PARK RD | | | | |

| LAVINE, MICHELE MARIE | | | | | 39 | 1/29/1978 | F | B17030321 | 9 |
|-----------------------|--------|---------|-------------|-----------------|----|-----------|---|-----------|---------|
| Chg # | Agency | Officer | Agency Case | Arrest Location | | | | | Stat |
| 1 | GVPD | 4017 | G1702833 | MCDONALDS | | | | | 537(A)(|

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Reply all | Delete Junk |

FW: Arrest and Release of Mentally Ill/Addicted

RS Rebecca Slade <Rebecca.Slade@co.nevada.ca.us>
Fri 9/22/2017 2:44 PM
To: Lorie Adams



Reply all |

Inbox

Rebecca Slade
Nevada County Behavioral Health Director

From: [REDACTED]
Sent: Thursday, September 14, 2017 8:59 AM
To: Rebecca Slade; 'Pauli Halstead'; Michael Heggarty; Darryl Quinn; Sheriff; Clifford Newell
Cc: Tim Foley; Alex Gammelgard; Reinette Senum; Heidi Hall
Subject: Re: Arrest and Release of Mentally Ill/Addicted

I say this with all respect but it is really apparent we live in two different Nevada County's.

"Every client has a plan when they are released from the CSU. We work very hard not to release people into homelessness. "

Pauli is more articulate when it comes to outlining what our experience has been with CSU, Sierra Memorial Hospital, Wayne Brown Correctional Facility, BH but it is vastly different than your descriptions.

I personally have been witnessing and experiencing the service for 3 years. I understand things take time but 3 years is a long time to put things in place for people like Marlana. Marlana has been in the purview of the above said agencies for 18 years.

It is obvious I am missing something. Thank you again Pauli for trying. We continue to work hard providing service we can via our generous private donations.

Reply all | Delete Junk |

From: Rebecca Slade <Rebecca.Slade@co.nevada.ca.us>**To:** [REDACTED] Michael Heggarty
<Michael.Heggarty@co.nevada.ca.us>; Darryl Quinn <Darryl.Quinn@co.nevada.ca.us>; Sheriff
<Sheriff@co.nevada.ca.us>; Clifford Newell <Clifford.Newell@co.nevada.ca.us>**Sent:** Thursday, September 14, 2017 8:41 AM**Subject:** RE: Arrest and Release of Mentally Ill/Addicted

[REDACTED]

I understand that it is frustrating to see someone in need and to feel like agencies who could help are not helping. I cannot tell you the plan for clients. I can tell you we continue to outreach to them on the street, often daily. The law around 5150's is restrictive. Just because someone continues to get arrested for substance abuse issues does not mean they qualify for hospitalization under WIC 5150. In fiscal year 16/17 we evaluated 1840 people for 5150, sent 356 of those people to a psychiatric hospital and 425 people went to the Crisis Stabilization Unit. Clients can only stay in the CSU for 23 hours. Every client has a plan when they are released from the CSU. We work very hard not to release people into homelessness. We are meeting with the District Attorney and Law Enforcement to see how we can use Mental Health Court with some of most chronically ill people.

Thank you for working on this. I do not know of a simple answer and we have a lot of work ahead of us. We need to work as a team and be patient. I believe one day the client you are worried about is going to get treatment.

Rebecca Slade
Nevada County Behavioral Health Director

From: [REDACTED]**Sent:** Thursday, September 14, 2017 6:41 AM**To:** Michael Heggarty; Rebecca Slade; Darryl Quinn; Sheriff; Clifford Newell**Cc:** Tim Foley; Alex Gammelgard; Reinette Senum; Patti Galle; Heidi Hall

Reply all | Delete Junk |

Hi Everyone;

Yesterday, Marlene Brennan (Skye) was arrested and released again. This is public information, not HIPPA protected. The community is well aware of our most chronically homeless mentally ill/addicted citizens who "we" care for all the time. We are not asking that you breach HIPPA policy, but we know most of these people are Behavioral Health clients (they have told us, their families have told us, or your staff has let us know by dropping them off). We do not need to know the details of their cases, but we do want to know what the plan is for these very severe cases. *Would you please describe the plan?*

In a recent e-mail Becky stated, *"All of our case managers can 5150 people in the field."*

And... *"California Forensics Medical Group provides the health care in the jail. They have hired a full time therapist who assess, treats and refers clients to services. We constantly communicate with her and try to get many of these clients into services quickly."*

Question: *Why aren't the 5150s being done by County staff then? We don't see it. How many 5150's has County staff done in the 2016-17 fiscal year? On an average, how long are they held at the Crisis Center? What is the plan for them after they are released?*

Question: *If you are referring people into services, are these voluntary services, or are you handing them over to the DA and the court for involuntary services and mandated therapy? The reason I am asking this is you keep letting Skye and others back out on the street. There are several severely mentally people that we know in jail at the moment. Will you be letting them back out onto the street, or will they be handed off to Mental Health Court?*

Question: *How many of these chronically homeless, Mentally Ill/Addicted were referred to Mental Health Court in fiscal 2016-17?*

I understand that Behavioral Health is not mandated to serve the forensic mental health population. Is this true? If so, *whose responsibility is it to make sure these people get appropriate mental health services and are not released back into the community where they are a danger to themselves and others?*

Obviously the coordination between the sheriff's department, Behavioral Health, the DA, the Courts and County probation is not working well. The solution might be for the sheriff's department to incarcerate the forensic mental health population in the jail until they are stabilized and then have them monitored carefully under the authority of county probation. In addition specially trained counselors and therapists would be assigned to these cases by Behavioral Health.

Wayne Brown, (the sheriff) should be required to free up space in the jail to incarcerate the forensic population. We need to budget for the additional funding for psychiatric staffing and additional jail staffing. **This is the job of the Board of Supervisors.** We have almost

9/22/2017, 2:53 PM

Reply all | Delete Junk |

I understand there is a Forensic Task Force. *What are their recommendations and plan?* The judges, sheriff's department, DA, PDs, and Behavioral Health all need to communicate and work out a plan sooner than later. Conditions on the street are worse than ever. Just ask the police departments. *Why should they continually have to arrest, only to have the seriously mentally ill/addicted, back on the street the next day? They do not have the staff to do the 5150's.*

The community wants to see our severely mentally ill/addicted population off the street and into mandated mental health services.

--

Reply all | Delete Junk |

FW: Telling street homeless to walk into BH

RS

Rebecca Slade <Rebecca.Slade@co.nevada.ca.us>



Reply all |

Fri 9/22/2017 2:43 PM

To: Lorie Adams

Inbox

Angry email stating that we are not doing enough for homeless mentally ill.

Rebecca Slade
Nevada County Behavioral Health Director

From: _____]

Sent: Thursday, September 21, 2017 10:20 PM

To: Michele Violet

Cc: Pauli Halstead; Reinetta Senum; Michael Heggarty; Rebecca Slade; Tim Foley; Alex Gammelgard; Darryl Quinn; Heidi Hall

Subject: Telling street homeless to walk into BH

I totally misunderstood the purpose of the meeting today. I thought we would have an opportunity to discuss how to connect with services not being provided to street homeless. That is why I brought up the examples of what we deal with and that we are not able to reach anyone in County services for help with the street homeless.

I realized the futility of ever being able to have any of you truly understand what is happening on our streets when after I explained the challenges we are facing with the sick, mentally ill, addicted street homeless, Michele Violet stated (with the utmost authority) that these people who are by far the most dysfunctional members of our community could just "Walk into Behavioral Health" if they wanted service.

To suggest that this simplistic expectation is all that is needed to get service is beyond my understanding.

The street homeless the nonprofits deal with are highly impaired. They are sick, deeply mentally ill, or grossly addicted (usually some combination thereof--often all three). They have no means of transportation, are not clear enough in their minds to walk into offices, articulate enough to explain their issues, competent enough make and keep appointments or be coherent enough to perform these tasks. Many have no mind to bathe or eat properly or have the ability to interact properly with others.

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9/22/2017, 2:53 PM

Odyssey House

License No. #297001169



September 13, 2017

Dear Rob,

As the service provider for the Odyssey House, we are reaching out to your agency to request a priority consideration to address serious health, safety and wellness needs of the clients we serve at this facility. The facility needs expansion and updating as soon as possible. Our team has begun to experience situations where the current facility and layout are not serving the clients and has led to serious health, wellness and safety concerns.

Below we have outlined our concerns that we are requesting be addressed – by addressing the outlined concerns listed below, the facility will meet the current needs of the clients and future clients for many years. The concerns are as follow:

- The roof of the structure leaks and needs to be replaced.
- Original front room divided into two rooms that are not large enough to house staff and client records.
 - Client records are stored in the detached storage building which does not have any climate controls.
 - Staff members do not have adequate space to perform administrative duties at the same time
 - Crisis prevention call center currently house three of the four staff required, the fourth member is housed in the facility managers office
- Kitchen is centrally located requiring it to be accessed to move from the living areas to the administrative and outdoor area, which is not conducive to treatment especially during instructional sessions. The kitchen also tends to be the main gathering area due to its location.
 - The size of the kitchen along with the residential grade appliances limit its use and the instructional opportunities for the residents
 - Limited storage space makes it difficult to maintain 3 day food supply as required by Regulations
 - Refrigeration space is limited thus an extra unit must be kept on an exterior porch
 - Laundry area is located in the kitchen adding to the congestion.
 - Space limits the facility to one washer and one dryer for 10 residents and household linens.
 - Currently laundry use is scheduled for each resident which can interfere with treatment opportunities

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- Current composition of counter tops does not provide for adequate sanitation, the island counter top id butcher block
- Mechanical room is located in the dining room and often not accessible if the dining room is in use.
 - Additional mechanical service controls are located in one of the bedrooms causing client disruption when accessed especially during late night hours\
- Dining room is very small which does not allow all of the residents to eat together, currently some residents eat at the counter tops in the kitchen or go outside
 - Staff are not able to join the meals which is problematic to services
 - Program allows alumni to join for meals weekly which provides them with support and provides inspiration to the residents
 - When the dining table is in use egress is blocked to the other areas of the facility and the exterior and is a safety concern
- Storage is very limited throughout the facility thus requiring the use of locking storage cabinets to be placed in random areas such as hallways and the pharmaceutical room.
 - Larger storage areas would allow the service provider to make bulk purchases at a discounted rate
- Pharmaceutical room is required to have a double locking storage system. In order to accomplish this pharmaceuticals are stored in a locked closet within a separate locked room. Client's individual medications are stored in individual boxes with in the locked system. A multi-locking storage system, which provides access to only one client's meds at a time, would be more efficient and safer.
- Client bedrooms were constructed with pony style walls which do not extend to the ceiling
 - This reduces the amount of privacy for the clients
 - Potential safety concerns in a co-ed setting
 - Increases noise levels
 - Windows in the facility do not allow for adequate egress
 - Doors and windows should have a monitoring/alarm system (clients are free to come and go but being able to monitor these at night would be helpful)
- Need for additional bathrooms
 - Currently two restrooms for 10 residents wish to increase to 16 residents
 - Current men's room has a pocket door which in the past has failed requiring a blanket to be used to provide privacy for the clients
 - Men's bathroom floor is sloping and is not ADA compliant
 - Men's bathroom has carpet and lacks privacy
 - Bathrooms with which allow for greater occupancy is required but they must contain design elements that allow privacy and independence
- Therapy room large enough to accommodate group sessions is needed the current recreational/television room is under sized to provide this treatment objective

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- Group therapy rooms are vital for treatment, currently clients must be transported to an outside County Facility.
- Areas such as the kitchen and dining room do not provide for sufficient privacy to conduct therapy.
- Outside recreation areas
 - Current area is not ADA compliant and expansion will encroach on this area
 - Exterior areas are conducive to treatment but need to provide for a smoking area and non-smoking area
 - Landscaped areas are not currently on site but would allow for a more tranquil residential setting which will aid in the treatment process
- Backup power source is currently installed and must be maintained
- Current color scheme is drab some art work is onsite to help provide a home atmosphere but a brighter more uplifting color palette would enhance the facility and transfer to the clients
- Detached out building is currently used for record storage which makes treatment more difficult as immediate access to records is often not available as staff must schedule access. These need to be kept in the staff office area, which is currently not large enough.
 - This area could be converted into two independent residential units allowing the program to expand support services to clients. These units would provide graduated independent living for clients in order to insure greater program success.
 - The structure currently has no perimeter foundation and is not conditioned for residential use.

As you can see our list is extensive, but the items outlined are necessary to ensure the clients are serviced to the level we are required to maintain by regulations. Without these repairs, updates, expansions and changes, the program will not be able to continue and a reduction in services will need to be considered. This would be detrimental to the County of Nevada and should be avoided.

We appreciate your consideration and look forward to working with your agency to ensure the residents of the County of Nevada are served during their time of need.

Sincerely,

Diane Phenix, MSW
Program Manager
Odyssey House



BUILDING A MOVEMENT TO END HOMELESSNESS

HOMELESSNESS IN AMERICA ABOUT NCH ISSUES CAMPAIGNS TAKING ACTION REFERENCES

GUEST POST: 6 THINGS I WANT YOU TO UNDERSTAND ABOUT BEING HOMELESS IN AMERICA.

Written by NCH Staff on July 8, 2014. Posted in [Awareness](#), [Public Education](#)

6 THINGS I WANT YOU TO UNDERSTAND ABOUT BEING HOMELESS IN AMERICA – BY JAYDA SHUAVARNNASRI.

It's been long overdue that I've written about my time in D.C. doing the Homeless Challenge. Life moved on once I came back, and before you know it I was on a flight to Bangkok, still sharing my experience here and there and trying to process it all at the same time. And of course, that right there perfectly reflects my privilege of not actually being homeless.

For some reason I thought I would have some more clear cut answers to share with those who cared enough to ask. I also thought that when people listened to my experience, they would have more in depth reactions beyond, "so what did you learn?" That became the dreaded question after a while as I tried packaging my answers into something they could swallow. And that's what bothered me most...having to package together an answer. I didn't leave D.C. with this list of lessons learned or facts and stories just so my friends could be like, "Omg. That's crazy. Because of you, I totally know what it's like to be homeless now." For some reason, I feared that sharing my experience would lead to this belief and because of that, I felt like I needed to word my answers correctly when asked, and eventually I just wouldn't talk about it at all.

Now here I am 3 months later, I am compelled to finally write something (the littlest I can do), in hopes that those who listen can be motivated to do more in their own lives.

Disclaimer: This is from my own perspective, and I've tried to be as accurate as possible using what I know about homelessness...which probably isn't a lot.



6 THINGS I WANT YOU TO UNDERSTAND ABOUT HOMELESSNESS IN AMERICA

1. We live in a system that makes it extremely difficult to get out of homelessness. I think there's a prevalent assumption in our society that homelessness is caused by an individual's inability to make the right choices in their life, after all, you're friends and family have been able to survive just fine through hard work and perseverance right? But the reality is that there are so many factors that lead to homelessness such as running away from an abusive family, having a mental/physical disability that prevents the ability to work, being kicked out for being LGBTQ, financial crisis, addiction/substance dependence (which is classified as a mental disorder), and the simple fact that housing, food, and healthcare in the United States are so expensive. There is no way that even if a person had a minimum wage job, they could afford a place to live in many areas of the Land of the Free.

People tend to assume that if a person is homeless, they must not have a job, but there are plenty who do (I met a security guard while I was having breakfast at a soup kitchen in D.C.), but they often don't make enough for basic necessities like food and shelter, and life is even harder if you have children. And for those who don't have a job, how easy do you think it is to get one? Are they supposed to walk in with all their belongings, in their usual attire, maybe having showered, and just fill out an application? And what address do you think they should provide?

And if they are hired for a job, would they have reliable transportation? For those two weeks that they wait for their first paycheck, who can take care of their kids? How will they do laundry? Would you honestly interview or hire someone you suspect is homeless? My point is, there are so many hurdles that a homeless person has to face, and our system does very little to change that.

2. Hunger is such a small part of the problem. For many of us, when we see someone begging for

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change, we feel better if we just gave them food instead, because after all they could be some drug addict trying to get their fix and you wouldn't want to support that, right? I'll talk about this stereotype later but there's something bigger I want people to understand about homelessness and hunger. In big cities, food is not that hard to find. There are shelters and soup kitchens that serve food regularly and most of the homeless community know exactly how to get a meal. There isn't so much a *lack of food*, as there is a *lack of quality food*. The meals I ate during my week in D.C. were not nutritious at all. Canned vegetables, iceberg lettuce, pasta (and not the whole grain kind), and lots of white enriched bread. I had so much carbs that week! Most foods given to the homeless community is not meant to be nutritious, it's just meant to fill you up. But as we know, the things you put into your body are important for maintaining your health and energy, which was reflected in my own physical health by the end of my Homeless Challenge. By the time we were done, my body felt like it deteriorated. I had a fever, chills, body aches, and barely any strength left to carry around my bags. A woman we met who was homeless at the time, shared with us that exhaustion was a normal part of life for a person who is homeless, and frankly if I was in that situation for weeks/months/years at a time...I don't know how I would even manage to try and find work.

With this being said, I also invite you to think about your own access to quality foods. All the healthy meals you cook for the week, the delicious trendy foods you instagram on the daily, and all the expensive fair food you get to indulge on this summer...what a luxury it is for us to call ourselves "foodies" while thousands of people are starving for nutrients.

- 3. **"No one in their right mind chooses to be homeless."** A man we had met, known as Better Believe Steve had said this to us when he shared his story of homelessness. (This was the night I cried my eyes out because this mans experience broke my heart...if you want to know more about that then ask me another time) I want people to realize that aside from a small number of "nomad/traveller" types, people do not choose to be homeless. The circumstances in their lives have lead them towards a path where being homeless is a last option. Look at how much invisibility and loss of dignity is attached to being homeless. Or the constant threat of discrimination and violence. Really, who would not actually want a roof over their head? A safe place to sleep is a basic necessity, but for many people there are no safe places, which may be why the streets become their best/ only option. Also there are many who choose to stay on the streets rather than in a shelter, (a shelter is still not a home!), and that's because some shelters are so poorly run that the streets become more comfortable.
- 4. **People who are homeless are not lazy, crazy, drug addicts that can't be helped.** I hate these stereotypes. I dare you too look at your circle of friends and tell me that you don't know a single person who is lazy, a person who may be a little "off" mentally, or a person who does not use drugs. We all have those people in our circle somewhere, so don't try and think you're so above a person who is homeless just because you're not the one begging for change.

As for the "crazy" part, first off it's offensive to call anyone that, as it further stigmatizes mental health, preventing people from understanding or seeking treatment. But if we're going to talk about mental illnesses, yes they are prevalent among the homeless population. That means people don't just need help finding a job or home, they need services and medication that can also help them deal with whatever mental or medical conditions they have too. Addiction is a problem as well, one that should also be recognized as a challenge that needs to be over come with assistance and services. **Every person is deserving of help.** No matter what a person may be battling, it does not make them any less deserving of safe, adequate, and affordable housing.

- 5. **Homelessness can happen to anyone.** If I were to ask you, "What does a homeless person look like?" what would be the first image the pops into your head? I ask this because so many of us don't realize that we could actually be friends or acquaintances with someone who is homeless, and not even know it. Begging or sleeping on the street is not what every homeless person does...some can afford to stay in hotels or jump from friend's houses. Either way, they don't have a secure home. I know of so many financial struggles from my own friends/family and I always think that at any moment, it could be one of us.

The biggest reality check I had was when I met a girl at my own school, University of San Diego, who had spent a entire year during high school homeless with her family. Thankfully they were not on the streets, but the three of them shared one bedroom that a friend had lent them, while the mom went back to school, the dad worked two jobs, and the daughter tried getting through high school.

- 6. **If you really want to help the next time you see a homeless person, don't just hand them things.** Okay, if you're that compelled to give them the change from your pocket or your leftover Subway, by all means do so. I'm not discouraging your act of kindness. But I think it's important to first ask yourself, why are you giving? Is it because you want to help? Or because you're trying to ease the guilt that you feel inside, and providing charity makes you feel better.

Those aren't easy questions, but the reason I ask is because one of the biggest problems when people want to help a cause is that they assume they already know the solution without asking the ones they are claiming to help. This is something I've learned from Counseling (Human Services) classes and in my Development (Peace and Justice), courses. We want to help, and when

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we witness the problem with our eyes, we automatically think we know what that person or community needs. We see barefoot kids in poor countries so that must mean they really need shoes! Forget about clean water, nutritious food, or economic opportunities (I'm looking at you TOMS shoes...but I digress). We see a poor man begging on the street, well he must be hungry so I'm going to buy him some food! But what if he needs medication? Toothpaste? A pair of socks? What if the woman standing at the end of the freeway needs money for baby formula? Or pads? Or some shoes? We have no idea what they really need unless we ASK. Such as simple thing to do when we want to help someone, but many of us don't. Instead we keep a barrier up and just hand that person enough to make ourselves feel better and then we move on with our lives.

- [Homeless Challenge](#)
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My suggestion? Ask a person their name, because who knows how long it's been since they heard someone say their name aloud, and because they are human. If you're going to a store or you're close to home, ask them what it is they might need that you can provide for them. If you can grab that for them before they leave their area, great. If they are a person you see regularly on the streets, ask them their usual spot and say, "Okay, I can't get it today but I will have it next time I'm in the area." Now the challenge I have come to realize with this is that I live in California, and most of the people I see are while I'm driving somewhere. This is different from D.C. where a person is not allowed to stand on an island to beg (and people drive less there anyways?)

Either way, my point is to ask how you can help. Because showing someone respect and being a good helper, includes recognizing an individual's own agency to transform their own lives, even if it's just for that moment.

So with all of this, what did I learn?

It was only 48 hours of being "homeless", so how much could I really takeaway from this experience? More than I thought, but certainly not enough to be able to solve this systematic problem that affects over 600,000 Americans. What I've come to realize is that I didn't *learn* much. What I did was *experience* and *absorb*. What I did was become mindful of my existence within the homeless community, while recognizing my own privileges as a young woman. What I heard, felt, smelled, and witnessed were beyond my usual routine as a suburban, college educated woman with a supportive family. And what I do strive to learn is more about how I can positively affect the lives of people who are homeless on the individual and the national level.

//Jayda Shuavarnnari

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Tags: [Homeless Challenge](#), [Homelessness](#), [Misconceptions](#), [Myths](#), [Stereotypes](#), [Stigma](#)

HOW TRAUMA INFORMED CARE IS HELPING HOMELESS FAMILIES

Written by admin on July 31, 2015. Posted in [Awareness](#), [Domestic Violence](#), [Education](#), [Families](#), [Mental Health](#), [Policy Advocacy](#), [Poverty](#), [Women](#), [Youth](#)

The National Coalition for the Homeless recently hosted a Congressional briefing on Trauma Informed Care (TIC) and homeless families. Trauma Informed Care is an important topic that is rapidly gaining notability due to its capacity to teach practitioners how to engage with individuals who have experienced trauma without the use of damaging punitive or paternalistic attitudes.

Representative Alcee L. Hastings of the 20th District of Florida, co-chair of the Congressional Homelessness Caucus, began the briefing with opening remarks. He was then followed by a panel of TIC experts, including Cheryl Sharp, the senior advisor for trauma informed services at the National Council for Behavioral Health, Jennifer Pearlman, the coordinator for trauma informed care for the Colorado Coalition for the Homeless, Leah Harris, the TIC specialist for the National Association of State Mental Health Program Directors, and Barbara Anderson, the director of Haven House Services. The panel was moderated by Carmela DeCandia, the director for child and family initiatives from the Center on Social Innovation. Each speaker brought a complimentary perspective from a different facet of homeless and mental health services, as they informed the audience on their knowledge and experience with trauma informed care.

Each panelist explained that trauma informed care serves as an organizational strategy to help social service agencies gain the awareness, knowledge, and skills to better support individuals on their pathway to recovery. This approach prompts service providers to respond to the recipient's psychological and emotional needs rather than just provide resources. It necessitates that service providers approach recipients from a perspective of empathy that rejects ideologies of individual blame for issues created by much larger forces. This ideology is pertinent in light of the findings of the [SHIFT study](#) that showed, 93% of homeless mothers had a history of trauma, 79% experienced trauma as children, 81% experience multiple traumatic events, and 36% had a lifetime history of post-traumatic stress disorder. The SHIFT study also provides valuable insights on the impact of public policy on the creation of homelessness and poverty.

With the severe lack of affordable housing in this country, only one out of four low-income families that are eligible for federal rental assistance will receive it. Meanwhile, the minimum wage is not sufficient enough to cover the cost of housing in many cities. Without stable housing, traumatic vulnerability occurs, which can result in assault, mental and physical health issues, and substance abuse. More than half of homeless children are under the age of 6, which is a critical time for brain development and resilience. Cheryl Sharp warned that when children do not know if they are safe it impedes upon their development. Traumatized caregivers are more likely to pass adverse experiences onto children, and are less emotionally and physically available. This is compounded on the stressors of being homeless. Even sheltered families can experience trauma because of danger in these environments, instability, and a lack of mental health knowledge among caregivers. This trauma furthers the barrier to successful re-housing. We must demand systemic change to increase our nation's affordable housing stock, and make TIC funding available in existing shelters and service organizations to allow homeless families pathways to stability and healing. Barbara Anderson stated that ending homelessness and the resulting trauma requires the completion of two main objectives: solving the root causes of homelessness through a paradigm shift to a democratic government that addresses the needs of the people, and healing the trauma of past policies with social service investment. Our political representatives, our shelters, our service providers, our schools, and our culture must implement trauma-informed strategies, because within our current mode of operation, we are only making surviving in America more difficult.

Interested in measuring the TIC in your organization? Check out the ticometer at www.Thinkt3.com.

- Kyra Habekoss and Quinn Kobelak
NCH Interns

Tags: [Awareness](#), [Homeless Children](#), [Homeless Families](#), [Homeless Mothers](#), [Poverty](#), [Trauma](#), [Trauma Informed Care](#), [Women](#)

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Mental disorders keep thousands of homeless on streets

THOUSANDS WITH MENTAL ILLNESS END UP HOMELESS, BUT THERE ARE APPROACHES THAT CAN HELP OUT.

Rick Jervis (Staff/1130/Hck-jervis), USA TODAY

In this series on: **MENTAL ILLNESS: THE COST OF NOT CARING**



Early intervention could change nature of schizophrenia



The Fortunate Mother: Caring for a son with schizophrenia



Cost of not caring: Nowhere to go



CHAPTER 1

Moving them off the streets

COSTS CAN RUN INTO THE MILLIONS

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"On the streets, you don't have time to get treated. You are trying to survive."

As they cycle between street corner, jail cell and hospital bed, the homeless who are mentally ill cost local, state and federal agencies millions of dollars a year. This fiscal year, the federal government will spend \$5 billion on programs for the homeless. Next year, that figure is likely to grow to nearly \$5.7 billion.



(Photo: Jack Gruber, USA TODAY)



CHAPTER 2

Services that can work

HOUSING, THEN TREATMENT, HELPS MANY

EXPLORE PART 2: Stigma set in stone

Two strategies gaining favor in treating the homeless who are mentally ill are the "Housing First" approach, which puts homeless individuals into housing first, then treats their ailments, and permanent-supportive housing, which couples housing with counseling and access to meds. The initiatives are rapidly moving the mentally ill off the streets and saving the country tens of millions of dollars each year in homeless costs.

- Stigma is deeply embedded in American society, and even written into federal law.
- Many people are afraid to seek care, for fear that others will learn of their condition.
- Others can't find help. Medicaid and Medicare policies that limit funding for psychiatric care prevent many patients from finding a hospital bed, advocates say.
- See additional coverage from our network.

Because of a lack of federal financial and political commitment, they're not happening fast enough.

"It's like bailing a leaking boat: As fast as we can get people into housing, we get more people coming in," says Nan Roman, head of the National Alliance to End Homelessness. "We clearly know what to do. We're just not doing enough of it."

The number of mentally ill homeless surged in the 1970s and '80s as the second half of the Baby Boom generation reached the age of onset for schizophrenia, which typically begins when a person reaches their 20s, and psychiatric hospitals and group homes struggled to keep up with demand, says Dennis Culhane, a University of Pennsylvania researcher who has studied the issue for more than a decade.

Having nowhere to go, many of those people hit the streets.

In the early 1990s, homeless advocates began embracing the Housing First system, Culhane says. The clients were assigned caseworkers who helped them navigate the process and made sure they kept up with treatment.

In a landmark study released in 2002, Culhane and two colleagues tracked the costs of 4,600 homeless people with mental illness in New York City over nine years. Those who remained on the street, shuffling in and out of jails and hospitals, cost the city and state \$40,451 a year in services. Those placed in supportive housing cost \$17,277 to house. Those given supportive housing tended to stay off the street.

"We have the solution; no one can say we don't have the solution," Culhane says. "The problem remaining is figuring out how we take this to scale."

Starting under President George W. Bush, the federal government made permanent-supportive housing a national priority. The number of beds has steadily climbed, from 188,636 in 2007 to 284,298 today, slightly more than half of which go to people with mental health disabilities, according to the National Alliance to End Homelessness.

More are needed, says Andrew Sperling, a housing and homelessness policy expert at the National Alliance on Mental Illness. "Just a little more money will get the job done," he says.

This year, President Obama requested a \$301 million housing budget increase that would create 37,000 more permanent-supportive housing units and potentially wipe out chronic

CHAPTERS

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homelessness in America, says Jennifer Ho, a HUD senior adviser. That request stalled in Congress.

A more politically popular request for an increase in supportive housing for military veterans passed overwhelmingly and could eradicate veteran homelessness in the USA by next year, she says.

"We've got study after study showing that it actually works," Ho says. "We've debunked the myth that certain people can't be housed."

But the programs are not reaching those who need it most fast enough.



CHAPTER 3

Despair can take lives

STORIES OF THOSE LOST TO THE STREETS

EXPLORE PART 3: Prisons swamped

Greg Sherman had all the signs of a normal life: raised in a middle-class family, graduated from law school, married his college sweetheart, helped raise two kids, on track to make partner at his law firm.

As the kids grew into teenagers, something in Sherman went awry. He became distant, staring at the wall for stretches at a time or glaring at his family in what his son Matt calls "focused anger." He began drinking heavily, lost his job and got divorced.

"The way he acted, this just wasn't Dad anymore," Matt Sherman says.

In 1999, Greg Sherman disappeared. One day, while a freshman at college in Southern California, Matt Sherman discovered his father among the homeless living at the beach in Santa Monica. Greg stuck around for a few weeks, then promptly disappeared again.

Desperate to learn the whereabouts of their father, Matt Sherman and his sister, Anne, reached out to the Social Security Administration. A few months later, they received a form reply letter, informing them their dad was dead. Greg Sherman had died of sepsis in 2006 while homeless in Washington.

Matt Sherman says it pains him to have lost his father to a curable disease when so many programs exist to get the mentally ill off the street. The perception of people with mental disorders on the street needs to change, he says.

"Don't be so quick to objectify them," Matt Sherman says. "That could be a very dear family member you grew up with that just lost their way."

Dorothy Edwards knows the despair and paranoia that cripple the mentally ill from seeking help and finding an apartment. For eight years, Edwards, 56, wandered the streets of Pasadena, Calif., sleeping in alleys, scouring Dumpsters for scraps of food and smoking meth to fend off a crushing depression. Her teeth were rotting, and sores broke out all over her body. She was sexually assaulted repeatedly and had her belongings stolen multiple times.

When things got truly bleak, Edwards would check herself into the psych ward of a hospital, only to be back on the streets within days. Various friends ravaged emotionally by the homeless life had flung themselves off the Colorado Street Bridge in Pasadena, known locally as "suicide bridge." She considered using the bridge herself, she says.

"It was looking pretty good to me," Edwards says. "I had run out of options."

Shortly after, she was approached by a worker from Housing Works, a Los Angeles homeless outreach center. The worker escorted Edwards to a processing center, where counselors diagnosed her with depression and post-traumatic stress disorder, found her an apartment and assigned her a caseworker.

Today, Edwards lives in a one-bedroom apartment in Pasadena with her 8-year-old mixed-breed dog, Gunner. The paranoia and anxiety still creep in periodically, especially late at night, but the meds and a watchful caseworker help her through it. She's looking for a job.

"The system is broken, and they found a way to make it work," Edwards says. "And it's awesome."



CHAPTER 4

Housing benefits clear early

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COUNTRY CATCHES ON TO PROGRAMS' BENEFITS

Sam Tsemberis, executive director of Pathways to Housing, a New York-based housing group that works in cities across the USA, says the ability to house people like Edwards comes not just from new housing strategies but from a fundamental shift in how Americans view people with mental illness.

As a homeless specialist at New York's Bellevue Hospital in the late 1980s, Tsemberis witnessed firsthand the seemingly endless stream of mentally ill patients who visited the hospital's emergency room before returning to the streets. He began recording how patients with schizophrenia, given proper housing and treatment, were able to hold jobs, manage their bills and cook their own meals, and he encouraged advocates to house first, treat later.

Slowly, the rest of the country caught on. Tsemberis helped popularize the Housing First initiative that led to permanent-supportive housing.

"We have misunderstood profoundly what it means to be mentally ill," he says. "They're capable of far more than we ever imagined."

Officials in Houston and surrounding Harris County decided not to wait for more federal help. Faced with a growing chronic homeless population and diminishing federal aid, officials from the Houston Housing Authority, Houston Police Department and other agencies joined forces in 2011 to create a computerized countywide housing-first network that helps place chronic homeless people in apartments quickly. It's become a model across the USA.

Outreach workers in Houston identify homeless individuals and make an assessment of their vulnerability, including how long they've been on the streets and signs of mental illness. Using iPads and laptops, the workers tap into the network of more than 3,000 supportive housing apartments in the region to see which are available. Average wait time from assessment to move-in: 56 days.



(Photo: Julia L. Robinson for USA TODAY)

In the three years since the system launched, the number of chronic homeless in the greater Houston area has dropped from 1,791 in 2011 to 763 today — a 57% decrease.

The key has been getting the mentally ill homeless person housed as quickly as possible, says Tory Gunsolley, president and chief executive of the Houston Housing Authority. "Every time you have the homeless person in front of you, that's the time to get stuff done," he says. "Every time you let them go, they wind up back on the street."

HOUSTON TACKLES HOMELESSNESS

Houston and surrounding region officials have implemented a pre-county housing placement system that has cut the rate of chronic homelessness in the city by 57% and become a national model. Since the launch of the system, the number of chronic homeless individuals there has dropped from 1,791 in 2011 to 763 this year.

Here's how it works:

OUTREACH



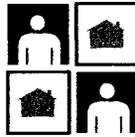
Outreach workers identify homeless individuals and make an assessment of their vulnerability.

ASSESSMENT



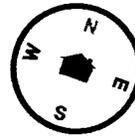
Outreach workers use a standardized assessment tool to evaluate the individual's needs and determine the appropriate level of support. The assessment includes information on the individual's mental health, substance use, and other factors that may affect their ability to live independently.

MATCHING



Outreach workers use the assessment tool to match the individual with a supportive housing unit that meets their needs. The system uses a computerized database to identify available units and make referrals.

REFERRAL/WAITLIST



Outreach workers refer the individual to a supportive housing unit. The individual may be placed on a waitlist if the unit is not immediately available. The system provides ongoing support and services to help the individual maintain their housing.

Farther west on I-10, officials in San Antonio created a system for housing the mentally ill that's being replicated throughout the country. Homeless people picked up on the street are taken to the Restoration Center, a large building northwest of downtown that offers medical treatment, psychological analysis, sobriety wings and information on apartments — all under one roof. Police are trained to bring homeless individuals showing signs of mental instability directly to the center.

Besides getting more mentally ill homeless off the street, the system has freed up police officers from spending hours escorting a homeless person to an emergency room and kept the homeless out of jails. Over the past four years, the system has saved the city and county an average of \$10 million a year in emergency room and jail visits, according to the Center for Health Care Services, a non-profit mental health system that services San Antonio and Bexar County and oversees the network.

"There are a lot of folks out there who think you can arrest the homeless issue away," says San Antonio Police Chief William McManus, who requires each police recruit to take a training course on how to handle the homeless. "And you can't."

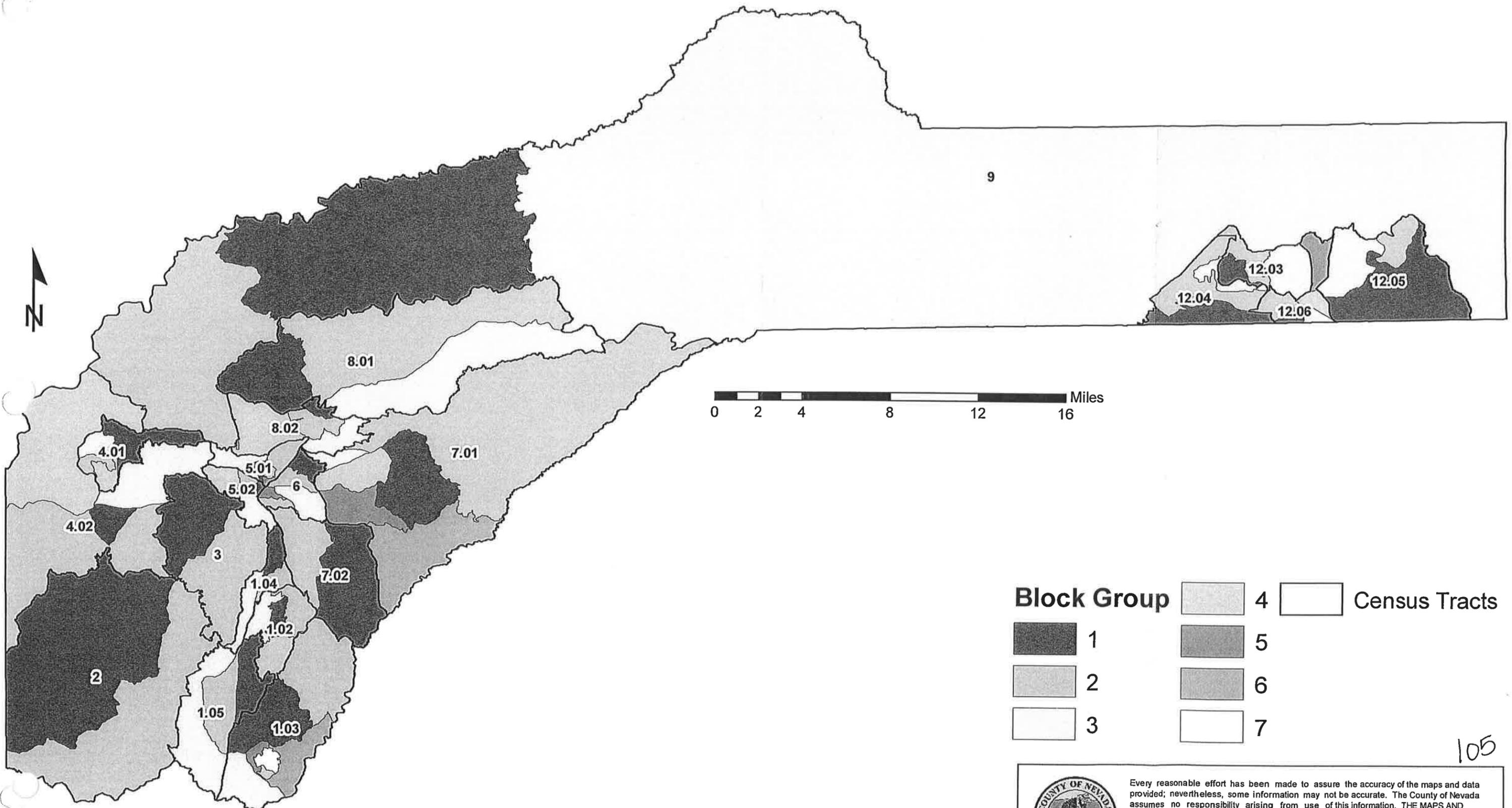
CHAPTERS
SERIES
SHARE

103

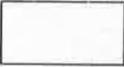
Activity 1

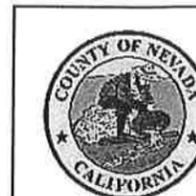
Benefit

Census Tracts & Block Groups 2010

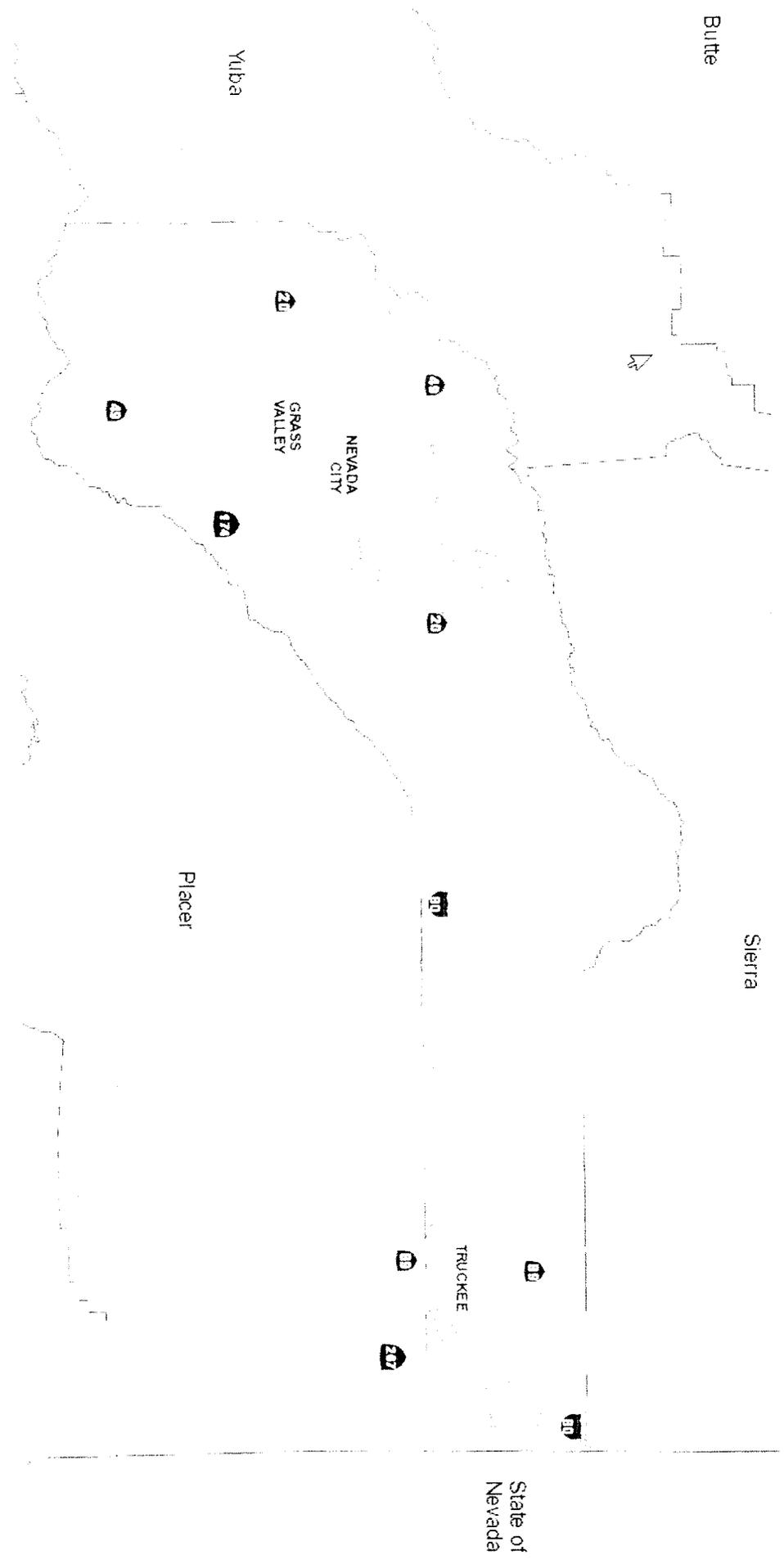


Block Group

| | | | | | |
|---|---|---|---|---|---------------|
|  | 1 |  | 5 |  | Census Tracts |
|  | 2 |  | 6 | | |
|  | 3 |  | 7 | | |



Every reasonable effort has been made to assure the accuracy of the maps and data provided; nevertheless, some information may not be accurate. The County of Nevada assumes no responsibility arising from use of this information. THE MAPS AND ASSOCIATED DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND, either expressed or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Before making decisions using the information provided on this map, contact the Nevada County Public Counter staff to confirm the validity of the data provided.



Odyssey House (APN 05-020-05)



SERVICE AREA

Presumed Benefit:

The Odyssey House services the entire County of Nevada and is the only facility of its kind in the County. The persons served at this facility are medically diagnosed Mentally Ill Patients and this group meets the presumed benefit criteria of 100% low/mod for the County.

Activity 1

Readiness

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CONTRACTOR'S NAME
County of Nevada

2. The term of this Agreement is: **Upon HCD Approval through 09/30/2018**

3. The maximum amount of this Agreement is: **\$1,953,750.00**

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

| | |
|---|-----------------|
| Exhibit A - Authority, Purpose and Scope of Work | 5 |
| Exhibit B - Set-Up/Completion and Payment Provisions | 4 |
| Exhibit C - State of California General Terms and Conditions* | GTC - 610 |
| Exhibit D - CDBG Terms and Conditions | 18 |
| Exhibit E - Special Terms and Conditions | 1 |
| TOTAL NUMBER OF PAGES ATTACHED: | 28 pages |

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.documents.dgs.ca.gov/ols/GTC-610.doc>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

California Department of
General Service
Use Only

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc)

County of Nevada

BY (Authorized Signature)

DATE SIGNED (Do not type)

1-28-14

PRINTED NAME AND TITLE OF PERSON SIGNING

Nate Beason, Chair Board of Supervisors

ADDRESS

950 Maidu Avenue, Nevada City, CA 95959

STATE OF CALIFORNIA

AGENCY NAME

Department of Housing and Community Development

BY (Authorized Signature)

DATE SIGNED (Do not type)

2-4-14

PRINTED NAME AND TITLE OF PERSON SIGNING

Cathy Parr, Contracts Manager, Business & Contract Services Branch

ADDRESS

2020 W. El Camino Ave, Sacramento, CA 95833

X Exempt per: SCM 4.04.A.3 (DGS Memo dated 6/12/81)

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
M-HOME-10037
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CONTRACTOR'S NAME
County of Nevada

2. The term of this Agreement is: Upon HCD Approval through 11/30/2032

3. The maximum amount of this Agreement is: \$1,000,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

| | |
|---|-----------|
| Exhibit A - Authority, Purpose and Scope of Work | 4 |
| Exhibit B - Set-up and Payment Provisions | 3 |
| Exhibit C - State of California General Terms and Conditions* | GTC - 610 |
| Exhibit D - HOME Terms and Conditions | 21 |
| Exhibit E - Special Terms and Conditions | 1 |
| Exhibit F - Additional Provisions | 0 |

TOTAL NUMBER OF PAGES ATTACHED: 29 pages

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.documents.dgs.ca.gov/ols/GTC-610.doc>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc)

California Department of
General Service
Use Only

County of Nevada

BY (Authorized Signature)

DATE SIGNED (Do not type)


PRINTED NAME AND TITLE OF PERSON SIGNING

8-11-15

Edward C. Scofield, Chair, Board of Supervisors
ADDRESS

950 Main Avenue, Nevada City, CA 95959

STATE OF CALIFORNIA

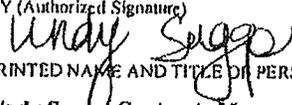
AUG 13 2015

AGENCY NAME

Department of Housing and Community Development

BY (Authorized Signature)

DATE SIGNED (Do not type)


PRINTED NAME AND TITLE OF PERSON SIGNING

8/13/15

Lindy Suggs, Contracts Manager, Business & Contract Services Branch

ADDRESS

2020 W. El Camino Ave, Sacramento, CA 95833

X Exempt per: SCM 4.04.A.3 (DGS
Memo dated 6/12/81)

AMENDMENT
TO
HOUSING PRESERVATION GRANT AGREEMENT

This amendment between County of Nevada
herein called the "Grantee," and the United States of America acting through
the Rural Development, Department of Agriculture, herein called "Rural
Development," hereby amends the Housing Preservation Grant Agreement
originally executed by said parties on September 30, 2014

Said grant agreement is amended by extending the ending date of the grant
agreement to December 31, 2017 ' and/or by making the following changes
noted in the attachments hereto (list and identify proposal(s) and any other
documents pertinent to the grant agreement which are attached to this
amendments).

The grantee has caused this "Amendment To Housing Preservation Grant
Agreement" to be executed by its duly authorized Executive Director
properly attested to and its corporate seal affixed by its duly authorized
n/a.

Attest:

Grantee:

By: Michael Heggarty 5/16/17

Michael Heggarty, Director of Health and Human
Services Agency

(Title)

Date of Execution of Amendment to Grant
Agreement by Grantee:

5/5/17

United States of America
Rural Development:

By: **LORNA LOREA**

Digitally signed by LORNA LOREA
Date: 2017.05.17 14:41:57 -07'00'

MFH, Loan Specialist

(Title)

Date of Execution of Amendment to Grant
Agreement by Rural Development:

05/17/2017

oOo

///

Tax ID No.: 94-6000526
CoC Program Grant Number: CA1262L9T151501
Effective Date: AUG 22 2016
DUNS No.: 010979029

CONTINUUM OF CARE PROGRAM Grant Agreement

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and County of Nevada (the "Recipient").

This Agreement is governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 *et seq.* (the "Act") and the Continuum of Care Program rule (the "Rule").

The terms "Grant" or "Grant Funds" mean the funds that are provided under this Agreement. The term "Application" means the application submissions on the basis of which the Grant was approved by HUD, including the certifications, assurances, and any information or documentation required to meet any grant award condition. All other terms shall have the meanings given in the Rule.

The Application is incorporated herein as part of this Agreement, except that only those projects listed, and only in the amounts listed on a Scope of Work exhibit, are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control.

Exhibit 1, the FY2015 Scope of Work, is attached hereto and made a part hereof. If in the future appropriations are made available for Continuum of Care grants; if Recipient applies under a Notice of Funds Availability published by HUD; and, if pursuant to the selection criteria in the Notice of Funds Availability, HUD selects Recipient and one or more projects listed on Exhibit 1 for renewal, then additional Scope of Work exhibits may be attached to this Agreement. Those additional exhibits, when attached, will also become a part hereof.

The effective date of the Agreement shall be the date of execution by HUD and it is the date use of funds under this Agreement may begin. Each project will have a performance period that will be listed on the Scope of Work exhibit(s) to this Agreement. For renewal projects, the period of performance shall begin at the end of the Recipient's final operating year for the project being renewed and eligible costs incurred for a project between the end of Recipient's final operating year under the grant being renewed and the execution of this Agreement may be paid with funds from the first operating year of this Agreement. For each new project funded under this Agreement, Recipient and HUD will set an operating start date in eLOCCS, which will be used to track expenditures, to establish the project performance period and to determine when a project is eligible for renewal. Recipient hereby authorizes HUD to insert the project performance period for new projects into the exhibit without Recipient signature, after the operating start date is established in eLOCCS.

This Agreement shall remain in effect until termination either: 1) by agreement of the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the final performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of funds for all projects funded under this Agreement.

Recipient agrees:

1. To ensure the operation of the project(s) listed on the Scope of Work in accordance with the provisions of the Act and all requirements of the Rule;
2. To monitor and report the progress of the project(s) to the Continuum of Care and HUD;
3. To ensure, to the maximum extent practicable, that individuals and families experiencing homelessness are involved, through employment, provision of volunteer services, or otherwise, in constructing, rehabilitating, maintaining, and operating facilities for the project and in providing supportive services for the project;
4. To require certification from all subrecipients that:
 - a. Subrecipients will maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project;
 - b. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operation of such project;
 - c. Subrecipients will establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
 - d. In the case of projects that provide housing or services to families, that subrecipients will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act;
 - e. The subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government; and
 - f. Subrecipients will provide information, such as data and reports, as required by HUD; and
5. To establish such fiscal control and accounting procedures as may be necessary to assure the proper disbursement of, and accounting for grant funds in order to ensure that all financial transactions are conducted, and records maintained in accordance with generally accepted accounting principles, if the Recipient is a Unified Funding Agency;
6. To monitor subrecipient match and report on match to HUD;
7. To take the educational needs of children into account when families are placed in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education;
8. To monitor subrecipients at least annually;
9. To use the centralized or coordinated assessment system established by the Continuum of Care as required by the Rule. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system, provided that victim

service providers in the area use a centralized or coordinated assessment system that meets HUD's minimum requirements and the victim service provider uses that system instead;

- 10. To follow the written standards for providing Continuum of Care assistance developed by the Continuum of Care, including those required by the Rule;
- 11. Enter into subrecipient agreements requiring subrecipients to operate the project(s) in accordance with the provisions of this Act and all requirements of the Rule; and
- 12. To comply with such other terms and conditions as HUD may have established in the applicable Notice of Funds Availability.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Application, unless HUD is otherwise advised in writing. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

BY: Maria Cremer
(Signature)

Maria F. Cremer
Director, Community Planning and Development
(Typed Name and Title)

AUG 22 2016
(Date)

RECIPIENT: County of Nevada
(Name of Organization)

BY: Richard A. Haffey
(Signature of Authorized Official)

Richard A. Haffey
County Executive Officer
(Typed Name and Title of Authorized Official)

8/20/16
(Date)

Tax ID No.: 94-6000526
CoC Program Grant Number: CA1093L9T151504
Effective Date: SEP 21 2016
DUNS No.: 010979029

CONTINUUM OF CARE PROGRAM Grant Agreement

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4. To require certification from all subrecipients that:
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 - b. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operation of such project;
 - c. Subrecipients will establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
 - d. In the case of projects that provide housing or services to families, that subrecipients will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act;
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By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

BY: *Karen Wurante*
(Signature)

for Maria F. Cremer
Director, Community Planning and Development
(Typed Name and Title)

9/21/16
(Date)

RECIPIENT: County of Nevada
(Name of Organization)

BY: *Richard A. Haffey*
(Signature of Authorized Official)

Richard A. Haffey
County Executive Officer
(Typed Name and Title of Authorized Official)

8/10/16
(Date)

Tax ID No.: 94-6000526
CoC Program Grant Number: CA0978L9T151501
Effective Date: ~~SEP 26 2016~~
DUNS No.: 010979029

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9. To use the centralized or coordinated assessment system established by the Continuum of Care as required by the Rule. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system, provided that victim

| | |
|---------------------|------------------------------|
| REGISTRATION NUMBER | AGREEMENT NUMBER 17-10177 |
|---------------------|------------------------------|

1. This Agreement is entered into between the State Agency and the Contractor named below:

| | | |
|--|---|---------------------|
| STATE AGENCY'S NAME | (Also referred to as CDPH or the State) | |
| California Department of Public Health | <i>FROM FEDERAL FUNDS</i> | <i>All page 2 -</i> |
| CONTRACTOR'S NAME | (Also referred to as Contractor) | |
| Nevada County | | |

2. The term of this Agreement is: July 1, 2017 through June 30, 2022

3. The maximum amount of this Agreement is: \$ 1,741,255.00
 One Million Seven Hundred Forty One Thousand Two Hundred Fifty Five Dollars and No Cents.

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of this Agreement.

| | |
|--|-------------------|
| Exhibit A - Scope of Work | 2 pages |
| Attachment 1, Local Scope of Work | 22 pages |
| Exhibit B - Budget Detail and Payment Provisions | 5 pages |
| Attachment 1, Local Budget Cost Sheet Years 1-5 | 1 page |
| Attachment 2, Payment Criteria | 1 page |
| Exhibit C * - General Terms and Conditions | <u>GTC 4/2017</u> |
| Exhibit D - Special Terms and Conditions | 16 pages |
| Exhibit E - Additional Provisions | 3 pages |
| Exhibit F - Federal Terms and Conditions | 12 pages |
| Exhibit G - Glossary of EPO Related Acronyms and Terms | 11 pages |
| Exhibit H - Contractor's Release | 1 page |

Dept. of Public Health
 JUN 20 2017
 Emergency Preparedness Office

Items shown above with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at <http://www.ols.dgs.ca.gov/Standard+Language>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

| | | |
|--|--|---|
| CONTRACTOR | | California Department of General Services Use Only |
| CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) Nevada County | | |
| BY (Authorized Signature) <i>Hank Weston</i> | DATE SIGNED (Do not type) 6/20/2017 | |
| PRINTED NAME AND TITLE OF PERSON SIGNING Hank Weston, Chair - Board of Supervisors | | |
| ADDRESS 5000 Crown Point Circle, Ste. 110, Grass Valley, CA 95945 | | |
| STATE OF CALIFORNIA | | |
| AGENCY NAME California Department of Public Health | | |
| BY (Authorized Signature) <i>Jeff Meapes</i> | DATE SIGNED (Do not type) 6/30/17 | |
| PRINTED NAME AND TITLE OF PERSON SIGNING Jeff Meapes, Chief, Contracts Management Unit | | |
| ADDRESS 1616 Capitol Avenue, Suite 74.317, MS 1802, PO Box 997377 Sacramento, CA 95899-7377 | | |

Exempt per: HCS 101319

Exhibit A
Scope of Work

1. Background

This Agreement is made under authority of California Health and Safety Code, Sections 101315 to 101319. The State of California, Department of Public Health ("CDPH") receives federal funds from the National Hospital Preparedness Program and Public Health Emergency Preparedness Cooperative Agreement Programs, CDC-RFA-TP17-1701, CFDA Number 93.074. The Legislature has appropriated the Federal funds to CDPH in the annual Budget Act for allocation by CDPH to the local health jurisdiction and/or local entity.

2. Service Overview

Contractor agrees to provide to the California Department of Public Health (CDPH) the services described herein.

The Nevada County Emergency Preparedness (EP) program will, based upon their local program priorities, develop and implement specific activities in accordance with the requirements of the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Capabilities, the Hospital Preparedness Program (HPP) Capabilities, and Pandemic Influenza (Pan Flu) Work Plans and the Local Grant Application Guidance (Guidance) for Financial Year (FY) 2017-22 by completing templates provided within the Guidance.

For all funding streams, see Attachment A 1: Scope of Work/Work Plan

3. Service Location

The services shall be performed at applicable facilities in **Nevada County**.

4. Service Hours

The services shall be provided during normal Contractor working hours, Monday through Friday, excluding national and State holidays.

5. Services to be Performed

The services to be performed by the Contractor and activities specified in the Application, Work Plans and Budgets submitted to CDPH which are incorporated by reference herein.

6. Project Representatives

A. The project representatives during the term of this Agreement will be:

| California Department of Public Health | Nevada County |
|--|---|
| EPO Contract Manager Amy Yan Telephone: (916) 319-8185 Fax: (916) 650-6420 Email: Amy.Yan@cdph.ca.gov | Name: Patti Carter Telephone: (530) 265-7174 Fax: (530) 274-8421 Email: patti.carter@co.nevada.ca.us |



ENTRY RENDERING

11/09/2017

NEVADA COUNTY
BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

995 HELLING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS



DINING RM. RENDERING

NEVADA COUNTY
BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

11/09/2017

995 HELLING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS



PROPOSED SITE PLAN

SCALE: 1" = 30' - 0"

11/09/2017

NEVADA COUNTY

BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

995 HELLING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS



EXISTING SITE PLAN

SCALE: 1" = 30' - 0"

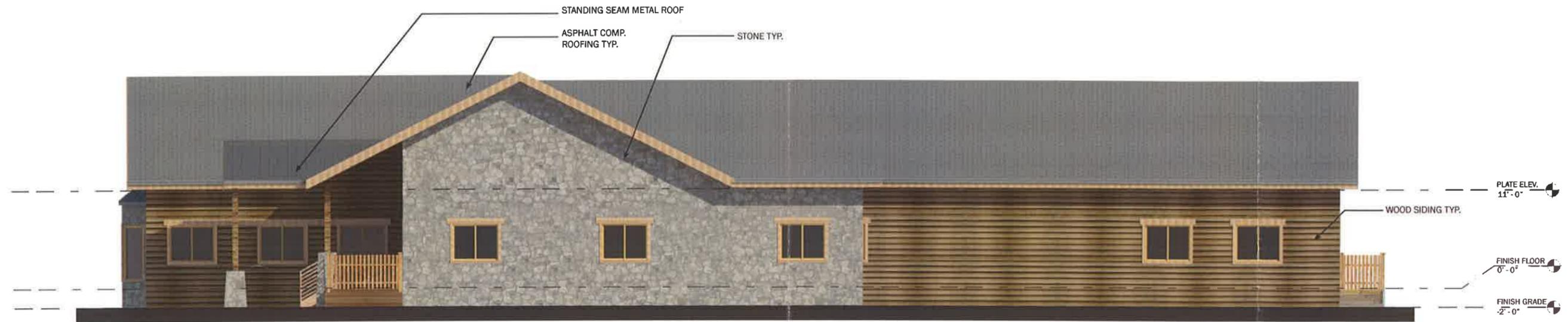
11/09/2017

NEVADA COUNTY
 BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

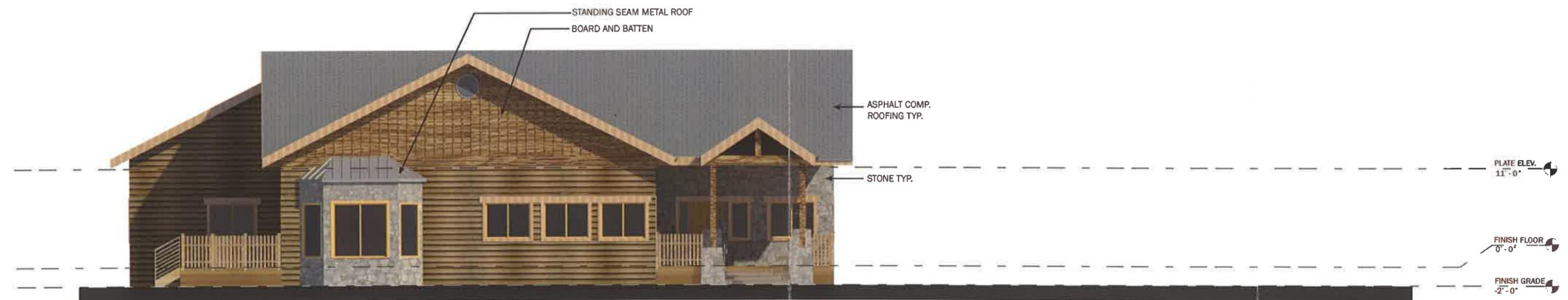
995 HELLING WAY
 NEVADA CITY, CA 95959



LDA Partners
 DESIGNERS & ARCHITECTS



1 WEST ELEVATION
3/16" = 1'-0"



2 NORTH ELEVATION
3/16" = 1'-0"

PROPOSED ELEVATIONS

SCALE: 3/16" = 1'-0"

11/09/2017

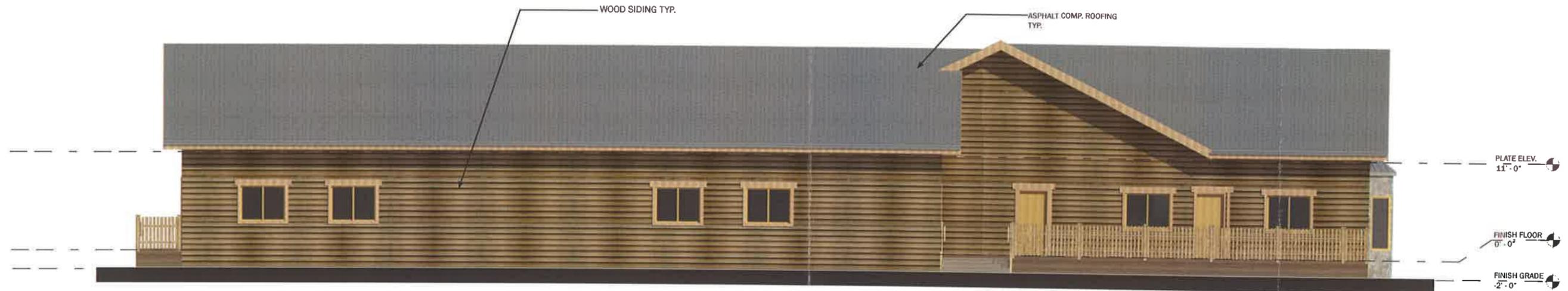
NEVADA COUNTY

BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

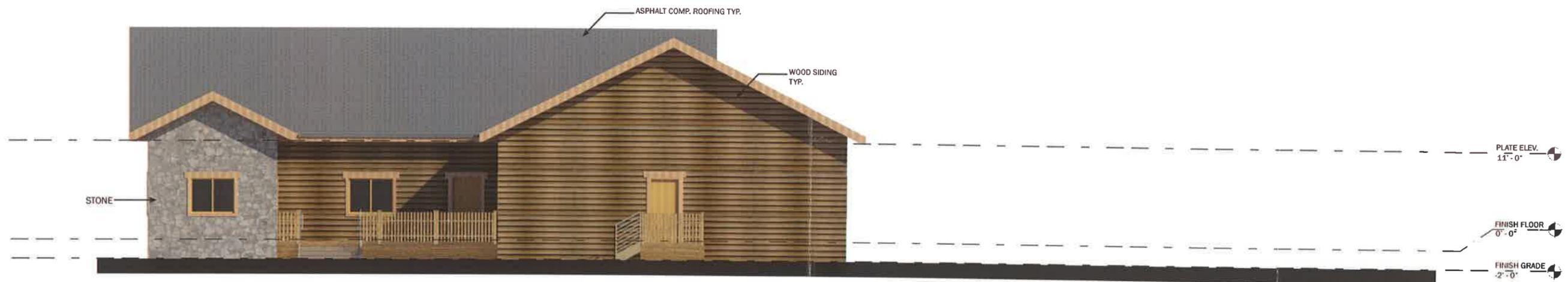
995 HELLING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS



3 EAST ELEVATION
3/16" = 1'-0"



2 SOUTH ELEVATION
3/16" = 1'-0"

PROPOSED ELEVATIONS

SCALE: 3/16" = 1'-0"

11/09/2017

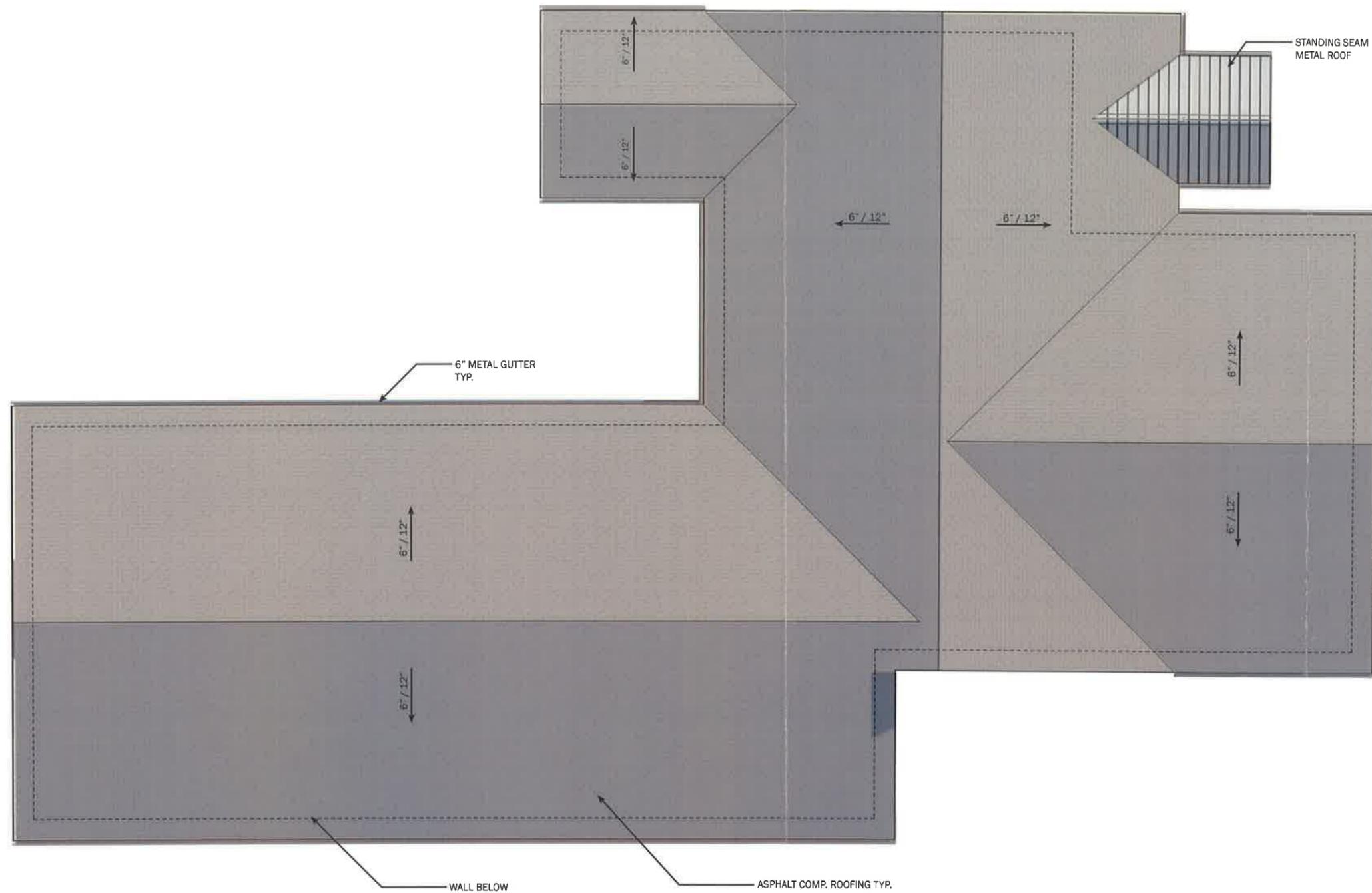
NEVADA COUNTY

BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

995 HELLING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS



PROPOSED ROOF PLAN

SCALE: 3/16" = 1' - 0"

11/09/2017

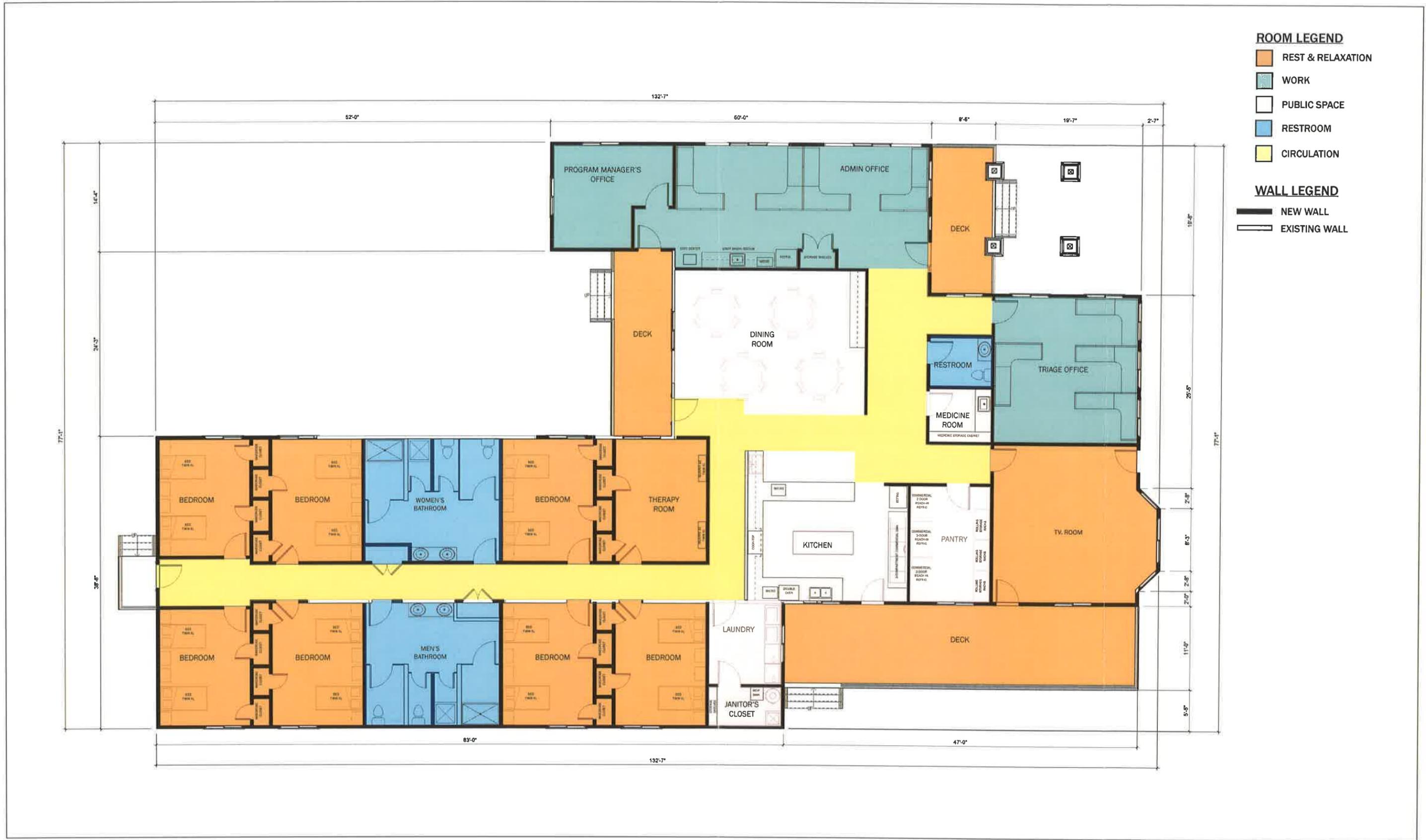
NEVADA COUNTY

BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

995 HELING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS

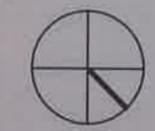


- ROOM LEGEND**
- REST & RELAXATION
 - WORK
 - PUBLIC SPACE
 - RESTROOM
 - CIRCULATION

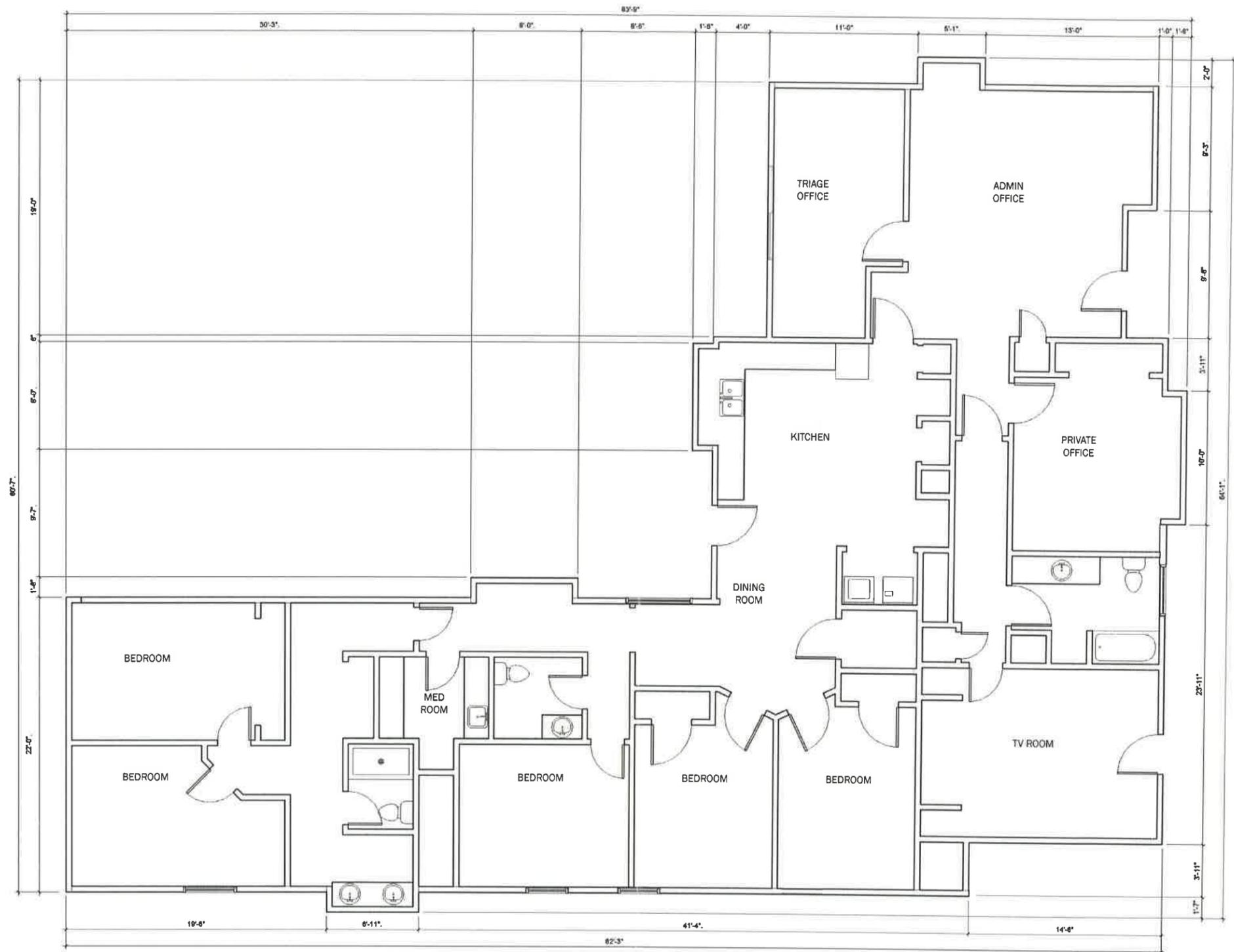
- WALL LEGEND**
- NEW WALL
 - EXISTING WALL

PROPOSED FLOOR PLAN
 SCALE: 3/16" = 1' - 0"
 11/09/2017

NEVADA COUNTY
 BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL
 995 HELLING WAY
 NEVADA CITY, CA 95959



LDA Partners
 DESIGNERS & ARCHITECTS



EXISTING FLOOR PLAN

SCALE: 3/16" = 1' - 0"

11/09/2017

NEVADA COUNTY
 BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

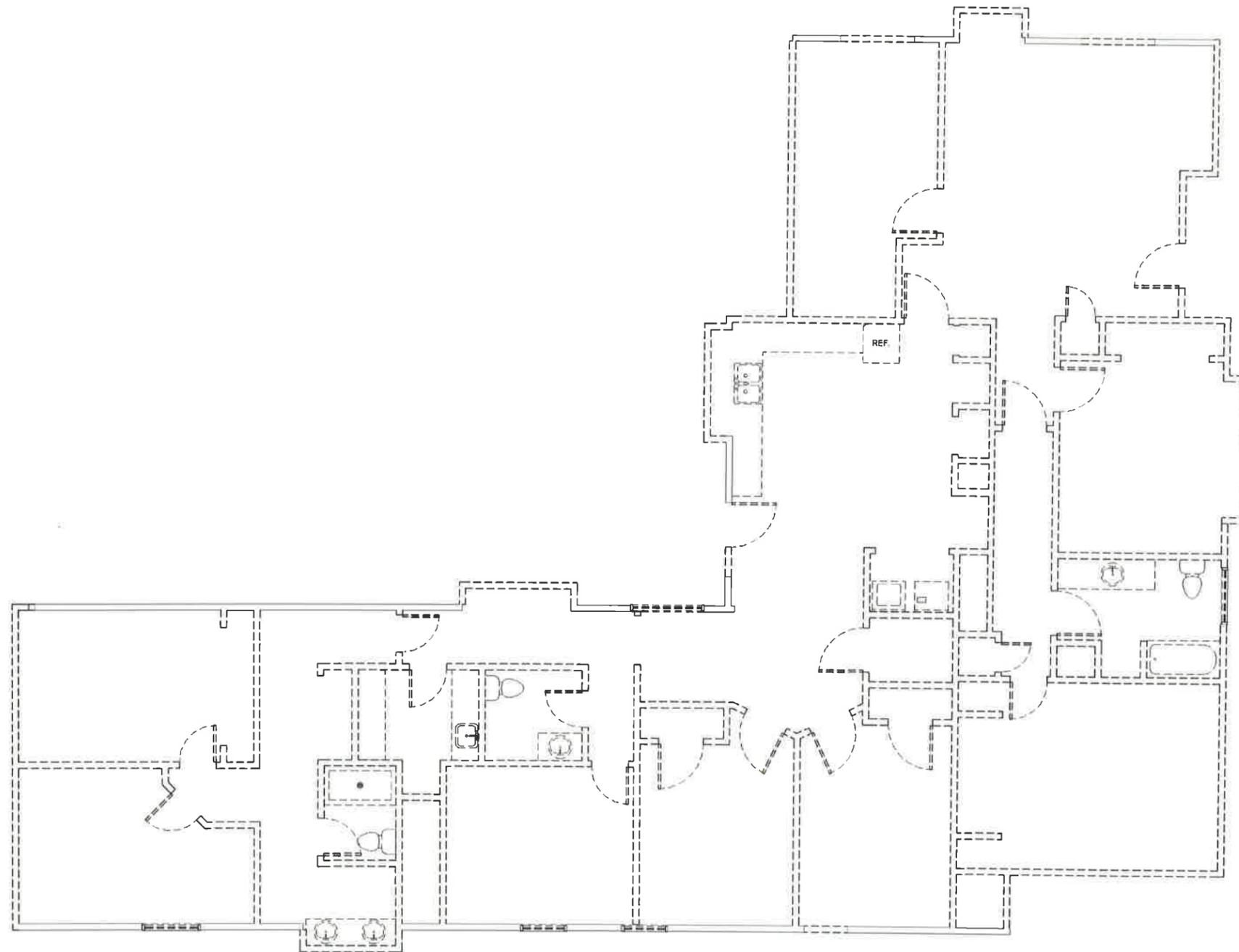
995 HELLING WAY
 NEVADA CITY, CA 95959



LDA Partners
 DESIGNERS & ARCHITECTS

LEGEND

- - - - DASHED LINE INDICATES DEMOLITION OF ELEMENT
- SOLID LINE INDICATES WALL TO REMAIN



DEMOLITION FLOOR PLAN

SCALE: 3/16" = 1' - 0"

11/09/2017

NEVADA COUNTY

BEHAVIORAL HEALTH | ODYSSEY HOUSE REMODEL

995 HELLING WAY
NEVADA CITY, CA 95959



LDA Partners
DESIGNERS & ARCHITECTS

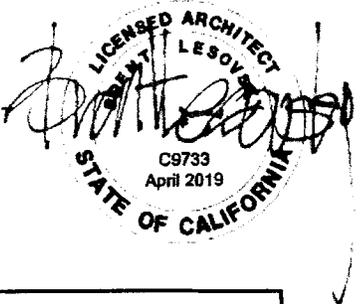
132

COUNTY OF NEVADA, FACILITIES MANAGEMENT

PRINT DATE 10/20/2017
 PRINT TIME: 2:21 PM
 PAGE 1 OF 1
 Odyssey House Renovation and Addition

PROJECT: **ODYSSEY HOUSE**
 SITE: **SUMMARY**
 PHASE: **CONCEPTUAL**
 PREPARED BY: **JR CONKEY & ASSOCIATES**

EST.MATE DATE **OCTOBER 20, 2017**

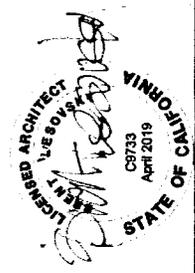
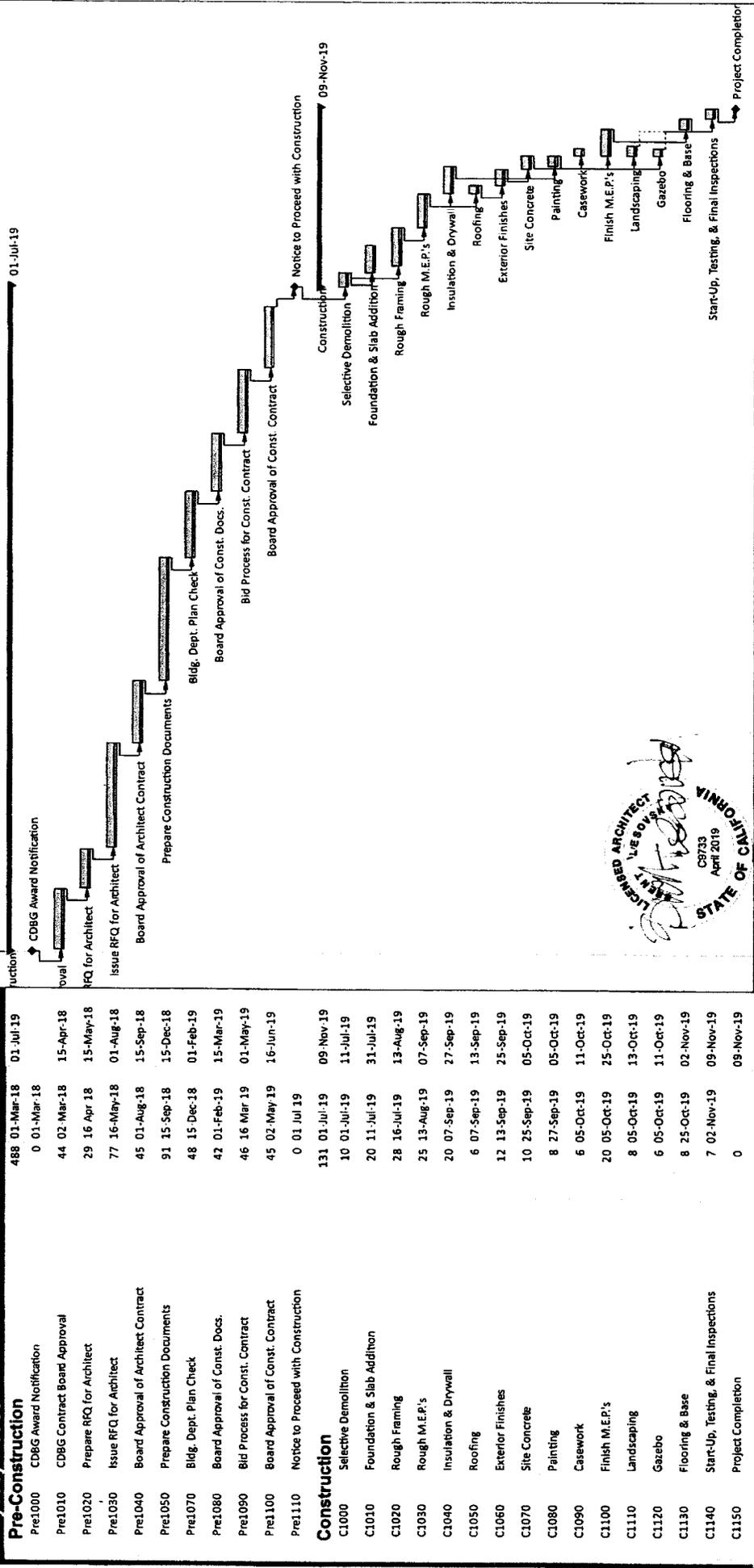


SUMMARY

| ITEM | NO. OF UNITS | SF PER UNIT | CURRENT | | TOTAL COST | COST / SF |
|--------------------------------------|--------------|-------------|--------------|-----------------|--------------------|-----------|
| | | | TOTAL SF | COST PER UNIT | | |
| ODYSSEY HOUSE RENOVATION | | | | | | |
| SELECTIVE DEMO OF EXISTING STRUCTURE | | | 3,015 | \$35.00 | \$105,508 | |
| SITE WORK PREP FOR ADDITION | | | 8,000 | \$7.50 | \$60,000 | |
| UTILITY UPGRADE | | | 1 | \$50,000.00 | \$50,000 | |
| NEW CONSTRUCTION - SHELL | | | 6,092 | \$175.00 | \$1,066,100 | |
| NEW CONSTRUCTION - T I | | | 6,092 | \$115.00 | \$700,580 | |
| F.F & E. | | | 1 | \$150,000.00 | \$150,000 | |
| SITE WORK/ LANDSCAPE/ CIVIL | | | 5,000 | \$25.00 | \$125,000 | |
| PROJECT ESCALATION TO OCT - 2019 | | | 1 | \$203,147 | \$203,147 | |
| GAZEBO | | | 320 | \$65 | \$20,800 | |
| PROFESSIONAL FEES | | | 1 | \$173,679 | \$173,679 | |
| TOTAL PROJECT COST | | | 6,092 | \$435.79 | \$2,654,814 | |

ESTIMATE DOES NOT INCLUDE NEW SITE WORK BEYOND 20' OF NEW EXTERIOR WALL CONSTRUCTION ESTIMATE ASSUMES THAT THE EXISTING ROOF AND TRUSS IS REMOVED AND REPLACED

| | | |
|---------------|--------------------------------------|-----------------|
| Odyssey House | | 20-Oct-17 14:02 |
| Activity ID | Activity Name | Planned Finish |
| Pre1000 | CDBG Award Notification | 01-Jul-19 |
| Pre1010 | CDBG Contract Board Approval | 15-Apr-18 |
| Pre1020 | Prepare RFQ for Architect | 15-May-18 |
| Pre1030 | Issue RFQ for Architect | 01-Aug-18 |
| Pre1040 | Board Approval of Architect Contract | 15-Sep-18 |
| Pre1050 | Prepare Construction Documents | 15-Dec-18 |
| Pre1070 | Bldg. Dept. Plan Check | 01-Feb-19 |
| Pre1080 | Board Approval of Const. Docs. | 15-Mar-19 |
| Pre1090 | Bid Process for Const. Contract | 01-May-19 |
| Pre1100 | Board Approval of Const. Contract | 16-Jun-19 |
| Pre1110 | Notice to Proceed with Construction | 01-Jul-19 |



| | | |
|-----------------------------|--|----------|
| Nevada County Odyssey House | | Approved |
| Plot Date - 20-Oct-17 | | |
| Date Date - 01-Mar-18 | | |
| Finish Date - 09-Nov-19 | | |

134

#80131-DS

RECORDING REQUESTED BY

CALIFORNIA LAND TITLE COMPANY
OF NEVADA COUNTY

AND WHEN RECORDED MAIL THIS DEED AND
UNLESS OTHERWISE SHOWN BELOW MAIL TAX
STATEMENTS TO:

County of Nevada
950 Maidu
Nevada City, Ca. 95959

95 01405

95-01405

OFFICIAL RECORDS
REQUESTED BY

CALIF LAND TITLE CO DIM

01-19-1995/8:00 AM

BRUCE C. EDLINGER

NEVADA COUNTY RECORDER

RECORDING FEE-03 PAGES

\$13.00

Escrow No.: 80131-DS

SPACE ABOVE THIS LINE FOR RECORDER'S USE

The undersigned grantor(s) declare(s):

Documentary transfer tax is \$ 324.50
per the undersigned

APN # 05-020-05

GRANT DEED

PAUL H. STONE and NORMA B. STONE, husband and wife,

(GRANTOR - GRANTORS)

FOR A VALUABLE CONSIDERATION, upon receipt of which is hereby acknowledged,
Do Hereby Grant To COUNTY OF NEVADA, a political subdivision of the State of
California

the real property in the unincorporated
County of Nevada, State of California, described as follows:
See legal description attached hereto as Exhibit "A".

COS

Dated December 5, 1994

STATE OF CALIFORNIA

COUNTY OF Nevada

on December 6, 1994

before me, D. Stewart, a Notary
Public in and for said state, personally appeared

Paul H. Stone and
Norma B. Stone

personally known to me (or proved on the basis of satisfactory evidence) to be
the person(s) whose name(s) is/are subscribed to the within instrument
and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s)
on the instrument the person(s), or the entity upon behalf of which the
person(s) acted, executed the instrument.

WITNESS my hand and official seal

D. Stewart
Notary Public in and for said State

Paul H. Stone
Paul H. Stone
Norma B. Stone
Norma B. Stone



MAIL TAX STATEMENTS TO PARTY SHOWN ON THE FOLLOWING LINE: IF NO PARTY IS SHOWN, MAIL AS DIRECTED ABOVE.

Name

Street Address

City & State

EXHIBIT

All those portions of the Southeast one-quarter of Section 1, Township 16 North, Range 8 East, and the Northeast one-quarter of Section 12, Township 16 North, Range 8 East, M.D.B. & M., described as follows, to-wit:

Beginning at a point on the East edge of the North Bloomfield Road, said point being on the West line of property now owned by A. S. Elliott, from which the Southeast corner of Section 1, Township 16 North, Range 8 East, M.D.B. & M., bears South 49° 15' East 484.00 feet; thence from said point of beginning along the North edge of said North Bloomfield Road, North 72° 14' 30" West 127.42 feet; thence South 49° 49' 45" West 156.27 feet; thence South 55° 39' West 70.00 feet; thence South 83° 36' 03" West 250.32 feet; thence South 24° 12' 17" West 571.93 feet; thence South 44° 25' 03" West 25.00 feet; thence North 86° 30' East 290.00 feet; thence South 18° 00' East 670.00 feet; thence South 59° 32' East 150.00 feet; thence North 74° 16' East 60.00 feet; thence North 56° 06' East 42.97 feet to the Southwest corner of the County Garage Lot; thence North 17° 00' West 240.55 feet to the Northwest corner of said County Garage Lot; thence along the North line of said County Garage Lot North 73° 00' East 190.35 feet to a point on the East edge of said North Bloomfield Road, said point being on the West line of property now owned by the N.T.D.; thence along the East edge of said North Bloomfield Road, North 14° 39' West 500.00 feet to the Southwest corner of property now owned by A. S. Elliott; thence North 12° 00' West 210.00 feet; thence North 19° 00' East 380.00 feet to the point of beginning.

EXCEPTING THEREFROM all lode minerals below 100 feet of the surface as conveyed to the City of Nevada by the deed recorded January 31, 1934, in Book 22 of Official Records at Page 37.

ALSO EXCEPTING THEREFROM that portion thereof conveyed by the deed recorded May 15, 1953, in Book 185 of Official Records, at Page 184, executed by Lester Kyler and Emily Kyler, husband and wife, to the State of California.

ALSO EXCEPTING THEREFROM that certain portion thereof conveyed by the deed recorded October 16, 1953, in Book 189 of Official Records at Page 476, executed by Lester Kyler and Emily Kyler, husband and wife to the County of Nevada.

ALSO EXCEPTING THEREFROM that portion thereof, conveyed by the deed recorded November 9, 1956, in Book 226 of Official Records at Page 296, executed by Lester Kyler and Emily Kyler, his wife to Adolph J. Peters, and Gertrude M. Peters, his wife.

ALSO EXCEPTING THEREFROM that portion thereof conveyed by the deed recorded May 18, 1959, in Book 261 of Official Records at Page 336, executed by Lester Kyler and Emily Kyler, his wife to Louise M. Walraven and Louise E. Walraven, mother and daughter.

ALSO EXCEPTING THEREFROM all that portion of Section 12, Township 16 North, Range 8 East, M.D.M., Nevada County, California, being more particularly described as follows:

Commencing at the Northeast corner of the herein described parcel, a point situate on the West side of North Bloomfield-Graniteville Road, from which the Northeast corner of said Section 12 bears North 44° 05' 34" East 672.90 feet; thence from said Point of Commencement Southerly along the West side of said North Bloomfield Road South 18° 16' 31" East 215.00 feet to the intersection of said West line with the North line of State Highway 49; thence along the North line of said Highway 49 South 82° 03' 22" West 200.00

(Continued)

95 01405

(Continued)

feet; thence leaving said North highway line North 18° 16' 31" West 60.00 feet; thence North 82° 03' 22" East 50.00 feet; thence North 18° 16' 31" West 90.00 feet; thence North 40° 58' 18" East 97.30 feet; thence North 82° 03' 22" East 65.00 feet to the point of commencement.

ALSO EXCEPTING THEREFROM that portion thereof conveyed by the deed recorded June 6, 1991, Instrument No. 91-16440, executed by Paul H. Stone and Norma B. Stone, husband and wife to County of Nevada and described as follows:

Beginning at the most Westerly corner of the Stone property as recorded in Book 781 Page 245 of Official Records of Nevada County. Also being a 5/8" rebar tagged RS4370 as shown on The Record of Survey Map recorded in Book 10 of Surveys at Page 27; thence from said point of beginning North 43° 12' East 35.83 feet along the Westerly line of said Stone property; thence South 84° 25' 55" East 155.86 feet to a point in the Southwesterly line of said Stone property; thence along said line South 86° 30' West 180.00 feet to the point of beginning. *ps*

END OF DOCUMENT

Activity 2
Housing Rehabilitation

2017 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR)
(1-4 Units) – Forms

APPLICANT NAME: COUNTY OF NEVADA

TABLE OF CONTENTS

**Click on the box, drop-down menu or text box to enter information.*

| ACTIVITY | SELECT | DOCUMENTATION | PAGE(S) |
|--|------------------------|--|------------|
| <i>Housing Rehabilitation Forms (All pages)</i> | Required | All Forms and Documentation | 139 to 142 |
| NEED | | | |
| Overcrowding | Appendix A | Included in Forms | 143 |
| Age of Housing Stock | Appendix A | Included in Forms | 143 |
| BENEFIT | | | |
| Service Area | Jurisdiction Wide Only | No Documentation Required | |
| Beneficiary Documentation: | YES | YES | 141; 143 |
| - READINESS | | | |
| - Activity Specific Operator Experience | YES | YES | 144-146 |
| - Housing Rehabilitation Program Guidelines | YES | Adopted by Resolution | 147-195 |
| Waiting List of Pre-Screened Applicants | YES | Pre-Screened Applicants | 196 |
| STATE OBJECTIVES | | | |
| 1. Points awarded for any activity that demonstrates a jurisdiction has incorporated Disaster Resiliency Long-Term Planning. | If Applicable | Description and documentation required for maximum points. | 31-36 |
| 2. Points awarded for any activity that demonstrates a jurisdiction has implemented Fair Housing outreach planning. | If Applicable | Description and documentation required for maximum points. | |

2017 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR)
(1-4 Units) – Forms

A. Activity Information:

1. Is this Activity being Submitted under the Community Development Allocation, the Native American Allocation or the Colonia Allocation? (Check only one box per set of activity application forms. A complete separate set of the forms in this section must be filled out for each allocation being applied for.)

- Community Development Allocation
 Native American Allocation
 Colonia Allocation

2. Is this Activity a Component of a Housing Combo Program*?

- Yes No

**Note: The Combo Program means that a jurisdiction is going to run both a Housing Rehabilitation (HR) Program (1-4 Units) and a Homeownership Assistance (HA) Program.*

3. How will the Requested CDBG Funds be Used? (Check **ONLY one** type of Program. If more than one program is being proposed, submit a separate set of Activity Forms for each program.)

a) Programs

- HR Program: (1-4 Units) Residential (14A)
 Energy Efficiency Improvements (*only*) (14F)
 Residential Historic Preservation Program (16A)

4. Description of Activity: (See instructions.)

The Rehabilitation Program is designed to provide assistance to eligible homeowners for correction of health and safety items, as well as code violations, located within the unincorporated area of Nevada County. The Program provides this assistance in the form of deferred payment loans and grants used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code compliant home. The Program will be administered by the County of Nevada Health and Human Services Agency and a continuation of their current program as evidenced on pages 196 with a current pre-screened waiting list of 4 homeowners.

Qualified homeowners are eligible for Deferred Payment Loans (DPL), at one percent (1%) interest, evidenced by a Promissory Note and secured by a Deed of Trust, with no payback required for 15 years unless the borrower sells or transfers title or discontinues residence in the dwelling. A forgivable

2017 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR)
(1-4 Units) – Forms

loan in the amount of \$30,000 will be provided if the loan reaches the maturity date of 15 years. The remaining balance of the loan may then be deferred for the additional 30 years at no interest. For a total of 30-45 years. Payments may be made voluntarily on a DPL. In order to qualify for the Program, applicant's household annual gross income must fall at or below 80% of the county median income - these income limits will be updated in the County's guidelines on an annual basis.

The County of Nevada has offered an affordable housing program for approximately 30 years. Over the course of nearly three decades, the County has utilized HOME, USDA, CalHOME and CDBG funding numerous times for funding such housing programs. The County's loan portfolio contains approximately 130 loans which make up \$4.46 million. Upon award, the County will make available a loan pool of \$1,000,000 (less GA and AD) for qualified homeowners. Based on past program expenditures, recent fire disasters and water and sewer issues, the County anticipates a very active program assisting 10-15 homeowners with these funds with an average loan of approximately \$60,000. This anticipated amount takes into account smaller projects (water and sewer laterals) as well as larger, single family dwellings. The funds will be implemented through the County Housing and Community Services office which has an active program within the past two years. The staff possesses the capacity and knowledge to continue implementing the County's rehabilitation program without the need to procure additional services providers.

B. Need for Activity:

The need for HR is primarily based on American Community Survey (ACS) 5-year data, found in **Appendix A**. Since the Applicant pool sets the range of scores for this data, the Department will use the data found in **Appendix A** to set the range for all applicants and apply scoring once the applicant pool dataset has been established.

1. **Overcrowding:** The total percentage of the Jurisdiction's housing stock that is overcrowded (1.01 or more occupants per room). Since the applicant pool sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix A**.
2. **Age of Housing Stock:** This table will indicate the total percentage of the Jurisdiction's housing stock that was built pre-1970. Since the applicant pool

2017 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR)
(1-4 Units) – Forms

sets the scoring range for all data driven criteria, during rating and ranking the Department will use the percentage provided in **Appendix A**.

C. Benefit:

1. Service Area: Entire Jurisdiction
2. Beneficiaries (by Income and Tenure): (Required for data collection purposes, but not rated.) HR programs are income restricted and benefit 100% low/mod-income households. Indicate the number of households that are anticipated to be assisted by category of low-income, and by owner or renter-occupied units.

| OWNER-OCCUPIED UNITS | | | | |
|--|--|--|---|---|
| <u>81% AND ABOVE</u> <i>(Non-Low/Mod)</i> | <u>BETWEEN 51% - 80%</u> <i>(Low/Mod)</i> | <u>BETWEEN 31% - 50%</u> <i>(Very Low-Income)</i> | <u>BELOW 30%</u> <i>(Extremely Low-Income)</i> | <u>TOTAL</u> <i>Number of People</i> |
| Not Eligible | 10 | 4 | 1 | 15 |

| RENTER-OCCUPIED UNITS | | | | |
|--|--|--|---|---|
| <u>81% AND ABOVE</u> <i>(Non-Low/Mod)</i> | <u>BETWEEN 51% - 80%</u> <i>(Low/Mod)</i> | <u>BETWEEN 31% - 50%</u> <i>(Very Low-Income)</i> | <u>BELOW 30%</u> <i>(Extremely Low-Income)</i> | <u>TOTAL</u> <i>Number of People</i> |
| Not Eligible | 0 | 0 | 0 | 0 |

3. Estimated Number of: 15 Loans 15 Grants
 (Required for data collection purposes, but not rated.)

2017 CDBG APPLICATION
Housing Activity – Housing Rehabilitation Program (HR)
(1-4 Units) – Forms

D. Readiness: *Be sure to include the page numbers for the items below in the Table of Contents above.*

1. **Activity Specific Operator Experience:** Provide documentation to establish which of the items below is applicable for scoring purposes:
 - a) Continuation of existing Program active during the last fiscal year.
 - b) Active in last 4 years, but not the last 12 months.
 - c) No active Housing Program.

2. **HR Program Guidelines (1-4 Units):** Submit documentation confirming the guidelines have been formally adopted by the Jurisdiction's governing body.

Note: *If the Applicant is going to assist both owner-occupied properties and tenant-occupied properties, the Applicant's guidelines must address both program types clearly, either as separate sets of guidelines or as separate sections within the overall program guidelines.*

3. **Waiting List of Pre-Screened Applicants (Not Pre-Qualified):** Submit up to 5 of the most recently signed, pre-screened applications with the Social Security Numbers redacted. ***Do not submit pre-qualified Applicants, only pre-screened.***

E. State Objective Points:

1. Up to 100 points will be awarded for any activity that demonstrates a jurisdiction has incorporated Disaster Resiliency Long-Term Planning by implementing hazard mitigation and disaster resiliency planning into their general plan, zoning and other planning policies and procedures by the application submittal due date.
2. Up to 100 points will be awarded for any proposed activity that demonstrates a jurisdiction has implemented Fair Housing outreach planning to promote access to decision-making and program implementation for all segments of the community, including special needs populations, disadvantaged communities, and a variety of socio-economic groups (e.g. households across the income and employment spectrum, ethnically and racially diverse households).

Activity 2

Need

NON-TITLEMENT CDBG JURISDICTIONS AMERICAN COMMUNITY SURVEY (ACS) AND UNEMPLOYMENT DATA FOR NEED SCORING

| Jurisdiction Total Non-Entitlement County Data (Except for Unincorporated County Data Only) | County | Low/Mod | Poverty | Overcrowding (1.1 per room) | Rental Vacancy Rate | Homeownership Rate | Age of Housing (Pre- 1970) | Renter Overpayment | Unemployment = All places in the County As of June 2017 |
|---|--------------------------|-------------------------|---------------------------|--------------------------------|---------------------------|---------------------------|----------------------------------|---------------------------|--|
| Data Source >>> | | ACS 5-Year 2006-2010 | ACS 5- Year 2007- 2011 | ACS 5- Year 2007- 2011 | ACS 5- Year 2007- 2011 | ACS 5- Year 2007- 2011 | ACS 5- Year 2007- 2011 | ACS 5- Year 2007- 2011 | EDD Monthly Labor Force Data Rpt 400c June 2017 |
| <i>Monterey County</i> | <i>County ineligible</i> | | | | | | | | |
| Carmel-by-the-Sea | Monterey | 17.1% | 7.6% | 0.0% | 10.9% | 58.8% | 70.8% | 60.6% | 5.5% |
| Greenfield | Monterey | 55.3% | 19.5% | 27.7% | 0.0% | 51.9% | 16.8% | 44.6% | |
| King City | Monterey | 58.6% | 16.1% | 34.1% | 4.7% | 43.2% | 30.5% | 41.4% | |
| Marina | Monterey | 41.9% | 16.1% | 7.3% | 2.7% | 40.1% | 36.9% | 50.5% | |
| Pacific Grove | Monterey | 31.3% | 7.9% | 1.2% | 3.4% | 47.0% | 74.4% | 47.9% | |
| Sand City | Monterey | 34.0% | 29.1% | 8.7% | 4.7% | 21.4% | 29.3% | 77.1% | |
| Soledad | Monterey | 56.0% | 15.8% | 16.0% | 6.7% | 58.2% | 18.5% | 56.8% | |
| Napa - Total Non-Entitlement County | Napa | 33.7% | 7.9% | 4.8% | 5.1% | 69.6% | 42.4% | 49.8% | 3.6% |
| Napa County Unincorporated | Napa | 30.6% | 8.9% | 3.5% | 7.6% | 71.0% | 55.4% | 44.3% | |
| American Canyon | Napa | 31.3% | 5.8% | 5.1% | 2.1% | 77.9% | 18.7% | 47.4% | |
| Calistoga | Napa | 48.3% | 13.6% | 11.9% | 1.5% | 56.8% | 34.8% | 60.5% | |
| St. Helena | Napa | 34.5% | 6.4% | 5.1% | 1.7% | 56.7% | 46.3% | 55.3% | |
| Yountville | Napa | 46.4% | 5.3% | 1.0% | 12.3% | 71.2% | 29.4% | 51.3% | |
| Nevada - Total Non- Entitlement County | Nevada | 35.9% | 10.3% | 2.4% | 5.9% | 73.3% | 21.4% | 62.1% | 4.3% |
| Nevada County Unincorporated | Nevada | 31.6% | 9.0% | 2.0% | 4.9% | 81.2% | 20.0% | 60.7% | |
| Grass Valley | Nevada | 59.4% | 20.6% | 5.4% | 6.1% | 41.7% | 35.5% | 60.8% | |
| Nevada City | Nevada | 38.3% | 7.7% | 5.7% | 0.0% | 57.5% | 75.5% | 59.9% | |
| Truckee | Nevada | 35.0% | 8.5% | 0.9% | 9.9% | 70.3% | 11.2% | 68.5% | |
| Orange County | County ineligible | | | | | | | | |
| San Juan Capistrano | Orange | 46.3% | 11.8% | 8.3% | 8.2% | 76.3% | 14.7% | 68.0% | 3.8% |
| Placer - Total Non- Entitlement County | Placer | 28.1% | 7.7% | 2.0% | 5.9% | 77.4% | 25.0% | 55.5% | 4.2% |
| Placer County Unincorporated | Placer | 26.4% | 7.7% | 2.1% | 7.2% | 79.7% | 28.9% | 56.5% | |
| Auburn | Placer | 32.9% | 9.7% | 1.4% | 4.2% | 56.7% | 38.8% | 57.0% | |
| Colfax | Placer | 43.3% | 7.1% | 1.6% | 10.1% | 55.1% | 34.2% | 37.7% | |
| Lincoln | Placer | 30.8% | 7.2% | 2.1% | 4.2% | 80.3% | 5.7% | 57.4% | |
| Loomis | Placer | 26.4% | 5.8% | 1.6% | 0.0% | 79.9% | 26.4% | 28.4% | |

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Activity 2

Readiness

READINESS

ACTIVITY SPECIFIC OPERATOR EXPERIENCE:

Continuation of a current program

The County of Nevada will continue to operate their active Housing Rehabilitation Program with the award of the 2017 CDBG Funds. The current program is provided through CalHOME and USDA Housing Preservation Grant. The CalHOME funds are currently coming to an end of the grant term and the Housing Preservation funds will expire December of 2017. As provided in this section, we have approved a loan as recent as September 8, 2017 and the project is underway. We look forward to continuing our program with the CDBG funds in the spring of 2018.

AMENDMENT
TO
HOUSING PRESERVATION GRANT AGREEMENT

This amendment between County of Nevada
herein called the "Grantee," and the United States of America acting through
the Rural Development, Department of Agriculture, herein called "Rural
Development," hereby amends the Housing Preservation Grant Agreement
originally executed by said parties on September 30, 2014

Said grant agreement is amended by extending the ending date of the grant
agreement to December 31, 2017 ' and/or by making the following changes
noted in the attachments hereto (list and identify proposal(s) and any other
documents pertinent to the grant agreement which are attached to this
amendments).

The grantee has caused this "Amendment To Housing Preservation Grant
Agreement" to be executed by its duly authorized Executive Director
properly attested to and its corporate seal affixed by its duly authorized
n/a.

Attest:

Grantee:

By: Michael Heggarty 5/16/17

Michael Heggarty, Director of Health and Human
Services Agency

(Title)

Date of Execution of Amendment to Grant
Agreement by Grantee:

5/5/17

United States of America
Rural Development:

By: LORNA LOREA

Digitally signed by LORNA LOREA
Date: 2017.05.17 14:41:57 -07'00'

MFH, Loan Specialist

(Title)

Date of Execution of Amendment to Grant
Agreement by Rural Development:

05/17/2017

oOo



COUNTY OF NEVADA HEALTH & HUMAN SERVICES AGENCY

950 Maidu Ave.
Nevada City, California
95959

Agency Director
Michael Heggarty

Telephone (530) 265-1627
Fax (530) 265-2295

Department Directors
Rebecca Slade, MFT, Behavioral Health
Jill Blake, Public Health
Tex Ritter, JD, Child Support Services/Collections/Housing &
Community Services
Mike Dent, MPA, Social Services

Date: September 8, 2017
To: Nevada County Loan Committee
From: Rob Choate, Administrative Services Associate
Subject: HPG Housing Rehabilitation

Specific Information for HPG Grant Request

██████████, owner-occupants, household of 2, living in a single family home at ██████████, Grass Valley. Owners' annual income of \$██████████ is from ██████████ and ██████████. The household income is 72.2 percent of the County median income based on the State income guidelines for Nevada County.

This home was built in 1980 and is approximately 1226 square feet. Currently the roof is in poor condition and in need of being replaced. A quote to remove and replace the roof has been received in the amount of \$12,528.03. Should additional repairs be required once the current roofing materials are removed they will be completed at a rate of \$98.00 per man hour plus materials.

Terms in accordance with HPG guidelines:

Clients receiving grants must own their property, be an owner-occupant, with income to not exceed that set by the State guidelines for low income households (\$61,350 for a family of two) and live in the unincorporated areas of Nevada County. The maximum value of the rehabilitated home may not exceed the median sales price for the County. The State First time Home Buyer program currently list this amount at \$333,000. The maximum HPG grant may be \$20,000.

Proposed use of funds: Remove existing roofing and replace. Repair/replace dry rot should it be discovered.

Appraised value: Zillow - \$304,799 Trulia - \$308,154

Grant Amount: \$12,528.03 plus the cost of dry rot repairs not to exceed \$20,000.

Recommendation: Approve an HPG grant for the total cost of the project not to exceed \$20,000.00.

Approved/denied _____ Tex Ritter, Director Child Support Services/Collections/HCS

Approved/denied _____ Tina Vernon, County Treasurer/Tax Collector

Approved/denied _____ Martin Polt, Deputy County CEO

Approved/denied _____ Ryan Gruver, Interim Chief Fiscal Administrative Officer

5/24
ATTACHED
EMAILS
APPROVED

COUNTY OF NEVADA

OWNER-OCCUPIED HOUSING REHABILITATION ASSISTANCE PROGRAMS (CDBG & HOME)

PROGRAM DESIGN AND PROCESS



HCD Version 12/10
CDBG Approved XX/XX
HOME Approved XX/XX

County Approval (11/14/2017)

**COUNTY OF NEVADA
OWNER-OCCUPIED HOUSING REHABILITATION
PROGRAM GUIDELINES**

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**COUNTY OF NEVADA
OWNER-OCCUPIED HOUSING REHABILITATION
PROGRAM GUIDELINES**

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COUNTY OF NEVADA
OWNER-OCCUPIED HOUSING REHABILITATION
PROGRAM GUIDELINES

Adopted (7/26/2016)

1.0. GENERAL

The above-named entity, hereinafter referred to as the “Sponsor”, has entered into a contractual relationship with the California Department of Housing and Community Development (“HCD”) to administer one or more HCD-funded housing rehabilitation programs. The rehabilitation program described herein and hereinafter referred to as the “Program” is designed to provide assistance to eligible homeowners for correction of health and safety items, as well as code violations, located within the Program’s eligible area, as described in Section 3.0. The Program provides this assistance in the form of deferred payment loans used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code compliant home, referred to herein as “housing unit”. The Program will be administered in house by the Health and Human Services Agency, Housing and Community Services Division of the County of Nevada, hereinafter referred to as the “Program Operator”.

1.1. PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation, be excluded, denied benefits or subjected to discrimination under the Program. The Sponsor will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program’s eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. A Fair Housing Marketing Plan can be found as Attachment D. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents (25% or more), will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor homeownership education classes to help educate homeowners about credit, budgeting, predatory lending, foreclosure prevention and home maintenance, as well as future responsibilities.

- B. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The Program Sponsor will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

1.2. APPLICATION PROCESS AND SELECTION

A. Waiting List/Homeowner Contact

The Sponsor will utilize a waiting list. In response to a homeowner's request, the homeowner is placed on the waiting list. Homeowners are offered the opportunity to qualify for assistance by waiting list priority (a first-come, first served basis). Homeowners needing to be connected to water or sewer system services or those that sustained damage or loss in a local, state or federally declared disaster will have priority over other applicants.

The Program Operator will contact homeowners by mail and/or by telephone to advise of funding availability. The homeowner has 010 days to complete and return the loan application and supporting documentation. Should a homeowner fail to respond to the initial contact for assistance or to provide any of the required documentation within the 010-day period, the homeowner's name will be removed from the waiting list. If the homeowner desires assistance at a later time, he/she will be placed on the waiting list at that time.

Should the waiting list be exhausted, the Program will be marketed in accordance with the Sponsor's Marketing Plan. **See Attachment D.**

B. Application/Interview

An application packet is provided to the homeowner for completion and submittal to the Program Operator, along with supporting documentation. An interview is scheduled with the applicant. The Program is fully explained; application forms and documentation are reviewed. Verifications are obtained for income, assets, employment, benefits, and mortgage. Title report and/or appraisals may also be obtained.

If the Program Operator encounters material discrepancies and/or misrepresentations, and/or there is income, asset, household composition, or other important questions that can't be resolved, the Sponsor reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

C. Household Selection

Households selected for participation in the Sponsor's Housing Rehabilitation Program are those determined eligible upon completion of processes described in A. and B. above. When a designation of a local, state or federal disaster, victim of said disaster shall have priority over other applicants.

D. Initial Inspection/Work Write-Up/Estimate

Prospective units are inspected by the Program Operator, a certified housing inspector, or a Sponsor representative to determine eligibility and acceptability of properties for participation in the Program.

If the home is a pre-1978 unit, the initial inspection will also include paint testing by a certified Lead-Based Paint (LBP) inspector/assessor or presumption of LBP. Code deficiencies will be corrected and if presumption is used or lead hazards are found they will be properly treated according to HUD regulations (Section 6.1.E & F) and cleared by a certified LBP inspector/assessor.

Measurements and observations are noted about the property, including special conditions with potential cost consequences (dilapidated outbuildings, absence of curb and gutter when required by code, etc.). A floor plan and site plan, as needed, are drawn for the home and property, including all appurtenances.

Findings are noted on an inspection form, and later used by the Program Operator to prepare the work write-up. Estimated costs are determined by the Program Operator who has years of experience in the building industry, and in reviewing contractor bids and verifying cost with materials suppliers. The homeowner reviews the completed work write-up and cost estimate, and the approved write-up is incorporated into bid documents.

E. Bid Solicitation

A bid walk-through date and time are scheduled. The homeowner may choose to solicit his/her own bids or request that the Program Operator solicit bids on his/her behalf. Invitations to bid are mailed to all eligible contractors on file in efforts to obtain three reasonable bids. Bid results will be provided to participating contractors.

Contractors must be licensed and bonded by the State of California Contractors Licensing Board. Contractors must also provide Program Operator with evidence of Workers' Compensation Insurance and Comprehensive General Liability and Property Damage Insurance with Combined Single Limits of at least \$1,000,000.

Cost reasonableness is determined by comparing the bids received with the cost estimate prepared by the Program Operator. Bids should be within 10% of the Program Operator's cost estimate, otherwise an explanation must be

provided to the file for any bid selected exceeding 10% of the estimate. The homeowner is encouraged to accept the lowest reasonable bid.

The Program Operator determines eligibility of the contractor by contacting the State Contractors License Board and checking the Federal List of Debarred Contractors via the www.SAM.gov. The contractor is also required to provide a self-certification stating that he/she is not on the Federal debarred list. Once determined eligible, the contractor is then notified of provisional award of bid (pending loan approval). Notices of non-award are mailed to participating contractors.

F. Loan Request/Approval

A report and loan request are prepared on behalf of the homeowner by the Program Operator. The loan request includes the cost of construction, a contingency fund, and other project costs (listed in Section 6.3.). A Loan Review Committee meeting is scheduled to hear the loan request. Section 1.3 provides additional information on the loan approval process. Once approved, loan documents are executed and the loan is funded.

G. Pre-Construction Conference

A pre-construction conference is scheduled with homeowner, contractor, and Program Operator. The Program Operator reviews the Owner-Contractor Construction Contract, including the work write-up, start date, pay schedule, and date of completion, with the homeowner and contractor. The construction contract and Notice to Proceed are executed.

H. Start-Up/Field Inspections

The Program Operator monitors date of start-up and performs field inspections on a regular basis. The Program Operator will visit the job site regularly in order to check the scope of work, inspect materials, and to confirm the job is on schedule and within budget. The Program Operator works with the Sponsor's Building Inspector to ensure the work meets building codes, while not exceeding funding limits.

The Program Operator reviews the work status with the homeowner and with the contractor in order to remedy any developing problems quickly and to ensure that both are satisfied with the construction process. At the completion of each phase, the Program Operator inspects the work and the homeowner authorizes contractor payments.

The Program Operator will refer back to original plans and specifications to verify the work was completed as contracted. Homeowner's "sweat equity" commitment will also be checked, if any.

I. Change Orders

Written change orders are required when the homeowner requests any changes in the write-up, such as eliminating an item completely, eliminating one item and substituting another, or adding items. The change order will state the change and dollar value for the change. The change order must be signed by both the contractor and the homeowner, and submitted to the Program Operator for approval. If the change order exceeds the approved financing, the homeowner will be asked to provide additional funds or a report and request for additional funds may be presented to the Sponsor's Loan Review Committee for approval prior to Program Operator signing-off on the change order.

J. Progress Payments

Ninety percent (90%) of the contract amount is distributed to the contractor in the form of progress payments during construction. The final ten-percent (10%) of the contract amount is set aside as a retention payment. The contractor requests a progress payment from the homeowner and notifies the Program Operator that he/she has done so. Upon favorable inspection by the homeowner, Program Operator, and Sponsor or Sponsor's Building Inspector, the payment authorization is signed by the homeowner and submitted for payment.

K. Final Inspections/Notice of Completion/Final Payment

When the project is completed, the Program Operator inspects the work item by item with the homeowner, the contractor, and/or the Sponsor. The Sponsor's Building Inspector performs a final inspection. Any corrections or deficiencies are noted and corrected by the contractor. Upon favorable final inspections, a Notice of Completion is prepared, signed by the homeowner, and then recorded. The final ten-percent (10%) retention payment is released 35 days after the recording of the Notice of Completion.

1.3. LOAN PROCESS

The Sponsor's Loan Review Committee must approve all loans and grants. The Loan Review Committee may approve assistance with financing exceeding 100 percent of after-rehabilitation value as needed in cases where no other financial resources are available to cover the cost of the improvements and where clear and convincing documentation exists, justifying why the exception is needed. For HOME-funded loans, the amount of assistance provided will not exceed the Sponsor's County maximum HOME subsidy limit per bedroom as defined by Section 221 (d)(3) and the total financing can not exceed the Maximum After-Rehabilitation Value. See **Attachment C**.

In order to obtain financing, applicants must meet all property and eligibility guidelines in effect at the time the application is considered. Homeowners will be provided written notification of approval or denial. Any reason for denial will be provided to the applicant in writing.

1.4. CONFLICT OF INTEREST REQUIREMENTS

When the Sponsor's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance, and Section 92.356 of the HOME Final Rule shall be followed for HOME assistance.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the Program Operator to be part of the scope of work. Owner/builders are not reimbursed for labor.

2.0. APPLICANT QUALIFICATIONS

2.1. INCOME LIMITS

All homeowners must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below 80% of the County's area median income (AMI), adjusted for household size, as published by HCD each year. **See Attachment C.**

The link to the official HCD-maintained income limits for HOME and CDBG Funded activities is: <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>,

Household: means one or more persons who will occupy a housing unit. Unborn children count in family size determination.

Annual Income: Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

2.1.1 OWNER-OCCUPIED REQUIREMENTS

Owner-Occupant - to be eligible, household income must be equal to or less than the applicable HCD income limits. Owner will be required to provide income documentation. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. **See Attachment A.** Refer to Asset Inclusions and Exclusions for further guidance to the types of assets to be included or excluded when calculating gross annual income. **See Attachment B.**

Owner-occupants housing and/or debt ratios are not considered, nor is a credit report required, as the funding provided creates no additional monthly financial obligation.

If an owner-occupant has a mortgage, it is verified that all payments are current and that no late payments have been received in the past twelve months.

2.2. INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria for HOME and CDBG, as shown in the most recent HCD program-specific guidance at <http://www.hcd.ca.gov/fa/cdbg/GuideFedPrograms.html>, will be followed to independently determine and certify the household's annual gross income. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and of live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

The link to Annual Income Inclusions and Exclusions is:

http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixB_AnnualIncomeInclusionsExclusions.doc

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets is, however, recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. (*Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.*)

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including: Penalties or fees for converting financial holdings and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

The Link to Asset Inclusions and Exclusions is:

http://www.hcd.ca.gov/fa/cdbg/FedProgGuideDocs/AppendixC_AnnualIncomeAssetInclusionsExclusions.doc

See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions

2.3. HOMEOWNER ELIGIBILITY AND RESIDENCY REQUIREMENTS

The Sponsor's Housing Rehabilitation Program allows for owner-occupied properties only to participate in the Program. Owner-occupied units must be the owner's principal place of residence. A photocopy of recent utility billings will verify proof of occupancy. No unit to be rehabilitated will receive financial assistance if it is currently occupied by an over-income household or does not meet the eligibility standards outlined in these guidelines. When a local, state or federal disaster has been declared and units have been destroyed or are not occupied due to disaster, units must have been occupied as the principal place of residence within a period of 6 months prior to the declared disaster.

2.3.1 OWNER-OCCUPIED

- A. Continued residency is monitored annually. Occupancy will be verified by the submission of the following:
 - 1. Proof of occupancy in the form of a copy of a current utility billings; and
 - 2. Statement of unit's continued use as primary residence of the owner.
- B. In the event that a homeowner sells, transfers title, or discontinues residence in the rehabilitated property for any reason, the loan becomes due and payable, unless the following conditions are met:

The homeowner who received the loan dies and the heir to the property meets income requirements and intends to occupy the home as his/her principal residence. Upon approval of the Sponsor, the heir may be permitted to assume the loan at the rate and terms the heir qualifies for under current participation guidelines. If the heir does not meet applicable eligibility requirements, the loan is due and payable.

- C. If a homeowner converts the property to a rental unit, or any commercial or non-residential use, the loan is due and payable.

3.0. PROPERTY ELIGIBILITY

3.1. CONDITIONS

- A. No unit will be eligible if a household's income exceeds the prescribed income limits listed in Attachment C.

- B. Units to be rehabilitated must be located within the unincorporated areas of the Sponsor's jurisdiction.
- C. Property must contain a legal residential structure intended for continued residential occupancy.
- D. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.

3.2. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Tenants will be informed of their eligibility for temporary relocation benefits if occupancy during rehabilitation constitutes a danger to health and safety of occupants or public danger or is otherwise undesirable because of the nature of the project. Relocated persons will receive increased housing costs, payment for moving and related expenses and appropriate advisory services, as detailed in the Sponsor's "Residential Anti-displacement and Relocation Assistance Plan" (**Attachment E**).

Owner-occupants are not eligible for temporary relocation benefits, unless health and safety threats are determined to exist by the Program Operator. In cases where relocation is determined to be necessary by the Sponsor/Program Operator, assistance may be provided for actual costs incurred from the applicant's loan proceeds or as a grant (**see Section 4.4. for allowable grants**). HOME-funded projects will provide relocation assistance in the form of a grant, which shall be included in the maximum assistance amount.

3.3. NOTIFICATION AND DISCLOSURES

- A. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as follows:

The Lead Hazard Information Pamphlet published by the EPA/HUD/Consumer Product Safety Commission will be given to all owners regardless of the cost of rehabilitation or paint test findings. If lead-based paint is found through testing or if presumed, a Notice of Lead Hazard Evaluation or Presumption will also be supplied. When Lead hazards are present, a Notice of Lead Hazard Reduction Activity and a Lead Hazard Evaluation Report will also be provided (**Attachment I**).

4.0. THE PROGRAM LOAN

4.1. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE

An eligible homeowner may qualify for the full cost of rehabilitation/reconstruction work needed to comply with State and local codes and ordinances. Maximum assistance shall not exceed the Sponsor's County maximum HOME Subsidy Limit per bedroom as designated by Section 221(d)(3). **See Attachment C. For CDBG funded programs the maximum assistance for rehabilitation/reconstruction will not exceed \$333,000.**

4.2. AFFORDABILITY PARAMETERS FOR HOMEOWNERS

- A. Total indebtedness against property shall not exceed 105 percent of after-rehabilitation value as determined by "Estimates of value" or an appraisal, for CDBG projects. HOME projects may not exceed 100 percent. An estimate of after-rehab value will be made prior to making a commitment of funds using the method outlined in Section 4.5; unless otherwise approved by the loan committee due to evidence provided to support the need to exceed the percentage of total indebtedness as outlined in Section 1.3.
- B. HOME funded units' after-rehabilitation value shall not exceed the HOME Program Purchase Price/Value Limit for Sponsor's County as updated by HUD and published on the HCD Website. **See Attachment C.**
- C. Costs may be supplemented with personal financing and/or credit will be provided for volunteer labor ("sweat equity") valued at \$10 per hour as per Section 6.1.D., or with other loan or grant programs, which are sources of leverage for the Sponsor.
- D. Any bid within 10% of the Program Operator's estimate may be selected, otherwise an explanation must be provided to the file for a bid selected exceeding 10% of the estimate.

4.3. RATES AND TERMS

4.3.1. OWNER-OCCUPANTS

- A. Homeowners are eligible for Deferred Payment Loans (DPL), at 1% interest, evidenced by a Promissory Note and secured by a Deed of Trust, with no payback required for 15 years unless the borrower sells or transfers title or discontinues residence in the dwelling. Payments may be made voluntarily on a DPL. Homeowners who retain ownership and the residence is their primary residence will receive loan forgiveness up to \$30,000 at the loan maturity date. The principal and interest shall be forgiven at such date outlined in the promissory note and deed of trust. Failure to retain the home and remain the homeowner's primary residence will result in full payment due and payable to the County.

B. If it is determined by the Sponsor that repayment of a CDBG Program loan at the maturity date causes a hardship to the homeowner, the Sponsor may opt the following:

1. Amend the note and deed of trust to defer repayment of the amount due at maturity, that is balance of the original principal plus the accrued interest, for up to an additional 30 years (at 0% additional interest). This may be offered one time.
2. Convert the debt at loan maturity, that is the balance of the original principal plus any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.

- D. If the homeowner dies, and if the heir(s) to the property live(s) in the house and is/are income eligible, the heir(s) may be permitted, upon approval of the Sponsor, to assume the loan at the rate and terms the heir(s) qualifies for under current participation guidelines.
- E. If the homeowner dies and the heir(s) is/are not income eligible, the loan becomes all due and payable.
- F. If a homeowner converts the rehabilitated property to any residential-rental, commercial or non-residential use, the loan becomes all due and payable.
- G. As specified in the Rehabilitation Loan Agreement, all applicants who participate in the Program must maintain the property at post-rehabilitation conditions for the term of the loan. Should the property not be maintained accordingly, the loan shall be considered in default and becomes all due and payable, and if necessary, foreclosure proceedings will be initiated. A method of inspection will be established by the Sponsor and conducted on an annual basis.

4.4. GRANTS

- A. CDBG funded programs may provide grants as follows:
A grant of up to \$30,000 is available for any one of the following qualifying factors; those receiving grants are not eligible for forgivable loans.
2. Handicapped – for only handicap modifications to a house with one or more physically handicapped occupants who would function more independently if such modifications were installed; or
 3. Lowest Targeted Income Group – with gross annual income less than 50 percent of County median income; or
 4. Equity maintenance – if financing rehabilitation entirely with a loan would cause indebtedness to exceed 100% of after-rehabilitation value.
 5. Local, state or federal declared disaster victim.

- B. HOME and CDBG provide grants for all actual costs of lead-based paint evaluation and reduction activities.
- C. HOME and CDBG provide grants for relocation assistance. See Relocation Assistance Plan, **Attachment E**.
 - 1. Owner-Occupant – Limit of \$3,000.

4.5. APPRAISAL

- A. The After-Rehab Value for rehabilitation projects is determined using the “Estimates of value” method. The Sponsor or Program Operator determines estimates of value based on the sale prices of at least three (3) comparable properties, sold within the last six months (within one year of the assistance date, which is the date the promissory note is signed), and located within one mile of the subject property. The participants’ file will include the estimate of value and document the basis for the value estimates. The purpose of the “Estimates of value” is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**). If three comparable properties cannot be found, or if there is any question regarding the After-Rehab Value, the ARV will be determined by a licensed appraiser, as described in Section 4.5.B. below.
- B. A licensed appraiser determines the After-Rehab Value for rehabilitation projects, when the “Estimates of value” method cannot be used. For rehabilitation projects the appraiser determines the value of the unit with the rehabilitation building plans and specifications included. The cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the after-rehabilitation value of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**), and that the combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above.
- C. The After-Rehab Value for reconstruction projects is determined by a licensed appraiser. The After-Rehab Value for reconstruction projects is determined by an appraisal completed off the building plans and specifications for the new home. The cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the After-Rehabilitation Value Limit of the housing unit will not exceed the permitted amount per HCD Program regulations (**See Attachment C**).

4.6. INSURANCE

4.6.1. FIRE INSURANCE

The homeowner shall maintain fire insurance on the property for the duration of the Program loan(s). This insurance must be an amount adequate to cover all

encumbrances on the property. The insurer must identify the Sponsor as Loss Payee for the amount of the Program loan(s). A binder shall be provided to the Sponsor. In the event the applicant fails to make the fire insurance premium payments in a timely fashion, the Sponsor at their option, may make such payments for a period not to exceed 60 days. The Sponsor may, in its discretion and upon the showing of special circumstances, make such premium payments for a longer period of time. Should the Sponsor make any payments, it may, in its sole discretion, add such payments to the principal amount that the applicant is obligated to repay the Sponsor under this Program. The premium may be paid by the Program loan for one year. **Note: HOME funds can not be used to pay insurance cost beyond those identified as initial loan costs.**

4.6.2. FLOOD INSURANCE

For homes in a 100-year flood zone, the owner is required to maintain flood insurance in an amount adequate to secure the Program loan and all other encumbrances. This policy must designate the Sponsor as Loss Payee and a binder shall be provided to the Sponsor and maintained in the borrowers file. The premium may be paid by the Program loan for one year. **Note: HOME funds can not be used to pay insurance cost beyond those identified as initial loan costs.**

4.7. LOAN SECURITY

- A. Loan security for all owner-occupied rehabilitation stick-built homes will be secured by the real property and improvements, and will also include a Deed of Trust, Promissory Note and Loan Agreement in favor of the Sponsor.
- B. A manufactured home in a mobile home park or on leased land that is not on a permanent foundation will be secured by an HCD 480.7 or an HCD 484 Statement of Lien, and will also include a Promissory Note and Loan Agreement.
- C. Entering a subordinate lien is acceptable. However, the Sponsor will not subordinate a first lien position once established.

5.0. PROGRAM LOAN SERVICING AND MAINTENANCE

5.1. PAYMENTS ARE VOLUNTARY

Borrowers may begin making voluntary payments at any time.

5.2. RECEIVING LOAN REPAYMENTS

- A. Program loan payments will be made to:

COUNTY OF NEVADA
Housing Programs
950 Maidu Avenue Suite 120
Nevada City, CA 95959

- B. The Sponsor will be the receiver of loan payments or recapture funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the Sponsor's appropriate Program Income Account, as required by all three HCD programs. The Program Sponsor will accept loan payments from borrowers prepaying deferred loans, from borrowers making payments in full upon sale or transfer of the property, and homeowners of tenant occupied units. All loan payments are payable to the Sponsor. The Sponsor may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

5.3. LOAN SERVICING POLICIES AND PROCEDURES

See **Attachment F** for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

5.4. LOAN MONITORING PROCEDURES

Homeowners will be required to submit each of the following to the Sponsor between each year for the term of the loan:

- Proof of occupancy in the form of a copy of a current utility bill;
- Statement of unit's continued use as a residence;
- Declaration that other title holders do not reside on the premises;
- Verification that Property Taxes are current; and
- Verification of current required insurance policies.

5.5. DEFAULT AND FORECLOSURE

If an owner defaults on a loan, and foreclosure procedures are instituted, they shall be carried out according to the Program Foreclosure Policy adopted by the Sponsor, and attached to these guidelines as **Attachment G**.

5.6. SUBORDINATIONS

The Sponsor may approve a request to subordinate a loan, in order for the owner to refinance the property, under the following conditions:

- A. The lien position of the Sponsor loan will remain the same or be advanced.
- B. The new primary loan is no greater than the balance of the loan being refinanced, except the costs of refinancing the loan may be added to the principal balance.
- C. The purpose of the new primary loan is to reduce the interest rate being paid and/or reduce the owner's payment.
- D. The refinanced loan must have an impound account for taxes and insurances.
- E. The refinancing terms must be acceptable to the Sponsor.
- F. CDBG allows refinancing with CDBG funds in conjunction with only rehabilitation of the unit

The following documents must be submitted to the Sponsor for subordinate loan consideration:

- A. Current mortgage statement
- B. Letter from borrower outlining the reasons for the request
- C. Loan Estimate
- D. Provide a loan comparison chart (include cost increase if loan is being extended)

6.0. CONSTRUCTION

6.1. STANDARDS

- A. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.
- B. Contracting Process
 - 1. Contracting will be done on a competitive basis.
 - 2. The homeowner will be the responsible agent, but the Sponsor and/or its Program Operator will prepare the work write-up, prepare and advertise the bid package, and assist the owner in negotiating the construction contract.
 - 3. The Sponsor does not warrant any construction work, or provide insurance coverage.

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C. Approved Contractors

1. Contractors are required to be licensed with the State of California, and be active and in good standing with the Contractors' License Board.
2. Contractors will be checked against HUD's list of federally debarred contractors. No award will be granted to a contractor on this list.
3. Contractors must have public liability and property damage insurance, and worker's compensation, unemployment and disability insurance, to the extent required by State law.
4. Contractor must agree to comply with all federal and state regulations.

D. Sweat Equity Labor

1. Homeowners may agree to participate in the rehabilitation of their property by providing sweat equity labor as all or part of the project. The "Participant Labor Agreement Form" will indicate the tasks the owner will complete. The loan amount will include all items in the accepted bid, or in-house cost estimate, including sweat equity, so that should the homeowner be unable to complete their portion of the job, labor funds will be available to complete the job. Upon completion of the total job, the labor saved through sweat equity will be a credit against the agreed upon project cost, which included labor prior to the commitment of sweat equity, thereby providing a credit to the original job cost estimate such that the loan balance will equal the actual net project cost for outside labor and materials.
2. In cases where the homeowner agrees to do parts of the job, an agreement will be signed by the homeowner, specifying tasks and completion times. If the work is not completed in a timely manner, the contractor working on the job may be asked to complete the work.
3. If the project has lead paint hazards, the homeowner must provide documentation of lead paint training for each person to be working on the house prior to signing the sweat equity agreement or starting work. Lead hazard worker certifications will not be necessary if the project does not have lead paint (built after 1978 or tested negative for lead paint), or the project is cleared of lead hazards by a certified lead inspector, and the work performed by the homeowner will not create additional lead hazards.
4. The value or leverage generated from sweat equity will be determined on the basis of ten dollars (\$10) per hour. The cost difference or savings generated will be documented in the construction portion of the file.
5. The Sponsor reserves the right to determine whether the work is appropriate for sweat equity labor, or if the owner is capable of such labor.
6. The program requires that a homeowner have a valid contractor's license to perform the rehabilitation work themselves.

- E. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as identified in Section 3.3.A.
- F. Units constructed prior to 1978 will also be inspected according to the following HUD regulations.
 - 1. If the total amount of Federal assistance or the total amount of rehabilitation hard cost is up to and including \$5,000, the following is required:
 - (a) Paint testing or presume LBP;
 - (b) Clearance of disturbed work areas; and
 - (c) Notifications listed in Section 3.3.A.
 - 2. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$5,000 up to and including \$25,000, the following is required:
 - (a) Paint testing or presume LBP;
 - (b) Risk assessment; and
 - (c) Clearance of unit.

If LBP hazards are identified, interim controls will be implemented. This level will also require a notice of "Abatement of Lead Hazards Notification" at least five days prior to starting work.

- 3. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more that \$25,000, the following is required:
 - (a) Items (a), (b), and (c) of 2. above;
 - (b) Abatement of all LBP hazards identified or produced;
 - (c) Use of interim controls on exterior surfaces not disrupted by rehab; and all notices listed above in Sections 3.3.A. and 6.1.F.2.
- 4. All paint tests that result in a negative finding of lead-based paint are exempt from any and all additional requirements. If defective paint surfaces are found, they will be properly treated or abated. A State-certified Inspector/Assessor will perform all paint testing, risk assessments, and clearances. A trained supervisor may oversee interim controls; however, a certified supervisor and workers will perform all abatement.

6.2. ELIGIBLE CONSTRUCTION COSTS

"Rehabilitation" means, in addition to the definition in Section 50096 of the Health and Safety Code, repairs and improvements to a manufactured home necessary to correct any condition causing the home to be substandard pursuant to Section 1704 of Title 25, California Code of Regulations. Rehabilitation also includes room additions to alleviate overcrowding. Rehabilitation also means repairs and improvements where necessary to meet any locally-adopted standards used in local rehabilitation programs. Rehabilitation does not include replacement of personal property.

Rehabilitation includes reconstruction. Federal law and policy allows the use of HOME funds to demolish and reconstruct owner-occupied residential structures. Reconstruction is defined as the demolition and construction of a structure. The Sponsor and/or Program Operator must document that the reconstruction costs are less than the cost to rehabilitate the existing substandard housing. This will be done using the State's CDBG Test for Reconstruction, for projects funded with CDBG funds; or, using the State's HOME Test for Reconstruction, for projects funded with HOME funds.

Additionally, the Sponsor must determine that the project's value after reconstruction (housing and land combined) is less than the Maximum After-Rehabilitation Value for the Sponsor (see Attachment C, One-Family).

The residential structure to be reconstructed must be a structure with cooking, eating, sleeping, and sanitation facilities which has been legally occupied as a residence within the preceding 12 months. Fifth wheels or recreational vehicles, for example, are not considered dwellings and therefore are not eligible under this Program.

Like for like requires that the structure being demolished must be replaced with a like structure (replace manufactured housing with manufactured housing, for example). However, additions may be approved by the HCD Program when required by Codes/Ordinances or to alleviate overcrowding. **(See Attachment C)**

Temporary relocation benefits must be planned for and budgeted into the total allowable subsidy for the project, but if required would be in the form of a grant.

Depending on the outcome of the Statutory Worksheet (Environmental test), a reconstructed project may require Authority from the State before funds are committed to the project.

Allowable rehabilitation\reconstruction costs include:

- A. Cost of building permits and other related government fees.
- B. Cost of architectural, engineering, and other consultant services which are directly related to the rehabilitation of the property.
- C. Rehabilitation or Replacement of a manufactured home not on a permanent foundation. Rehabilitation of a manufactured home may include the replacement of the unit with a used manufactured home and the cost to repair it, as long as the unit has been occupied and not used as a demonstration model. Should the unit meet the criteria for reconstruction a new manufactured home can be used for replacement and all cost associated with the purchase and transportation can be added to the loan.
- D. Owner-occupied rehabilitation activity delivery fees, pursuant to Section 7733(f), as reimbursement to the Sponsor for the actual costs of services

rendered to the homeowner that are incidentally but directly related to the rehabilitation work (e.g. planning, engineering, construction management, including inspections and work write-ups).

E. Rehabilitation will address the following issues in the order listed. Eligible costs are included for each item.

1. Health and Safety Issues

Eligible costs include, but are not limited to, energy-related improvements, lead-based paint hazard evaluation and reduction activities, improvements for handicapped accessibility, repair or replacement of major housing systems. A driveway may be considered part of rehabilitation if it is determined to be a health and safety issue.

2. Code and Regulation Compliance

Eligible costs include, but are not limited to, additional work required to rehabilitate and modernize a home, and bring it into compliance with current building codes and regulations. Painting and weatherization are included.

3. Demolition

Eligible costs include, but are not limited to, the tear down and disposal of dilapidated structures when they are a part of the reconstruction of an affordable housing unit. If a garage or carport is detached, it may not be rehabilitated but may be demolished, if it is determined to be a health and safety issue.

4. Upgrades

Eligible costs include additional bedrooms and bathrooms if the need can be demonstrated per HUD's or Sponsor's overcrowding guidelines listed in **Attachment C**. The Program will not fund additions to a home for a den or family room, or for any luxury items.

5. General Property Improvements

Eligible costs include, but are not limited to, installation of a stove, refrigerator, and/or dishwasher; and repair or installation of fencing.

All improvements must be physically attached to the property and permanent in nature. Non-code property improvements (fencing, landscaping, driveway, etc.) will be *limited to 20 percent* of the rehabilitation loan amount. Any cash contribution by the property owner

will be considered a general property improvement and be included in this percentage. Luxury items are not permitted. Items such as refrigerators, stoves and dishwashers that are not built-in may be replaced due only to incipient failure or documented medical condition of the homeowner, and must be of moderate quality.

6. Rehabilitation Standards

All repair work related to health and safety conditions will meet Local Building Code standards. The priority will be the elimination of health and safety hazards and code compliance.

6.3. ELIGIBLE PROJECT COSTS

Project costs for all expenses related to the paperwork for processing and insuring a loan application include:

- Appraisal
- Property Report/Title Insurance
- Building Plan
- Termite Report
- Lead Paint Testing
- Land Survey
- Grading Plan
- Recording Fees
- Fire/Course of Construction Insurance
- Flood Insurance
- Disposal Bin
- Storage

Costs are based on charges currently incurred by the Sponsor, or its Program Operator, for these products and/or services. Any cost increases charged to the Sponsor/Program Operator for these products and/or services will be passed on to the homeowner and included in the loan. All fees are subject to change and are driven by the market.

6.4. REPAIR CALLBACKS

Contractors will comply with State law regarding all labor and material warranties. All labor and material shall meet FHA minimum specifications.

6.5. SWEAT EQUITY

The Sponsor will determine if Sweat Equity will be allowed on a case by case basis in accordance with Section 6.1.D. The program requires that a homeowner have a valid contractor's license to perform the rehabilitation work themselves.

7.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES

7.1. AMENDMENTS

The Sponsor may make amendments to these Participant Guidelines. Any changes made shall be in accordance with federal and state regulations, shall be approved by the Sponsor's Loan Committee and/or local governing body and submitted to HCD for approval.

7.2. EXCEPTIONS

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

7.2.1 PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

- A. The Sponsor or its Program Operator may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the Sponsor's/Program Operator's recommended course of action and any written or verbal information supplied by the applicant.
- B. The Sponsor shall make a determination of the exception based on the recommendation of the Program Operator. The request can be presented to the Sponsor's loan committee for decision.

8.0. DISPUTE RESOLUTION AND APPEALS PROCEDURES

8.1. PROGRAM COMPLAINT AND APPEAL PROCEDURE

Complaints concerning the Sponsor's Rehabilitation Program should be made to the Program Operator first. If unresolved in this manner, the complaint or appeal shall be made in writing and filed with the Sponsor. The Sponsor will then schedule a meeting with the Sponsor's Loan Review Committee. Their written response will be made within thirty (30) working days. If the applicant is not satisfied with the committee's decision, a request for an appeal may be filed with the local governing body. Final appeal may be filed in writing with HCD within one year after denial or the filing of the Project Notice of Completion.

8.2. GRIEVANCES BETWEEN PARTICIPANTS AND CONSTRUCTION CONTRACTOR

Contracts signed by the contractor and the participant include the following clause, which provides a procedure for resolution of grievances:

Any controversy arising out of or relating to this Contract, or the breach thereof, shall be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of the American Arbitration Association. The arbitrator shall have the final authority to order work performed, to order the payment from one party to another, and to order who shall bear the costs of arbitration. Costs to initiate arbitration shall be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration.

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ATTACHMENT A

24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

Part 5 Inclusions

This table presents the Part 5 income inclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

| General Category | (Last Modified: January 2005) |
|--|---|
| 1. Income from wages, salaries, tips, etc. | The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services. |
| 2. Business Income | The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. |
| 3. Interest & Dividend Income | Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD. |
| 4. Retirement & Insurance Income | The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14). |
| 5. Unemployment & Disability Income | Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3). |
| 6. Welfare Assistance | <p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> • Qualify as assistance under the TANF program definition at 45 CFR 260.31; and • Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> • the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus: • the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage. |
| 7. Alimony, Child Support, & Gift Income | Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling. |
| 8. Armed Forces Income | All regular pay, special pay, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions). |

Part 5 exclusions

This table presents the Part 5 income exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

| General Category | (Last Modified: January 2005) |
|-------------------------------------|---|
| 1. Income of Children | Income from employment of children (including foster children) under the age of 18 years. |
| 2. Foster Care Payments | Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone). |
| 3. Inheritance and Insurance Income | Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5). |
| 4. Medical Expense Reimbursements | Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member. |
| 5. Income of Live-in Aides | Income of a live-in aide (as defined in 24 CFR 5.403). |
| 6. Income from a Disabled Member | Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)). |
| 7. Student Financial Aid | The full amount of student financial assistance paid directly to the student or to the educational institution. |
| 8. "Hostile Fire" Pay | The special pay to a family member serving in the Armed Forces who is exposed to hostile fire. |
| 9. Self-Sufficiency Program Income | <ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program. |
| 10. Gifts | Temporary, nonrecurring, or sporadic income (including gifts). |
| 11. Reparation Payments | Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era. |
| 12. Income from Full-time Students | Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse). |
| 13. Adoption Assistance Payments | Adoption assistance payments in excess of \$480 per adopted child. |
| 14. Social Security & SSI Income | Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts. |
| 15. Property Tax Refunds | Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit. |
| 16. Home Care Assistance | Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home. |
| 17. Other Federal Exclusions | Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the |

Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:

- ▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977;
- ▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);
- ▶ Payments received under the Alaskan Native Claims Settlement Act;
- ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians;
- ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes;
- ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program.
- ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;
- ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs;
- ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;
- ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps).
- ▶ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990;
- ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran;
- ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and
- ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

ATTACHMENT B**PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT C

**MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMIT
(HOME Value Limits as of 3/1/2017)**

| COUNTY NAME | One-Family |
|------------------|------------|
| COUNTY OF NEVADA | \$333,000 |

**HOME SUBSIDY LIMITS PER UNIT – SECTION 221(d)(3) FOR SHASTA COUNTY
(Limits are effective 11/18/2015)**

| COUNTY NAME | O-BDR | 1-BDR | 2-BDR | 3-BDR | 4-BDR |
|------------------|-----------|-----------|-----------|-----------|-----------|
| COUNTY OF NEVADA | \$141,089 | \$161,738 | \$196,673 | \$254,431 | \$279,286 |

**FAMILY INCOME LIMITS
(Limits are effective 6/15/2017)**

| <i>Number of Persons in Household</i> | | | | | | | | |
|---------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% of AMI | 42,750 | 48,850 | 54,950 | 61,050 | 65,950 | 70,850 | 75,750 | 80,600 |

ATTACHMENT D

HOUSING REHABILITATION MARKETING PLAN

SUMMARY

The Sponsor will continue its efforts to market the Housing Rehabilitation Program in a manner that will reach all community members.

All marketing related to the Housing Rehabilitation Program is publicized in both English and Spanish. All marketing materials include information identifying the Sponsor's commitment to fair housing laws and affirmative marketing policy, and are widely distributed. Equal opportunity is emphasized in written materials and oral presentations. A record is maintained by the Sponsor identifying what marketing materials are used, and when and where they are distributed.

Forms of marketing may include fliers, brochures, newspaper ads, articles and public service announcements. Fliers and brochures are distributed at local government buildings, other public buildings and through the mail, as well as to businesses that assist those not likely to apply without special outreach. Advertisements and articles are published in newspapers that are widely circulated within the community.

Established working relationships with local lending agencies also aid in informing the public by facilitating the distribution of informational fliers to households seeking financial assistance for repairs that are unable to obtain conventional financing.

Informational meetings are offered to potential participants to explain Program requirements. Often, minimal formal outreach efforts are required as the need for assistance generally exceeds funds available. However, marketing measures are actively performed in order to maintain a healthy interest list.

Characteristics on all applicants and participants are collected and compared with the Sponsor's demographics. Should the Sponsor find that there are underserved segments of the population, a plan to better serve them will be developed and implemented.

MARKETING FORMS

- Fliers
- Brochures
- Newspaper Ads and Articles
- Public Service Announcements
- Public Informational Meetings

MARKETING VENUES

- Local Government Buildings
- Local Public Services Buildings
- Private Businesses
- Lending Agencies
- Real Estate Offices
- Newspaper
- Radio
- Mail

ATTACHMENT E

RESIDENTIAL ANTI-DISPLACEMENT AND TEMPORARY RELOCATION PLAN
Version 2

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require all grantees of Community Development Block Grant (CDBG) funds or Home Investment Partnership (HOME) funds to follow a written Residential Anti-displacement and Relocation Assistance Plan (Plan) for any activities which could lead to displacement of occupants whose property is receiving funds from these or other federal funding source. Having been developed in response to both aforesaid federal legislations, this Plan is intended to inform the public of the compliance of the County of NEVADA (Sponsor) with the requirements of federal regulations 24 CFR 570.606 under state recipient requirements and Section 104(d) of the Housing and Community Development Act of 1974 and 24 CFR 92 of the HOME federal regulations. The Plan will outline reasonable steps, which the Sponsor will take to minimize displacement and ensure compliance with all applicable federal and state relocation requirements. The Sponsor's governing body has adopted this plan via a formal resolution.

This Plan will affect rehabilitation activities funded by the U.S. Department of Housing and Urban Development (HUD) under the following program titles: HOME, CDBG, Urban Development Action Grant (UDAG), Special Purpose Grants, Section 108 Loan Guarantee Program, and such other grants as HUD may designate as applicable, which take place within the Sponsor's jurisdiction limits.

The Sponsor will provide permanent relocation benefits to all eligible "displaced" households either owner occupied or rental occupied units which are permanently displaced by the housing rehabilitation program (**See Section E below.**) In addition, the Sponsor will replace all eligible occupied and vacant occupiable low income group dwelling units demolished or converted to a use other than low income group housing as a direct result of rehabilitation activities. This applies to all units assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in the Federal Regulations 24 CFR 570.496(a), Relocation, Displacement and Acquisition: Final Rule dated July 18, 1990 (Section 104(d)) and 49 CFR Part 24, Uniform Relocation Assistance (URA) and Real Property Acquisition Regulations Final Rule and Notice (URA) dated March 2, 1989.

All Sponsor programs/projects will be implemented in ways consistent with the Sponsor's commitment to Fair Housing. Participants will not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, familial status, or handicap. The Sponsor will provide equal relocation assistance available 1) to each targeted income group household displaced by the demolition or rehabilitation of housing or by the conversion of a targeted income group dwelling to another use as a direct result of assisted activities; and 2) to each separate class of targeted income group persons temporarily relocated as a direct result of activities funded by HUD programs.

A. Minimizing Permanent Displacement and Temporary Relocation Resulting from Housing Rehabilitation or Reconstruction Activities

Consistent with the goals and objectives of activities assisted under the Act, the Sponsor will take the following steps to minimize the displacement of persons from their homes during housing rehabilitation or reconstruction funded by HUD programs:

1. Provide proper notices with counseling and referral services to all tenants so that they

understand their relocation rights and receive the proper benefits. When necessary assist permanently displaced persons to find alternate housing in the neighborhood.

2. Stage rehabilitation of assisted households to allow owner occupants and/or tenants to remain during minor rehabilitation.
3. Encourage owner investors to temporarily relocate tenants to other available safe and sanitary vacant units on the project site area during the course of rehabilitation or pay expenses on behalf of replaced tenants.
4. Work with area landlords, real estate brokers, and/or hotel/motel managements to locate vacancies for households facing temporary relocation.
5. When necessary, use public funds, such as CDBG funds, to pay moving costs and provide relocation/displacement payments to households permanently displaced by assisted activities.

B. Lead Based Paint Mitigation Which Causes Temporary Relocation:

On September 15, 2000, the Final Rule for Lead Based Paint Hazard Control went into effect. Among other things, it requires that federally-funded rehabilitation must use safe work practices so that occupants and workers can be protected from lead hazards. **At no time should the tenant-occupant(s) be present in work areas or designated adjacent areas while LHC activities are taking place in any dwelling unit interior, common area, or exterior.** As such, occupants may not be allowed to remain in their units during the time that lead-based paint hazards are being created or treated. Once work that causes lead hazards has been completed, and the unit passes clearance, the occupants can return. **The tenant-occupants may not reoccupy a work area or adjacent area until post-lead hazard reduction clearance standards have been achieved and verified with laboratory results.** The final rule allows for certain exceptions: programs:

1. The work will not disturb lead-based paint, or create dust-lead or soil-lead hazard; or
2. The work is on exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative lead free entry; or
3. The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or
4. The interior work will be completed within five (5) calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each day to remove any visible dust and debris, and the residents have safe access to kitchen and bath and bedrooms.

If temporary relocation benefits are not provided because the Sponsor believes that the project meets one of the above criteria, then proper documentation must be provided in the rehabilitation project file to show compliance. It is up to the Sponsor to ensure that the owner occupant or tenant in the project does not get impacted by lead paint mitigation efforts. In most cases where lead paint mitigation is taking place, occupants (tenants or owners) will be strongly encouraged to relocate even for just a few days until a final lead clearance can be issued by a certified lead based paint assessor. Occupants who are temporarily relocated because of lead based paint mitigation

are entitled to the same relocation benefits as those who are relocated because of substantial rehabilitation or reconstruction activities.

C. Temporary Relocation of Owner Occupants:

Owner occupants are not allowed to stay in units which are hazardous environments during lead based paint mitigation. When their home is having lead based paint mitigation work done which will not make it safe to live in, then they are eligible for temporary relocation benefits up to \$3,000, which will be provided as a grant. In the same way, a unit requiring substantial rehabilitation (with or without lead based paint mitigation) which will not allow the family to access a bath or kitchen facility, or if the unit is being demolished and reconstructed, then the family will be eligible for temporary relocation benefits up to \$3,000, which will be provided as a grant. In no case shall the grant for temporary relocation exceed \$3,000 for any one owner occupant.

Owner occupants will be encouraged to move in with family or friends during the course of rehabilitation, since they are voluntarily participating in the Program. The housing rehabilitation loan specialist and/or the rehabilitation construction specialist will complete a temporary relocation benefits form (**See Appendix C**) to document that the owner occupant understands that they must relocate during the course of construction and what benefits they wish to be reimbursed for as part of their relocation.

D. Temporary Relocation of Residential Tenants:

If continued occupancy during rehabilitation is judged to constitute a substantial danger to health and safety of the tenant or the public, or is otherwise undesirable because of the nature of the project, the tenant may be required to relocate temporarily. The contract administrator or rehabilitation specialist will make determination of the need for temporary relocation. The temporary relocation period will not exceed 180 days. All conditions of temporary relocation will be reasonable. Any tenant required to relocate temporarily will be helped to find another place to live which is safe, sanitary and of comparable value and they have the first right to move back into the original unit being rehabilitated at the same rent or lower. He or she may move in with family and friends and still receive full or partial temporary assistance based on eligible cost incurred. The housing rehabilitation loan specialist and/or the rehabilitation specialist will ensure that each tenant occupied unit under the Program will receive a General Information Notice (GIN) (as soon as possible after a loan application is received) and the tenant will receive a Notice of Non-displacement (after loan approval), and each tenant occupied unit will have a temporary relocation benefits form completed for them. (**See Appendix C**). These notices will document that each tenant understands what their relocation rights are, and if they must relocate during the course of construction, that they receive the proper counseling and temporary relocation benefits.

A tenant receiving temporary relocation shall receive the following:

1. Increased housing costs (e.g. rent increase, security deposits) and
2. Payment for moving and related expenses, as follows:
 - a. Transportation of the displaced persons and personal property within 50 miles, unless the grantee determines that farther relocation is justified;
 - b. Packing, crating, unpacking, and uncrating of personal property;

- c. Storage of personal property, not to exceed 12 months, unless the grantee determines that a longer period is necessary;
- d. Disconnection, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property;
- e. Insurance for the replacement value of personal property in connection with the move and necessary storage;
- f. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault of the displaced person, his or her agent, or employee) where insurance covering such loss, theft or damage is not reasonably available;
- g. Reasonable and necessary costs of security deposits required to rent the replacement dwelling;
- h. Any costs of credit checks required to rent the replacement dwelling;
- i. Other moving related expenses as the grantee determines to be reasonable and necessary, except the following ineligible expenses:
 - 1) Interest on a loan to cover moving expenses; or
 - 2) Personal injury; or
 - 3) Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Grantee; or
 - 4) Costs for storage of personal property on real property already owned or leased by the displaced person before the initiation of negotiations.

E. Rehabilitation Activities Requiring Permanent Displacement

The Sponsor's rehabilitation program will not typically trigger permanent displacement and permanent displacement activities fall outside of the scope of this plan. If a case of permanent displacement is encountered, then the staff responsible for the rehabilitation program will consult with Sponsor's legal counsel to decide if they have the capacity to conduct the permanent displacement activity. If local staff does not have the capacity, then a professional relocation consultant will be hired to do the counseling and benefit determination and implementation. If local staff does wish to do the permanent displacement activity then they will consult and follow the HUD Relocation Handbook 1378.

F. Rehabilitation Which Triggers Replacement Housing

If the Sponsor's rehabilitation program assists a property where one or more units are eliminated then under Section 104 (d) of the Housing and Community Act of 1974, as amended applies and the Sponsor is required to replace those lost units. An example of this would be a duplex unit which is converted into a single family unit. In all cases where rehabilitation activities will reduce the number of housing units in the jurisdiction, then the Sponsor must document that any lost units are replaced and any occupants of reduced units are given permanent relocation benefits. (This does not apply to reconstruction or replacement housing done under a rehabilitation program where the existing unit(s) is demolished and replaced with a structure equal in size without in loss number of units or bedrooms.)

Replacement housing will be provided within three years after the commencement of the demolition or conversion. Before entering into a contract committing the Sponsor to provide funds for an activity that will directly result in such demolition or conversion, the Sponsor will make this activity public (through a noticed public hearing and/or publication in a newspaper of general circulation) and submit to the California Department of Housing and Community Development or the appropriate federal authority the following information in writing:

1. A description of the proposed assisted activity;
2. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as targeted income group dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a targeted income group dwelling unit for at least 10 years from the date of initial occupancy; and,
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of targeted income group households in the jurisdiction.

The Program Operator for the Sponsor is responsible for tracking the replacement of housing and ensuring that it is provided within the required period. The Sponsor is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in Section 570.606, to any targeted income group displaced by the demolition of any dwelling unit or the conversion of a targeted income group dwelling unit to another use in connection with an assisted activity.

G. Record Keeping and Relocation Disclosures/Notifications

The Sponsor will maintain records of occupants of federally funded rehabilitated, reconstructed or demolished property from the start to completion of the project to demonstrate compliance with section 104(d), URA and applicable program regulations. Each rehabilitation project, which dictates temporary or permanent or replacement activities, will have a project description and documentation of assistance provided. (See sample forms in HUD Relocation Handbook 1378, Chapter 1, Appendix 11, form HUD-40054)

Appropriate advisory services will include reasonable advance written notice of (a) the date and approximate duration of the temporary relocation; (b) the address of the suitable, decent, safe, and sanitary dwelling to be made available for the temporary period; (c) the terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling.

Notices shall be written in plain, understandable primary language of the persons involved. Persons who are unable to read and understand the notice (e.g. illiterate, foreign language, or impaired vision or other disability) will be provided with appropriate translation/communication. Each notice will indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help. The notices and process below is for only temporary relocation. If permanent relocation is involved then other sets of notice and noticing process and relocation benefits must be applied (See HUD relocation handbook 1378 for those forms and procedures) The Temporary Relocation Advisory Notices to be provided are as follows:

1. General Information Notice: As soon as feasible when an owner investor is applying for Federal financing for rehabilitation, reconstruction, or demolition, the tenant of a housing unit will be mailed or hand delivered a General Information Notice that the project has been proposed and that the tenant will be able to occupy his or her present house upon completion of rehabilitation. The tenant will be informed that the rent after rehabilitation will not exceed current rent or 30 percent of his or her average monthly gross household income. The tenant will be informed that if he or she is required to move temporarily so that the rehabilitation can be completed, suitable housing will be made available and he or she will be reimbursed for all reasonable extra expenses. The tenant will be cautioned that he or she will not be provided relocation assistance if he or she decides to move for personal reasons. **See Appendix A for sample notice to be delivered personally or by certified mail.**
2. Notice of Non-Displacement: As soon as feasible when the rehabilitation application has been approved, the tenant will be informed that they will not be permanently displaced and that they are eligible for temporary relocation benefits because of lead based paint mitigation or substantial rehabilitation, or reconstruction of their unit. The tenant will also again be cautioned not to move for personal reasons during rehabilitation, or risk losing relocation assistance. **See Appendix B for sample notice to be delivered personally or by certified mail.**
3. Disclosure to Occupants of Temporary Relocation Benefits: This form is completed to document that the Sponsor is following it's adopted temporary relocation plan for owner occupants and tenants. **See Appendix C for a copy of the disclosure form.**
4. Other Relocation/Displacement Notices: The above three notices are required for temporary relocation. If the Sponsor is attempting to provide permanent displacement benefits then there are a number of other forms which are required. Staff will consult HUD's Relocation Handbook 1378 and ensure that all the proper notices are provided for persons who are permanently displaced as a result of housing rehabilitation activities funded by CDBG or other federal programs.

APPENDIX A

Dear _____,

On (date), (property owner) submitted an application to the _____ for financial assistance to rehabilitate the building which you occupy at (address).

This notice is to inform you that, if the assistance is provided and the building is rehabilitated, you will not be displaced. Therefore, we urge you not to move anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance is provided for the rehabilitation, you will be able to lease and occupy your present apartment (or another suitable, decent, safe and sanitary apartment in the same building) upon completion of the rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact (name), (title), at (telephone number), (address).

Sincerely,

(name)
(title)

APPENDIX B

(date)

Dear _____:

On (date), we notified you that the owner of your building had applied for assistance to make extensive repairs to the building. On (date), the owner's request was approved, and the repairs will begin soon.

This is a notice of non-displacement. You will not be required to move permanently as a result of the rehabilitation. This notice guarantees you the following:

1. You will be able to lease and occupy your present apartment [or another suitable, decent, safe and sanitary apartment in the same building/complex] upon completion of the rehabilitation. Your monthly rent will remain until after construction is completed. If increased after construction is done, your new rent and estimated average utility costs will not exceed local fair market rents for your community. Of course, you must comply with all the other reasonable terms and conditions of your lease.
2. If you must move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because Federal assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact (name), (title), at (phone #), (address). Remember; do not move before we have a chance to discuss your eligibility for assistance. This letter is important to you and should be retained.

Sincerely,

(name and title)

APPENDIX C

DISCLOSURE TO OCCUPANT OF TEMPORARY RELOCATION BENEFITS

Top to be completed at time of loan application submittal or Home Visit

Property Address: _____
_____ Rental Unit _____ Owner/Occupied Unit

The rehabilitation loan specialist working on behalf of the City/County of _____
has explained the temporary relocation services and benefits available under the current rehabilitation program relocation
plan.

I/we have been advised that the City/County of _____ rehabilitation construction specialist will inform me if I
need to be temporarily relocated and will to assist me with scheduling any necessary moves and answer any questions
about assistance as needed.

Acknowledged:

Occupant Signature Date Occupant Signature Date

Complete this at time of acceptance of Work Write Up with initials by occupant

The rehabilitation construction specialist for the City/County of _____
has explained the Rehabilitation Scope of Work for our house and I/we agree that it will:
_____ Not require I/we to be relocated. (If initialed then STOP here and sign bottom.)
_____ Yes, I/we need to be temporarily relocated. (Complete rest of form if initialed.)

Start date and duration of relocation:

_____ Starting on or about _____ we will move for all or part of the rehabilitation project.
_____ Approximate length of temporary relocation: _____ Number of days.

For temporary relocation, I/We elect to (check all that apply):

- _____ Relocate with friends and family.
_____ Relocate into a suitable temporary housing unit identified by rehab specialist.
_____ Relocate furnishings only into a temporary storage unit.

_____ I/We have been told what our relocation benefits are and elect Not to be reimbursed for any eligible relocation
expenses.

_____ I/We have been told what our relocation benefits are and want to be reimbursed for: _____

By signing, occupant(s) acknowledge receipt of copy of this form:

Occupant Signature Date Occupant Signature Date

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ATTACHMENT F
LOAN SERVICING POLICIES AND PROCEDURES
FOR THE COUNTY OF NEVADA

The COUNTY OF NEVADA, hereafter called "Sponsor" has adopted these policies and procedures in order to preserve its financial interest in properties, who's "Borrowers" have been assisted with public funds. The Sponsor will to the greatest extent possible follow these policies and procedures but each loan will be evaluated and handled on a case-by-case basis. The Sponsor has formulated this document to comply with state and federal regulations regarding the use of these public funds and any property restrictions, which are associated with them.

The policies and procedures are broken down into the follow areas: 1) making required monthly payments or voluntary payments on a loan's principal and interest; 2) required payment of property taxes and insurance; 3) required Request for Notice of Default on all second mortgages; 4) loans with annual occupancy restrictions and certifications 5) required noticing and limitations on any changes in title or use of property; 6) required noticing and process for requesting a subordination during a refinance; 7) processing of foreclosure in case of default on the loan.

Loan Repayments:

The Sponsor will collect monthly payments from those borrowers who are obligated to do so under Notes, which are amortized promissory notes. Late fees will be charged for payments received after the assigned monthly date.

For Notes, which are deferred payment loans; the Sponsor may accept voluntary payments on the loan. Loan payments will be credited to the interest first and then to principal. The borrower may repay the loan balance at any time with no penalty.

Payment of Property Taxes and Insurance:

As part of keeping the loan from going into default, borrower must maintain property insurance coverage naming the Sponsor as loss payee in first position or additional insured if the loan is a junior lien. If borrower fails to maintain the necessary insurance, the Sponsor may take out forced place insurance to cover the property while the Borrower puts a new insurance policy in place. All costs for installing the necessary insurance will be added to the loan balance at time of installation of Borrower's new insurance.

When a property is located in a 100-year flood plain, the Borrower will be required to carry the necessary flood insurance. A certificate of insurance for flood and for standard property insurance will be required at close of escrow. The Sponsor may verify the insurance on an annual basis.

Property taxes must be kept current during the term of the loan. If the Borrower fails to maintain payment of property taxes then the Sponsor may pay the taxes current and add the balance of the tax payment plus any penalties to the balance of the loan. Wherever

possible, the Sponsor encourages Borrower to have impound accounts set up with their first mortgagee wherein they pay their taxes and insurance as part of their monthly mortgage payment.

Required Request for Notice of Default:

When the Borrower's loan is in second position behind an existing first mortgage, it is the Sponsor's policy to prepare and record a "Request for Notice of Default" for each senior lien in front of Sponsor's loan. This document requires any senior lien holder listed in the notice to notify the Sponsor of initiation of a foreclosure action. The Sponsor will then have time to contact the Borrower and assist them in bringing the first loan current. The Sponsor can also monitor the foreclosure process and go through the necessary analysis to determine if the loan can be made whole or preserved. When the Sponsor is in a third position and receives notification of foreclosure from only one senior lien holder, it is in their best interest to contact any other senior lien holders regarding the status of their loans.

Annual Occupancy Restrictions and Certifications:

On some owner occupant loans the Sponsor may require that Borrowers submit utility bills and/or other documentation annually to prove occupancy during the term of the loan. Other loans may have income and housing cost evaluations, which require a household to document that they are not able to make repayments, typically every five years. These loan terms are incorporated in the original note and deed of trust.

Required Noticing and Restrictions on Any Changes of Title or Occupancy:

In all cases where there is a change in title or occupancy or use, the Borrower must notify the Sponsor in writing of any change. Sponsor and borrower will work together to ensure the property is kept in compliance with the original Program terms and conditions such that it remains available as an affordable home for low income families. These types of changes are typical when Borrowers do estate planning (adding a relative to title) or if a Borrower dies and property is transferred to heirs or when the property is sold or transferred as part of a business transaction. In some cases the Borrower may move and turn the property into a rental unit without notifying the Sponsor. Changes in title or occupancy must be in keeping with the objective of benefit to low-income households (below 80 percent of AMI).

Change from owner-occupant to owner-occupant occurs at a sale. When a new owner-occupant is not low-income, the loan is not assumable and the loan balance is immediately due and payable. If the new owner-occupant qualifies as low-income, the purchaser may either pay the loan in full or assume all loan repayment obligations of the original owner-occupant, subject to the approval of the Sponsor's Loan Committee (depends on the HCD program).

If a transfer of the property occurs through inheritance, the heir (as owner-occupant) may be provided the opportunity to assume the loan at an interest rate based on household size and household income, provided the heir is income eligible. If the heir intends to occupy

the property and is not low-income, the balance of the loan is due and payable. If the heir intends to act as an owner-investor, the balance of the loan may be converted to an owner/investor interest rate and loan term and a rent limitation agreement is signed and recorded on title. All such changes are subject to the review and approval of the Sponsor's Loan Committee.

Change from owner-occupant to owner-investor occurs when an owner-occupant decides to move out and rent the assisted property, or if the property is sold to an investor. If the owner converts any assisted unit from owner occupied to rental, the loan is due in full.

Conversion to use other than residential use is not allowable where the full use of the property is changed from residential to commercial or other. In some cases, Borrowers may request that the Sponsor allow for a partial conversion where some of the residence is used for a business but the household still resides in the property. Partial conversions can be allowed if it is reviewed and approved by any and all agencies required by local statute. If the use of the property is converted to a fully non-residential use, the loan balance is due and payable.

Requests for Subordinations:

When a Borrower wishes to refinance the property, they must request a subordination request to the Sponsor. The Sponsor will subordinate their loan only when there is no "cash out" as part of the refinance. Cash out means there are no additional charges on the transaction above loan and escrow closing fees. There can be no third-party debt payoffs or additional encumbrance on the property above traditional refinance transaction costs. Furthermore, the refinance should lower the housing cost of the household with a lower interest rate and the total indebtedness on the property should not exceed the current market value.

Upon receiving the proper documentation from the refinance lender, the request will be considered by the loan committee for review and approval. Upon approval, the escrow company will provide the proper subordination document for execution and recordation by the Sponsor.

Process for Loan Foreclosure:

Upon any condition of loan default: 1) non-payment; 2) lack of insurance or property tax payment; 3) change in title or use without approval; or 4) default on senior loans, the Sponsor will send out a letter to the Borrower notifying them of the default situation. If the default situation continues, the Sponsor may start a formal process of foreclosure.

When a senior lien holder starts a foreclosure process and the Sponsor is notified via a Request for Notice of Default, the Sponsor, who is the junior lien holder, may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount or payoff amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges and fees to date. Sponsor must confer with Borrower to determine if, upon paying the senior lien holder current, the Borrower can

provide future payments. If this is the case, then the Sponsor may cure the foreclosure and add the costs to the balance of the loan with a Notice of Additional Advance on the existing note.

If the Sponsor determines, based on information on the reinstatement amount and status of borrower, that bringing the loan current will not preserve the loan, then staff must determine if it is cost effective to protect their position by paying off the senior lien holder in total and restructure the debt such that the unit is made affordable to the Borrower. If the Sponsor does not have sufficient funds to pay the senior lien holder in full, then they may choose to cure the senior lien holder and foreclose on the property them selves. As long as there is sufficient value in the property, the Sponsor can afford to pay for the foreclosure process and pay off the senior lien holder and retain some or all of their investment.

If the Sponsor decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Sponsor fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Sponsor determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the Sponsor's lien may be eliminated due to insufficient sales proceeds.

Sponsor as Senior Lien holder

When the Sponsor is first position as a senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Sponsor may consider foreclosure. Sponsor's staff will consider the following factors before initiating foreclosure:

- 1) Can the loan be cured and can the rates and terms be adjusted to allow for affordable payments such that foreclosure is not necessary?
- 2) Can the Borrower refinance with a private lender and pay off the Sponsor?
- 3) Can the Borrower sell the property and pay off the Sponsor?
- 4) Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- 5) Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Sponsor

may opt to initiate foreclosure. The Borrower must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Sponsor to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Sponsor should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the Sponsor of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Sponsor informed of the progress of the foreclosure proceedings.

When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Sponsor could sell the home themselves under a homebuyer program or use it for an affordable rental property managed by a local housing authority or use it for transitional housing facility or other eligible use. The Sponsor could contract with a local real estate broker to list and sell the home and use those funds for Program income-eligible uses.

ATTACHMENT G

**COUNTY OF NEVADA
FORECLOSURE POLICY**

Sponsor As Junior Lien holder

It is the COUNTY OF NEVADA (Sponsor's) policy to prepare and record a "Request for Notice" on all junior liens (any lien after the first position) placed on properties financed by a loan.

This document requires any senior lien holder to notify the Sponsor of initiation (recording of a "Notice of Default") of a foreclosure only. This is to alert the junior lien holder that they are to monitor the foreclosure with the senior lien holder. When the Sponsor is in a third position and receives notification of foreclosure from only one senior lien holder, it would be in their best interest to contact both senior lien holders regarding the status of their loans.

The junior lien holder may cancel the foreclosure proceedings by "reinstating" the senior lien holder. The reinstatement amount must be obtained by contacting the senior lien holder. This amount will include all delinquent payments, late charges, advances (fire insurance premiums, property taxes, property protection costs, etc.), and foreclosure costs (fees for legal counsel, recordings, certified mail, etc.)

Once the Sponsor has the information on the reinstatement amount, staff must then determine if it is cost effective to protect their position by reinstating the senior lien holder, keeping them current by submitting a monthly payment thereafter, foreclosing on the property possibly resulting in owning the property at the end of foreclosure, protecting the property against vandalism, and paying marketing costs (readying the home for marketing, paying for yard maintenance, paying a real estate broker a sales commission).

If the Sponsor decides to reinstate, the senior lien holder will accept the amount to reinstate the loan up until five (5) days prior to the set "foreclosure sale date." This "foreclosure sale date" usually occurs about four (4) to six (6) months from the date of recording of the "Notice of Default." If the Sponsor fails to reinstate the senior lien holder before five (5) days prior to the foreclosure sale date, the senior lien holder would then require a full pay off of the balance, plus costs, to cancel foreclosure. If the Sponsor determines the reinstatement and maintenance of the property not to be cost effective and allows the senior lien holder to complete foreclosure, the Sponsor's lien may be eliminated due to insufficient sales proceeds.

Sponsor As Senior Lien holder

When the Sponsor is in a first position, or the senior lien holder, active collection efforts will begin on any loan that is 31 or more days in arrears. Attempts will be made to assist the homeowner in bringing and keeping the loan current. These attempts will be conveyed in an

increasingly urgent manner until loan payments have reached 90 days in arrears, at which time the Sponsor may consider foreclosure. Sponsor staff will consider the following factors before initiating foreclosure:

- Can the loan be cured (brought current or paid off) by the owner without foreclosure?
- Can the owner refinance with a commercial lender and pay off the Sponsor?
- Can the owner sell the property and pay off the Sponsor?
- Does the balance warrant foreclosure? (If the balance is under \$5,000, the expense to foreclose may not be worth pursuing.)
- Will the sales price of home "as is" cover the principal balance owing, necessary advances, (maintain fire insurance, maintain or bring current delinquent property taxes, monthly yard maintenance, periodic inspections of property to prevent vandalism, etc.) foreclosure, and marketing costs?

If the balance is substantial and all of the above factors have been considered, the Sponsor may opt to initiate foreclosure. The owner must receive, by certified mail, a thirty-day notification of foreclosure initiation. This notification must include the exact amount of funds to be remitted to the Sponsor to prevent foreclosure (such as, funds to bring a delinquent BMIR current or pay off a DPL).

At the end of thirty days, the Sponsor should contact a reputable foreclosure service or local title company to prepare and record foreclosure documents and make all necessary notifications to the owner and junior lien holders. The service will advise the Sponsor of all required documentation to initiate foreclosure (Note and Deed of Trust usually) and funds required from the owner to cancel foreclosure proceedings. The service will keep the Sponsor informed of the progress of the foreclosure proceedings. When the process is completed, and the property has "reverted to the beneficiary" at the foreclosure sale, the Sponsor would then contact a real estate broker to market the home.

ATTACHMENT H
CERTIFICATION OF OCCUPANCY
COUNTY OF NEVADA

I/we _____ declare as follows:
(Please Print Occupant's Name(s))

That I/we am/are currently occupying as my/our principal place of residence
the real property commonly known as:

(Address)

(City, State, Zip code)

Daytime Phone Number: _____

Executed on _____, 20____, at _____, CA
(Date) (City)

I/we declare under penalty of perjury that the foregoing is true and correct.

Signature(s) of all occupants:

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

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ATTACHMENT I

LEAD-BASED PAINT

VISUAL ASSESSMENT, NOTICE OF PRESUMPTION, AND HAZARD REDUCTION FORM

| | | | |
|---|--|--------------------------------------|---|
| Section 1: Background Information | | | |
| Property Address: | | | No LBP found or LBP exempt <input type="checkbox"/> |
| Select one: | Visual Assessment <input type="checkbox"/> | Presumption <input type="checkbox"/> | Hazard Reduction <input type="checkbox"/> |
| Section 2: Visual Assessment. Fill out Sections 1, 2, and 6. If paint stabilization is performed, also fill out Sections 4 and 5 after the work is completed. | | | |
| Visual Assessment Date: | | Report Date: | |
| Check if no deteriorated paint found <input type="checkbox"/> | | | |
| Attachment A: Summary where deteriorated paint was found. For multi-family housing, list at least the housing unit numbers and common areas and building components (including type of room or space, and the material underneath the paint). | | | |
| Section 3: Notice of Presumption. Fill out Sections 1, 3, 5, and 6. Provide to occupant w/in 15 days of presumption. | | | |
| Date of Presumption Notice: | | | |
| Lead-based paint is presumed to be present <input type="checkbox"/> and/or Lead-based paint <i>hazards</i> are presumed to be present <input type="checkbox"/> | | | |
| Attachment B: Summary of Presumption: For multi-family housing, list at least the housing unit numbers and common areas, bare soil locations, dust-lead location, and or building components (including type of room or space, and the materials underneath the paint) of lead-based paint and/or hazards presumed to be present. | | | |
| Section 4: Notice of Lead-Based Paint Hazard Reduction Activity. Fill out Sections 1, 4, 5, and 6. Provide to occupant w/in 15 days of after work completed. | | | |
| Date of Hazard Reduction Notice: | | | |
| Initial Hazard Reduction Notice? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Start & Completion Dates: | |
| If "No", dates of previous Hazard Reduction Activity Notices: | | | |
| Attachment C: Activity locations and types. For multi-family housing, list at least the housing unit numbers and common areas (for multifamily housing), bare soil locations, dust-lead locations, and/or building components (including type of room or space, and the material underneath the paint), and the types of lead-based paint hazard reduction activities performed at the location listed. | | | |
| Attachment D: Location of building components with <u>lead-based paint remaining</u> in the rooms, spaces or areas where activities were conducted. | | | |
| Attachment E: Attach clearance report(s), using DHS form 8552 (and 8551 for abatement activities) | | | |
| Section 5: Resident Receipt of Notice for Presumption or Lead-Based Paint Hazard Reduction Activity and Acknowledgement of Receipt of pamphlet <i>Protection Your Family from Lead in Your Home.</i> | | | |
| Printed Name: | | Signature: | Date: |
| Section 6: Contact Information | | Organization: | |
| Contact Name: | | Contact Signature: | |
| Date: | Address: | Phone: | |

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COUNTY OF NEVADA

Owner Occupied Rehabilitation Program
Pre-Approved Client Waiting List

1. Ronal and Patti Russo – Approved & Funded
2. Eugene Sasville
3. Kimberly Bass
4. Annette Baker
5. Marissa Mei

Activity 3
Planning TA

2017 CDBG APPLICATION

Planning & Technical Assistance (PTA) Activity – Forms

APPLICANT NAME: COUNTY OF NEVADA

TABLE OF CONTENTS

**Click on the box, drop-down menu or text box to enter information.*

| ACTIVITY | SELECT | DOCUMENTATION | PAGE(S) |
|--|----------|---------------------|---------|
| Planning Activities Forms <i>(All Pages)</i> | Select | All Forms/Documents | 198-206 |
| PLANNING OVERVIEW FORMS | | | |
| Allocation Selection | Required | Included in Forms | 198 |
| Activity Titles and Funding Request | Required | Included in Forms | 198 |
| List of Cash Match | Required | List: General Fund | 198 |
| Cash Match Documentation | YES | YES | 15-17 |
| Target Population Served | Required | Included in Forms | |
| Beneficiaries Served Documentation | YES | Included in Forms | 199-200 |
| PLANNING ACTIVITY DESCRIPTION FORMS – Planning Study #1 | | | |
| National Objective Documentation | Yes | Yes | 200 |
| Public Benefit Documentation <i>(For ED planning activities only)</i> | Select | Select | N/A |
| Activity Description | Required | In Forms section | 201-203 |
| Final Product Description | Required | In Forms section | 203 |
| Cost Reasonableness Documentation | Required | Add'l docs attached | 206 |
| For-Profit Business Required Letters | Select | Select | N/A |
| Budget Chart <i>(Schedule 1)</i> | Required | Chart | 205 |

2017 CDBG APPLICATION

Planning & Technical Assistance (PTA) Activity – Overview Forms

1. Allocation Selection (No more than **one** planning activity allowed per application)

- Economic Development (ED) Planning Activity
- Community Development (CD) Planning Activity

2. Activity Title and Funding Requested by Activity

Activity Title - Insert only one activity title per line in this table, and indicate ED or CD, and funding amount requested.

Planning Activity Title:

ED or CD

Funding Requested for Planning Activities:

1. AFFORDABLE HOUSING FOR HOMELESS

ED

CD

\$ 100,000

Grand Total Amount Requested (Max. \$100,000)

\$ 100,000

3. List of Cash Match Sources

Required Cash Match:
(5% of Requested Amount)

Name of Source:
City, County or Other (State or federal funds, including Program Income, may not be used as cash match. Cash match must be local or private funds)

Approved Cash Match:
(Per Resolution)

5%

COUNTY FUNDS

\$5,000.00

\$

\$

Total

\$5,000.00

2017 CDBG APPLICATION
Planning & Technical Assistance (PTA) Activity – Overview Forms

4. Target Population Served

- | | |
|---|---|
| 1. <input type="checkbox"/> Physically Disabled | 9. <input type="checkbox"/> Seniors |
| 2. <input type="checkbox"/> Persons with AIDS | 10. <input checked="" type="checkbox"/> Mentally Ill |
| 3. <input type="checkbox"/> Youths | 11. <input type="checkbox"/> Veterans |
| 4. <input type="checkbox"/> Single Adults | 12. <input type="checkbox"/> Victims of Domestic Violence |
| 5. <input type="checkbox"/> Single Men | 13. <input type="checkbox"/> Substance Abusers |
| 6. <input type="checkbox"/> Single Women | 14. <input type="checkbox"/> Dually-Diagnosed |
| 7. <input type="checkbox"/> Families | 15. <input checked="" type="checkbox"/> Homeless |
| 8. <input type="checkbox"/> Farmworker | 16. <input type="checkbox"/> Other _____ |

5. Beneficiaries Served

| <u>Proposed Study Relates to:</u> | <u>Accomplishment</u> | <u>Number Assisted</u> |
|---|-----------------------|------------------------|
| Public Services, Public Facilities or Public Improvements | Persons | <u>400</u> |
| Housing or Public Works | Housing Units | _____ |
| Housing Acquisition | Households | _____ |
| Economic Development | Jobs | _____ |

2017 CDBG APPLICATION
Planning & Technical Assistance (PTA) Activity – Forms

PLEASE NOTE: Complete and attach these Planning Activity Description Forms for the one proposed Planning Activity.

1. **Activity Category:** ED CD
2. **Activity Title:** AFFORDABLE HOUSING FOR HOMELESS
3. **Amount Requested for Activity:** \$ 100,000

Enter the information from Box 2 above.

4. **National Objective:**

A. **Which National Objective will be met?** For Community Development Allocation PTA activity, check **one** box indicating which National Objective this activity addresses.

Benefit to Low- and Moderate-Income (Low/Mod) Individuals or Households. *(If checked, fill in item 4B below.) Be sure to add the page numbers for the associated documentation in the Table of Contents above.*

Elimination of Spot Blight:

Describe how the activity will meet the National Objective of Elimination of Spot Blight. *Be sure to add the page numbers for the associated documentation in the Table of Contents above.*

B. **How will the National Objective be met?** *(Check the appropriate boxes below that describe how the proposed planning activity, if implemented, will meet National Objective of Benefit to Low/Mod Individuals or Households.)*

Limited Clientele – List the specific group(s) to be served: HOMELESS

Income Restricted – Describe how final activity resulting from the study will be income restricted: _____

2017 CDBG APPLICATION
Planning & Technical Assistance (PTA) Activity – Forms

- Income survey or ACS Low/Mod Census data - attach full copy of proper documentation, including Census Tract and Block Group maps, at the end of this activity description section.
 - Jurisdiction-Wide
 - Target Area

Be sure to add the page numbers for the associated documentation in the Table of Contents above.

5. **Public Benefit (For ED PTA activities only):** Describe how the planning activity, if implemented, will lead to creation or retention of jobs and low/mod jobs by completing this study:

| ED – PLANNING & TECHNICAL ASSISTANCE | | | | | |
|--|----------------------------------|----------------------------|-----------------------------|-----------------------------|----------------------------------|
| PROPOSED ACTIVITY(S) AND BENEFICIARIES | | | | | |
| <i>Complete and enter the following information:</i> | | | | | |
| 1. <i>The projected number of businesses to be assisted; and,</i> | | | | | |
| 2. <i>The estimated number of jobs to be created and/or retained by each activity proposed under this application.</i> | | | | | |
| <u>No. of Business Expansions</u> | <u>No. of Business Start-Ups</u> | <u>No. of Jobs Created</u> | <u>No. of Jobs Retained</u> | <u>No. of Low/Mod Jobs*</u> | <u>CDBG National Objective*</u> |
| | | | | | <input type="checkbox"/> Low/Mod |

6. **Activity Description:** Provide a complete narrative explaining the need for the study. Describe the scope of work and full process for completing the study with each of the key steps. Check the instructions to make sure you have provided all the required information.

Feasibility Study Components:

Housing:

Research into funding streams for the development of affordable housing to include (but not limited too) all recent legislation passed in CA to support housing development (SB 2, 3, 35 etc.)

- HUD and HCD funding and program trends related to affordable housing
- Compatibility of funding streams and programs
- AHSC <http://www.hcd.ca.gov/grants-funding/active-funding/ahsc.shtml>
- Whole Person Care

- No Place Like Home

Research into opportunities to facilitate development of the Housing Element rezone sites:

- Review current rezone documentation for the 8 identified sites;
- Research area developers for compatibility for development activities on the sites;
- Explore opportunities to partner with the Regional Housing Authority;
- Identify funding opportunities and compatibility for each of the sites;
- Research Site compatibility with No Place Like Home funding.

Research the impacts of SB 167 on the development of affordable housing in Nevada County

Basic Analysis of local affordable housing stocks

- Analysis of local landlord/property owners; inventory of affordable housing landlords
- Landlord relations models
- Adequacy of emergency shelter, transitional, and permanent housing units

Research into alternative funding streams and collaborative approaches:

- Feasibility of Regional Partnerships (with other counties)
- Public and Private Partnerships
- Affordable Housing/Health focused foundations such as:
 - o Kresge
 - o AHP <http://www.fhlbsf.com/community/grant/ahp.aspx>
 - o Dignity Health

Services:

Based on (but not limited too) county demographics, Point in Time count data, available services and geographic location/accessibility of services, research:

Current County homeless services and provide comparative analysis of best-practices for services delivery including emergency shelter operations, effective housing services, post-housing case management and rental readiness;

- Identifying deficiencies and gaps in services;
- Tenant retention models
- Affordable housing landlord recruitment models

24/7 day-center/emergency shelter operations: research models, opportunities for collaboration and coordination, streamlined service delivery;

- Analysis of impact of increased homeless services on the overall community;
- Financial analysis of costs associated with infrastructure and operations for any of the recommended 24/7 homeless service models;
- Coordinated Entry requirements for program models;

- Comment on effectiveness of organized camogrounds, tiny house villages (built to code or not), accessory dwelling units, and sleeping cabin communities(no electricity or water).

Funding and program trends for shelters (Housing First, HCD, HUD);

Best practices for Tracking outcomes (HMIS, etc.)

Cost of homelessness, specific to Nevada County; including medical, legal, emergency shelter, business and economy;

7. **Final Product Description:** Provide the title and describe in detail the final product that will be produced from this planning activity.

Final product description:

• Specific and detailed recommendations for securing funding for affordable housing and leveraging other available private, state and federal funds;

• Specific and detailed recommendations for development of Housing Element rezone sites including identified potential developer(s), and most compatible funding opportunities;

• Recommendations for policy and/or procedures related to changes in community and jurisdictional review of housing development siting and/or review periods as mandated by SB167

• Recommended ordinances

• Homeless services report: recommendations for best-practices, models for 24/7 operation and service availability and costs/impacts associated with these recommendations.

2017 CDBG APPLICATION
Planning & Technical Assistance (PTA) Activity – Forms

Important Notes:

1. **Be sure to see pages in the NOFA and PTA Application Instructions for important information regarding eligible uses of PTA funding.**
2. **All final products, including applications, must contain an acknowledgment of State CDBG funding on the front cover.**

8. **Cost Reasonableness Documentation:** Attach documentation showing cost reasonableness of proposed planning study. Indicate how scope of work, service area, and final product will require the amount of funding requested. **Be sure to add the page numbers for the associated documentation in the Table of Contents above.**

ADDITIONAL INFORMATION FOR ECONOMIC DEVELOPMENT (ED) STUDIES

9. **Assistance to For-Profit Businesses:** Is the study being conducted on a private for-profit business, developer or property owner?
- No. **Skip to number 10.**
- Yes. State the full name of the private business/property owner and provide: (a) DUNS Number; and, (b) letters per instructions cited in #9 of the instructions for this application.

Business Name: _____

DUNS Number: _____

Be sure to add the page numbers for the attached Business Letters in the Table of Contents above.

10. **Preparation of an Economic Development Plan:** Are the requested funds to be use in preparing an economic development plan?
- Yes No

Applicants requesting funds for the development or update of a local Economic Development Plan (EDP) are encouraged to consult with their CDBG NOFA Representative prior to submitting an application.

2017 CDBG APPLICATION Planning & Technical Assistance (PTA) Activity - Forms

| ACTIVITY TITLE: _____ | CITY/COUNTY STAFF HOURS | | | | | | CONSULTANT HOURS | | | | | |
|--------------------------|-------------------------|-------------|--------------|------------|---------------|-----------------|------------------|--------------|------------|---------------|------------|--|
| | Task Cost | | | | | | Task Cost | | | | | |
| | Number of Hours | Hourly Rate | CDBG Portion | Cash Match | Other Sources | Number of Hours | Hourly Rate | CDBG Portion | Cash Match | Other Sources | TOTAL COST | |
| * 1. Conduct Study | | \$ | \$ | \$ | \$ | 313.5 | \$ 150 | \$ 42023 | \$ 5000 | \$ | \$ 47023 | |
| * 2. Analyze findings | | \$ | \$ | \$ | \$ | 200 | \$ 150 | \$ 30000 | \$ | \$ | \$ 30000 | |
| 3. Final Report | | \$ | \$ | \$ | \$ | 100 | \$ 150 | \$ 15000 | \$ | \$ | \$ 15000 | |
| 4. Present | | \$ | \$ | \$ | \$ | 40 | \$ 150 | \$ 6000 | \$ | \$ | \$ 6000 | |
| 5. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 6. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 7. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 8. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 9. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 10. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 11. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 12. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 13. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| 14. | | \$ | \$ | \$ | \$ | | \$ | \$ | \$ | \$ | \$ | |
| Totals: | | \$ | \$ | \$ | \$ | | \$ | \$ 93023 | \$ 5000 | \$ | \$ 98023 | |

*Show cash match and tasks first to indicate match will be spent first.

205



November 7, 2017

To whom it may concern,

The Homeless Resource Council of the Sierras (HRCSC), the HUD-identified Continuum of Care (CoC) for Nevada County, has reviewed the scope of work for Nevada County's application under the Community Development Block Grant (CDBG) Planning and Technical Assistance application. The County's application involves conducting a study of the availability of affordable housing in the region. The study will include but is not limited to:

- Research into available funding for the development of affordable housing and program compatibility
- Research into opportunities to facilitate development of the Housing Element rezone sites
- Research the impact of SB167 on the development of affordable housing in Nevada County
- Analysis of local affordable housing stocks
- Research into alternative funding streams and collaborative approaches
- Analysis of current homeless services being provided and identify best-practices for service delivery, as well as any gaps or deficiencies in services
- Research models of a 24/7 emergency shelter, including a financial analysis of costs associated with the infrastructure and shelter operations
- Analysis of the cost of homelessness in Nevada County

With experience and knowledge of the homeless situation in the region and homeless strategic planning activities, HRCSC believes that \$150 per hour is a reasonable amount to hire a consultant who will conduct the study and prepare a report of the findings.

Sincerely,

Jenny Davidson

Vice-President, HRCSC

Fwd: FedEx Shipment 770797818836 Delivered

Lorie Adams

Mon 11/27/2017 10:48 AM

To: Paul Ashby <pashby@adamsashbygroup.com>;

Lorie Ann Adams
Adams Ashby Group
916-449-3944

We are hard at work for communities!

From: TrackingUpdates@fedex.com <TrackingUpdates@fedex.com>
Sent: Monday, November 27, 2017 8:05:22 AM
To: Lorie Adams
Subject: FedEx Shipment 770797818836 Delivered

Your package has been delivered

Tracking # 770797818836



Ship date:
Wed, 11/22/2017

Lorie Adams
Sacramento, CA 95814
US

Delivery date:
Mon, 11/27/2017 9:53
am



Division of Financial Assistance
Department of Housing & Comm Dev
2020 W. El Camino Ave. Suite 500 NOFA Award Section - CDBG
SACRAMENTO, CA 95833
US

Shipment Facts

Our records indicate that the following package has been delivered.

| | |
|-----------------------------------|--|
| Tracking number: | 770797818836 |
| Status: | Delivered: 11/27/2017 09:53 AM Signed for By: D.LIEBFORTH |
| Reference: | Nevada County 2017 CDBG App |
| Signed for by: | D.LIEBFORTH |
| Delivery location: | SACRAMENTO, CA |
| Delivered to: | Mailroom |
| Service type: | FedEx 2Day |
| Packaging type: | FedEx Box |
| Number of pieces: | 1 |
| Weight: | 4.00 lb. |
| Special handling/Services: | Deliver Weekday |
| Standard transit: | 11/27/2017 by 4:30 pm |

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