Item D.1  Development Summary Form (Attachment A)

See Attachment A

Item D.2  Development Description

The Development Description should provide a narrative (approximately two pages) that includes:

1. Name and location of the proposed housing development:

   The name of our housing development is Winter’s Haven. At this time we have not chosen a specific location. Based on our community planning process we are looking to have our first project in the Grass Valley area. Per our Community Housing Plan: Because the greatest number of persons in the Mental Health Services Act (MHSA) target population are located in the Grass Valley-Nevada City corridor, the priority location for MHSA-funding housing will be in that corridor, including unincorporated areas adjacent to Grass Valley. Locations near bus lines and shopping will be sought.

   Persons in the Truckee area would be eligible to live in MHSA housing in the Grass Valley-Nevada City area. Since there are more potential residents now living in the Grass Valley-Nevada City area, the first MHSA housing will be developed in that area. MHSA housing could be developed later in the Truckee area.

2. Service goals of the development:

   The primary service goals of this development is to support the residents in maintaining their housing at the Nevada County Housing Program (NCHP) units. The principles of the NCHP services are tenant choice, voluntary services, and for the Full Service partners (FSP) or New Directions team to do “whatever-it-takes” to help maintain the individuals’ housing.

3. Characteristics of tenants to be served:

   The MHSA target population includes individuals with serious mental illness who are homeless or at risk of homelessness. The target population also includes children or adolescents with severe emotional disorders and their families. The MHSA Housing Program allows counties to focus housing funds on subsets of the MHSA target population, such as Transition Age Youth or older adults. However, for its initial MHSA housing efforts, Nevada County intends to provide housing for anyone in the MHSA target population, with no special occupancy priorities.

4. Type of housing to be provided:

   Various opportunities for MHSA-funded housing exist in the Grass Valley-Nevada City corridor. Nearly all real estate purchases are opportunity driven. MHSA housing possibilities analyzed by the Subcommittee are listed in order of likely opportunity and the elapsed time until the housing would be available to members of the MHSA target population. Those that seem more likely to produce housing more quickly are listed first.
In general if we are able to purchase three single family homes or duplex units or triplex units or any combination of these we would dedicate: one unit for females, one unit for males and one unit for families.
If a small apartment building is made available the apartments would be available based on our tenant waiting list.

a. Purchase Single Family Homes/Duplex/Triplex or Foreclosed Properties
In the current housing market multiple opportunities exist to purchase foreclosed properties directly from lenders. Currently the MHSA Housing Subcommittee is aware of several foreclosed single family homes, now owned by lenders who are eager to sell the homes at deeply discounted prices. Additionally, overall housing costs have fallen dramatically in the past few years. We are looking for the best opportunity to purchase the largest number of units to meet the maximum number of clients housing needs as possible. So any combination of units that our funds will allow will be explored.

b. Purchase of Existing Small Apartment Building
MHSA housing funds could be used to purchase and rehabilitate an existing small apartment building in Grass Valley.

Purchase of an existing building likely would make MHSA-funded housing available sooner than a new construction project. However, State law requires that relocation benefits be paid to residents in the building at the time purchase negotiations begin, and such benefits could significantly increase development costs.

c. SPIRIT Peer Empowerment Center Property
SPIRIT Peer Empowerment Center currently leases a building on a large parcel on Old Nevada Highway near the Brunswick off ramp in Grass Valley. If SPIRIT Peer Empowerment Center is eventually able to purchase the property, there is long-term potential for apartment units to be built with MHSA-funded housing on a small parcel subdivided from the larger parcel.

d. Other Vacant Land with Multifamily Zoning
Near the center of Grass Valley there are some vacant parcels with multifamily zoning. These would be other potential sites for MHSA-funded apartment.duplex/triplex units.

5. How the building(s) in which housing and services will be provided will meet the housing and service needs of the MHSA tenants (location, building type, layout, features, etc.):

At this time the buildings have not been selected. We are looking at buildings that each resident will have their own bedroom and there will be space for residents to relax in and receive needed supportive services in. The location of the buildings will be near bus lines and shopping. Once a building is selected we will provide all the details of how services will be provided and the building(s) features.

6. Name of primary service provider, property manager, and other development
partners:

The primary service provider will be Nevada County Behavioral Health Department and their contract providers.

The property manager and development partner at this time is Nevada County Housing Development Corporation.

7. Summary of the development financing:

All financing at this time are Mental Health Service Act Funds.

Item D.3 Consistency with the Three-Year Program and Expenditure Plan

Describe how the proposed housing development is consistent with the sponsoring county mental health department’s approved Three-Year Program and Expenditure Plan. Provide specific information regarding how the development meets the priorities and goals identified in the Three-Year Program and Expenditure Plan.

The proposed supportive housing development is consistent with Nevada County’s approved Three-Year Community Services and Support (CSS) Plan. In our initial CSS planning process we identified Nevada County homeless population as unserved and underserved. This is true for our homeless population regardless of age, gender or ethnicity.

using and supportive services was an identified need for participants in our Full Service Partnership (FSP) Programs. This was an identified need in both of our plans. Our FSP provides services through the Assertive Community Treatment (ACT) model or the Wraparound Model. Both of these models have a housing and supportive service component. Providing housing and supportive services is consistent with recovery goals because it represents evidence-based practice that allows individuals, who are diagnosed with mental illnesses to live, go to school, work, learn, and participate fully in their communities.

Nevada County’s MHSA Housing Subcommittee and the MHSA Steering Committee agreed that Nevada County will provide housing for anyone in the MHSA target population identified in the Three-Year Program and Expenditure Plan with no special occupancy requirements. The MHSA target population includes individuals with serious mental illness who are homeless or at risk of homelessness. The target population also includes children or adolescents with severe emotional disorders and their families.

The FSP teams will provide ACT and/or wrap around services to the residents of these shared, scattered site, permanent housing units, using the “Whatever it Takes” model to help the residents maintain their housing.

The FSP teams will work collaboratively with the Nevada County Housing Development Corporation (NCHDC), the project developer and property manager, in assisting the residents to succeed in meeting program goals and maintaining their housing.

FSP services in Nevada County are provided by contract Agencies and Nevada County Adult System of Care. Turning Point Community Programs, Inc. provides contracted services to adults with serious mental illness ("MI"). The Nevada County Behavioral Health’s (NCBH) New Directions program also provides services to those with serious mental illness. Victor Community Support Services, Inc. and Eastfield Ming Quong, FamilyFirst Inc. (EMQFF) provide contracted services to children. All supportive services are designed to meet the FSP goals and help maintain the individuals’ housing. Services will be provided both on and off site.
Item D.4 Description of Target Population to be Served

Describe the MHSA Shared Housing Program target population to be served in the development. Include a description of the following:

1. Age group, i.e., adults, older adults, children, transition-aged youth:

   The Nevada County MHSA Housing Project (NCHP) will serve severely mentally ill (SMI) adults, older adults, children, or adolescents with severe emotional disorders and their families who are homeless or at risk of homelessness. The NCHP will serve adults and older adults and children and their families enrolled in a Nevada County Full Service Partnership which includes the Behavioral Health New Directions Program. If and when vacancies cannot be filled with FSP or New Directions enrolled clients, then the units will be made available to certified potentially eligible FSP consumers. Occupancy will be specifically limited to those who meet the MHSA Housing Program target population.

2. The anticipated income level of the MHSA tenants:

   We anticipate that the income level of MHSA tenants will be low or very low, but eligibility is not based on income.

3. A description of the anticipated special needs of the target population to be served, e.g., physical disabilities, chronic illness, substance abuse, prior housing status, etc.

   The special needs of the target population to be served are that the individuals will be homeless or at risk of homelessness. The individuals will have chronic mental illness or severe emotional disorders. Some may also have physical and chronic illnesses and co-occurring disorders.

Item D.5 Tenant Eligibility Certification

The county mental health department is responsible for certifying the eligibility of individuals applying for tenancy in an MHSA unit, for compliance with the target population criteria. Submit a narrative description of the following:

1. How an individual applies to the county to become certified as eligible for an MHSA unit:

   The Nevada County Access Team (NCAT), composed of Nevada County Behavioral Health staff, will assist clients in completing applications, help clients get needed documentations, will review applications, determine eligibility and provide tenant certification to Nevada County Housing Development Corporation (NCHDC).

   Individuals who contact NCHDC directly will be referred back to the NCAT for eligibility screening and tenant certification. NCAT will accept referrals from all FSP providers. For individuals not enrolled in a FSP, individuals will be screened for eligibility and tenant certification by NCAT.

   Information about the NCHP will be shared with our contracted FSP, other contracted services providers and our supportive community based service providers.
To apply the individual must complete a Standardized Tenant Certification Application and provide all appropriate verification related to the application.

How certification of eligibility will be documented, provided to the individual applicant, and maintained by the county:

Certification of Eligibility
Referred individuals seeking housing funded by MHSA Housing Program will complete a Standardized Tenant Certification Application, which documents how they meet the county’s program eligibility requirements. NCAT will be available to assist individuals in completing the Tenant Certification Application. Part of the Tenant Certification Application is a Release of Information for the property management company, FSP providers, NCBH, family members or supportive authorized representatives of the client and the client.

The NCAT will review all Tenant Certification Applications within 14 days of receipt. All Tenant Certification Applications will be dated and time stamped. The NCAT will review the Tenant Certification Application to determine whether the individual meets threshold eligibility for the MHSA Housing program. In addition the NCAT will certify that, based on the individual’s Tenant Certification Application, the issues and/or conditions that establish the individual’s eligibility for the housing program are the same issues and/or conditions that significantly interfere with his/her ability to obtain and maintain housing. The NCAT will certify that without the services linked to the MHSA Housing Program, the individual will not be able to obtain or maintain housing. Once the individual is determined to have met the threshold eligibility criteria for the MHSA Housing Program and the Tenant Certification Application is signed off by the NCAT the individual’s information is sent to the property manager for Screening.

Program Eligibility
Program eligibility will be consistent with both MHSA and Department of Mental Health (DMH) regulations, which state that participants must be adults with SMI or children or adolescents with severe, emotional disorders and their families. A household may only qualify to occupy an NCHP unit if it includes an adult who has a serious mental illness or a child or adolescent with a severe emotional disorder. Under the MHSA Housing Program, the individual must also be homeless or at risk of homelessness.

The NCHP will serve adults and children and their families enrolled in a Nevada County Full Service Partnership which includes the New Directions Program. If and when vacancies cannot be filled with FSP or New Directions enrolled clients, then the units will be made available to certified potentially eligible FSP consumers. Occupancy will be specifically limited to those who meet the MHSA Housing Program target population.

Property Management Screening
Once an individual has been identified as being eligible for the MHSA Housing Program and referred to NCHDC, the applicant will be screened by the property manager. This screening will consist of the applicant completing a rental application. Applicants who are successful in passing the screening phase will be placed on a waitlist maintained by the property manager. Additional information such as third-party income verification, review of landlord and/or other references, and collection of verification forms may be obtained as the final step when a unit becomes available. Individuals will also be required to sign Release of Information forms for the Property Management Company, the FSP providers,
NCBH, family members or supportive authorized representatives of the client and the client.

The FSPs, New Directions and NCBH staff will provide all necessary support during the screening process, including (if desired by the applicant) assisting the applicant to complete the required paperwork and accompanying the applicant during interviews with property management staff. FSP and New Directions staff will offer assistance to individuals throughout the application process. Individuals may request assistance at any time (also described in the Reasonable Accommodation section). If landlord references are not available, three personal references, other than family members, will be required. Examples of acceptable required references would be staff of a homeless shelter, other homeless service providers, social workers or others involved with the applicant in a professional capacity. Documents should include as much information as possible regarding the whereabouts of the applicant for the last three years, as well as the individual’s ability to care for the property and pay rent on time, as well as the ability to co-habit with other residents in a peaceful manner. The landlord reference check is conducted to determine that an applicant has:

- Demonstrated an ability to pay rent on time and in full.
- Followed the rules and regulations.
- Kept his or her residence in a clean and sanitary manner.
- Kept his or her residence undamaged.
- At no time received a notice for lease violation(s).
- Behaved as a good neighbor and resident.

Applicants with negative background information will have the opportunity to demonstrate that past behavior causing those issues was related to a disability and request reasonable accommodation. The availability of supportive social services that can assist the applicant in meeting the conditions of tenancy may also be considered in evaluating such information.

Wait List
Applications to the NCHP will be processed as first-come, first-served, based on the date and time stamp on the Tenant Certification Application. The NCAT will screen individuals for eligibility (MHSA guidelines) and send the lists of eligible applicants to NCHDC who will maintain the list of eligible candidates. When NCHDC receives a thirty-day notice of pending departure from an existing tenant, NCHDC will notify the first individual on the waitlist of the upcoming unit in writing. NCHDC will certify that the individual still meets the tenant criteria and would like NCHDC to finish the application process. Additional information such as third-party income verification, review of landlord and/or other references, and collection of verification forms will be obtained as the final step when a unit becomes available and the applicant is interested in the unit offered. If the individual declines the unit, the next person on the list will be contacted.

Notice of Decision
Applicants will be given written notification by the NCBH Access Team that they meet the eligibility requirement, their waitlist number, and that their name has been forwarded to NCHDC, or that they have been denied. The letter will include that NCHDC will contact them once a unit becomes available to complete an application. All notices of denial will include information on the right to appeal and reminder notice of the right to reasonable accommodation for disability. If a client does not meet the NCHDC criteria, a copy of the denial notice will be sent to the NCBH Access Team.

Certifications of Eligibility Maintained
All completed Tenant Certification Applications will be date stamped with the date and
time. These completed applications will be kept on file by the NCAT.

Fair Housing
This project will comply with all federal, state, and local fair housing and civil rights laws, as well as with all equal opportunity requirements during marketing, rent-up, and on-going operations. Specifically, the project is committed to requirements of Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Fair Housing Amendments of 1988, and legislation which may subsequently be enacted protecting the individual rights of residents, applicants, or staff. The project will not discriminate against prospective residents on the basis of the fact or perception of their race, religion, creed, national origin, age, color, sex, blindness or other physical or mental disability, marital status, domestic partner status, ancestry, actual or perceived sexual orientation, gender identity, AIDS, AIDS-Related Complex, HIV, medical condition, height, weight, political affiliation or other consideration made unlawful by federal, state or local laws. The project will not discriminate against prospective residents on the basis of their receipt of, or eligibility for housing assistance under any Federal, State or local housing assistance program or on the basis that prospective residents have minor children. While the Property will not discriminate against those using Section 8 certificates or vouchers or other rental assistance, applicants with such rental assistance must meet all eligibility requirements. The Property will work closely with legal counsel and regulatory agencies throughout the marketing and outreach process to ensure full compliance with all applicable requirements.

Reasonable Accommodation and Right to Appeal
All applicants will be given notice in the application package of their right to reasonable accommodation as well as their right to appeal screening decisions. All background information obtained from previous landlord or other personal references will be considered in light of the project’s commitment to provide housing for people in transition and with special needs. Applicants with negative background information will have the opportunity to demonstrate that past behavior causing those issues was related to a disability and request reasonable accommodation. The availability of supportive social services that can assist the applicant in meeting the conditions of tenancy may also be considered in evaluating such information.

Applicants will be given written notification of assigned waiting list number or notice of denial after consideration of their application. All notices of denial will include information on the right to appeal and reminder notice of the right to reasonable accommodation for disability. Applicants will be entitled to receive a copy of the standard Grievance and Appeal procedure as used by Nevada County and NCHDC. A copy of any denial notice from NCHDC will also be sent to the NCAT. In such cases, the Nevada County Patient Rights Advocate may assist applicants in appealing denials.

3. How certification of eligibility will be provided to the property manager/development:

The NCHP will forward a list of eligible applicants to NCHDC at least once a month following initial lease up. NCHDC will be responsible for maintaining the waitlist for all certified NCHP applicants.

| Item D.6 | Tenant Selection Plan |
Provide a tenant selection plan, specific to the proposed development, that describes the following:

1. How prospective tenants will be referred to and selected for MHSA units in the development:

Referrals
Potential tenants for the Nevada County MHSA Housing Program (NCHP) must be referred to Nevada County Housing Development Corporation (NCHDC) through the Nevada County Access Team (NCAT).

The NCAT is composed of Nevada County Behavioral Health staff that will assist clients in completing applications, help clients get needed documentations, will review applications, determine eligibility and provide tenant certification to NCHDC.

Individuals who contact NCHDC directly will be referred back to the NCAT for eligibility screening and tenant certification. NCAT will accept referrals from all FSP providers. For individuals not enrolled in a FSP, individuals will be screened for eligibility and tenant certification by NCAT.

Information about the NCHP will be shared with our contracted FSP, other contracted services providers and our supportive community based service providers.

2. The tenant application process:

NCHP commits to a standardized tenant application and certification process for all potential tenants of the program. At the time the request is made, the applicant will be informed that a decision as to MHSA eligibility will be made within 14 days of receipt of his/her complete application. The criteria for the NCHP are (1) being homeless or at risk for being homeless and (2) meeting Nevada County’s adult target population criteria for mental illness and children or adolescent criteria for severe emotional disorder. It should be noted that this particular project priority will be individuals enrolled in a FSP or New Directions. However, if there are additional openings individuals not enrolled in an FSP or New Directions but otherwise meeting target population criteria can be served. The NCAT will be responsible for assessing applicants for homelessness or risk of homelessness as well as mental health disability. Those clients who are NCHP eligible will be certified and verification of homelessness or being at risk of homelessness and mental health disability will be documented.

Any potential applicants who contact NCHDC, a FSP or New Directions directly will be directed to contact the NCAT. County staff or its designee shall offer assistance to all applicants, if desired by the applicant, with completing the application. This shall include assistance with all required documentation as well as transportation and accompanying the individual to any required interviews.

3. The procedure for maintaining the wait list:

The NCHP will forward a list of eligible applicants to NCHDC at least once a month following initial lease up. NCHDC will be responsible for maintaining the waitlist for all certified NCHP applicants.
This list shall be maintained according to the following procedures:

**Notification Letter**

When a unit is available in the NCHP, NCHDC will notify the first person on the waitlist. The letter shall include:
1. Provide the location of the unit available.
2. Indicate that the applicant shall have five working days in which to respond to the letter.
3. Inform the applicant that if they accept the offer, they will need to complete a NCHDC application.
4. Inform the applicant that if he/she declines the unit he/she will not lose his/her place on the waitlist.
5. Inform the applicant that if he/she declines a second time to a further notice, he/she will be informed that he/she will go to the bottom of the waitlist.
6. Inform the applicant that if he/she accepts the referral, the mental health service provider for the housing project will assist him/her with the application process, including documentation, transportation, and support during any required property management interviews. The applicant has the right to accept or decline this and other assistance offered by services staff.
7. Provide information on reasonable accommodation and appeal procedures.

4. The process for screening and evaluating the eligibility of the prospective MHSA tenants:

**A. NCHP Eligibility**

1. Homelessness

   The adult or child/adolescent and their family must be moving from an emergency shelter or transitional housing, or must be currently homeless, meaning that he, she or the family:
   a. Lacks fixed, regular and adequate nighttime residence,
   b. Has a nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations (including welfare temporary homeless assistance in hotels, congregate shelters, and transitional housing for the mentally ill).
   c. Has a nighttime residence that is an institution that provides a temporary residence for individuals intended to be hospitalized.
   d. Has a nighttime resident that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodations for human beings.

2. At Risk for Homelessness

   The adult or child/adolescent and their family must be:
   a. A transition age youth exiting the child welfare or juvenile justice systems,
   b. An individual discharged from an institutional setting, which includes hospitals and acute psychiatric hospitals/health facilities.
   c. An individual currently residing at a skilled nursing facility with a certified special treatment program for the mentally ill (STP),
   d. An individual currently residing at a crisis and transitional residential setting,
   e. An individual released from County jail,
   f. An individual temporarily living in a Board and Care facility upon discharge from one of the institution settings cited above.
   g. An individual who is currently receiving Nevada County Mental Health Services and
is at imminent risk for homelessness. Imminent risk is defined as individuals or families becoming homeless within 14 days.

3. Adult Target Population Criteria for Mental Illness

To qualify:
   a) Adults must have at least one of the following diagnoses:
      i) Schizophrenia
      ii) Schizoaffective Disorder
      iii) Bipolar Disorders
      iv) Major Depression
      v) Delusional Disorder
      vi) Psychotic Disorders
      vii) Co-occurring Disorders (mental illness and substance abuse or mental illness and a developmental disability).

   AND

   b) Adults must also meet at least one of the following criteria:
      i) Functional impairments due to an untreated or under-treated mental illness that prevents engagement in meaningful activities and inability to remain in housing.
      ii) Frequent incarceration or psychiatric hospitalizations due to untreated or under-treated illness.

4. Child/Adolescent Target Population Criteria for Severe Emotional Disorder

To qualify:
   a) Must have an Axis I primary diagnosis included under California Code of Regulations, Title 9, and Chapter 11.
      i) Pervasive Developmental Disorders, except Autistic Disorder
      ii) Attention Deficit and Disruptive Behavior Disorders
      iii) Feeding and Eating Disorders of Infancy or Early Childhood
      iv) Elimination Disorders
      v) Other Disorders of Infancy, Childhood or Adolescence
      vi) Schizophrenia and other Psychotic Disorders
      vii) Mood Disorders
      viii) Anxiety Disorders
      ix) Somatoform Disorders
      x) Factitious Disorders
      xi) Dissociative Disorders
      xii) Paraphilias
      xiii) Gender Identity Disorders in Children
      xiv) Eating Disorders
      xv) Impulse Control Disorder Not Elsewhere Classified
      xvi) Adjustment Disorder (chronic)
      xvii) Medication-induced Movement Disorders

   AND

   b) As a result of the included diagnosis, the child/youth must have, at least, one of the following criteria:
      i) A significant impairment in an important area of life functioning.
      ii) A probability of significant deterioration in an important area of life functioning.
iii) A probability that the child will not progress developmentally as individually appropriate.

B. Determination of Eligibility

Upon receipt of the application for certification, County staff or its designee shall make sure all the information is complete and/or request the referral source or the applicant to either explain the incomplete information or provide the missing information.

1. Certification of Diagnosis
Certification of Diagnosis of individuals currently enrolled in an FSP or the NCBH New Directions program is not necessary. Applicants will be given written notification by the NCAT that they meet the eligibility requirement, their waitlist number, and that their name has been forwarded to NCHDC. However, if an applicant is not enrolled in an FSP or New Directions the following process will take place by a county staff or designee:
   a. Records of diagnoses from either Nevada County or other mental health service programs will be reviewed to certify diagnosis.
   b. Arranging for assessment and diagnosis by a licensed mental health clinician on the NCAT.

2. Certification of Homelessness
   a. For homelessness, NCHP will obtain written verification from the staff of the following:
      i. A transitional housing facility, emergency shelter, other shelter designed to provide temporary living accommodations for homeless individuals
      ii. An acute psychiatric facility which admitted the individual from homelessness.
      iii. A hospital which admitted the individual from homelessness
      iv. Nevada County jail which admitted the individual from homelessness
      v. If a homeless applicant is coming directly from the streets or other place not meant for human habitation, the verification could come from staff of an outreach service or other organization that has assisted the applicant in the recent past
      vi. If unable to obtain third-party verification, the applicant or supportive services program staff may prepare a short statement about the person’s previous living situation for the applicant to sign
   b. For at-risk-of-homelessness, NCHP will obtain written verification from the staff of the following systems and/or institutions:
      i. For transitional age youth, from the agency in which the youth shall be exiting (child welfare or juvenile justice systems)
      ii. Hospitals, including acute psychiatric hospitals, psychiatric health facilities, skilled nursing facilities with a certified special treatment program for the mentally ill, and mental health rehabilitation centers
      iii. Crisis and transitional residential settings
      iv. Nevada County jail
      v. Residential facilities
      vi. Certification from a NCBH service provider when the individual and/or family is at imminent risk of homelessness.

5. The criteria that will be used to determine a prospective MIHSA tenant’s eligibility for occupancy in the development:

The applicant has demonstrated the ability to:
• Pay rent on time and in full.
• Followed the rules and regulations.
• Kept his or her residence in a clean and sanitary manner.
• Kept his or her residence undamaged.
• At no time received a notice for lease violation(s).
• Behaved as a good neighbor and resident.

5. & 6. The reasonable accommodations policies and protocols & The reasonable accommodations policies and protocols:

Reasonable Accommodation and Right to Appeal
All applicants will be given notice in the application package of their right to reasonable accommodation as well as their right to appeal screening decisions. All background information obtained from previous landlord or other personal references will be considered in light of the project’s commitment to provide housing for people in transition and with special needs. Applicants with negative background information will have the opportunity to demonstrate that past behavior causing those issues was related to a disability and request reasonable accommodation. The availability of supportive social services that can assist the applicant in meeting the conditions of tenancy may also be considered in evaluating such information.

Applicants will be given written notification of assigned waiting list number or notice of denial after consideration of their application. All notices of denial will include information on the right to appeal and reminder notice of the right to reasonable accommodation for disability. Applicants will be entitled to receive a copy of the standard Grievance and Appeal procedure as used by Nevada County and NCHDC. A copy of any denial notice from NCHDC will also be sent to the NCAT. In such cases, the Nevada County Patient Rights Advocate may assist applicants in appealing denials

Item D.7 Supportive Services Plan (Attachment B - budget)

Describe the development's approach to providing supportive services to MHSA tenants. The following information should be provided:

The primary objective of the supportive services plan is to support the residents in maintaining their housing at the NCHP units. The principles of the NCHP services are tenant choice, voluntary services, and for the FSP or New Directions team to do “whatever-it-takes” to help maintain the individuals’ housing.

Overview and Description of Services
NCBH New Directions, Turning Point, Victor, EMQFF will be the designated FSP providers for the NCHP housing sites. The County, as the contract monitor, will ensure service delivery. The MHSA Housing Service Coordinator will provide direct support related to an individual’s housing at the MHSA housing sites and assist with coordination between the FSPs and New Directions staff.

1. A description of the anticipated needs of the MHSA tenants:

Anticipated needs of clients include, but are not limited to:
• Intake/ Assessment
• Service Coordination
• Mental Health Services
• Physical Health Services
• Personal Service Coordination
• Housing Retention Services
• Community Building Services
• Financial and Budget Management Services
• Assistance in obtaining and maintaining benefits/entitlements
• Employment/Vocation Services
• Education
• Transportation
• Independent Living Skills Training
• Substance Abuse Education and Treatment
• Medication Management

2. The supportive service provider's initial and ongoing process for assessing the supportive service needs of the MHSA tenants;

Nevada County and its partners (Turning Point, EMQFF, Victor and NCHDC) will contribute to the MHSA approach of “whatever-it-takes” to assist and support tenants in maintaining their housing. Services will be client centered and will begin with a needs assessment. The needs assessment for supportive services will be completely separate from the property management screening process, and all documentation will be kept separately. The initial needs assessment will include, but is not limited to, areas such as financial needs, mental and physical health, transportation, employment/vocation, and independent living skills. Identifying the needs of the client will be imperative to providing a complete range of supportive services.

3. A description of each service to be made available to the MHSA tenants, to include where and how the service will be delivered, the frequency of the service delivery and identification of the service provider. A description of the available services and supports should include, but not be limited to:

a) Mental health services
b) Physical health services (including prevention programs)
c) Employment/vocational services
d) Educational opportunities and linkages
e) Substance abuse services
f) Budget and financial training
g) Assistance in obtaining and maintaining benefits/entitlements
h) Linkage to community-based services and resources

The core mental health services will be provided by a multi-disciplinary team that includes psychiatrists, nurses, and personal service coordinators. Additional support services will be provided by a variety of resources such Department of Rehab, Alcohol and Other Drug services (AOD), transportation services, community clinics, etc.

Services will be coordinated by the FSPs and New Directions staff, along with input from the client, the MHSA Housing Service Coordinator, and other appropriate parties. With the assistance of FSP and New Directions staff, clients will design individual, strength based plans. The focus of services that are provided (AOD, mental health, vocational, etc) will be to assist the individual in retaining housing. Assisting individuals in identifying the actions or behaviors that may have caused them to lose their prior housing and developing strategies to prevent such actions or behaviors will be the primary role of the FSP and New Directions providers. While services are
voluntary, a range of services shall be offered and provided to all MHSA eligible tenants who express a desire for such services. All tenants will be notified of events/groups that are available. For individuals who decline to participate in services, the MHSA Housing Service Coordinator will send a letter to the individual once a month to notify him/her of activities, groups, meetings, etc. and provide contact information for services. The Coordinator will also check in with the Property Management once a week to see if there are any concerns that may need to be addressed. Services will be available both on and off site and the frequency of such services will be determined by client need. However, initially FSP and New Directions staff will provide weekly check-ins to assist in the transition.

In addition, tenants will be encouraged to develop and build their own supportive community life. Support will be provided by FSP and New Directions staff to assist tenants in creating such a community. Examples of such support might be to develop support groups, weekend outings, movie nights, etc. Such activities can take place in both the home as well as within the larger community. Tenants will be encouraged to have weekly house meetings where they plan menus, shopping and chores and assign responsibilities for each. Support service staff will be available to help them in this process. Tenants will also have access to the SPIRIT Peer Empowerment Center which is located at 276 Gates Place in Grass Valley. It is a “drop-in” center that encourages client run, client driven activities and has a variety of peer run support groups. Peer counseling and training is also available. Tenants will be encouraged to participate in activities at SPIRIT Center.

In order to retain tenants and reduce challenges, staff will be available 24/7 to respond to crisis or other tenant issues that require this level of support. For those tenants enrolled in FSPs and New Directions, intensive support is also available during business hours and after-hours crisis calls go through the Nevada County triage system. Crisis staff are available to respond to crisis phone calls and to evaluate tenants at Sierra Nevada Memorial Hospital 24/7, with additional crisis support provided by FSPs. NCBH staff and the supportive services staff will work together to identify behaviors that place the tenant at risk for eviction. The support staff will be proactive in supporting both the tenant and the property management to support tenant success.

Supportive Services Chart

<table>
<thead>
<tr>
<th>Supportive Services</th>
<th>Target Population</th>
<th>Service Provider(s)</th>
<th>Service Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Coordination</td>
<td>All Residents</td>
<td>FSP service providers, New Directions and MHSA Housing Program Service Coordinator</td>
<td>On-site, Behavioral Health and provider office locations</td>
</tr>
<tr>
<td>Intake/Assessment</td>
<td>All FSP and New Directions enrollees and those who may be FSP eligible</td>
<td>Behavioral Health Access Team</td>
<td>ASOC office or client’s current placement</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>All residents</td>
<td>FSP, New Directions service providers, and NCBH</td>
<td>On-site, FSP provider offices, Behavioral Health, community provider</td>
</tr>
<tr>
<td>Personal Service Coordination</td>
<td>All residents</td>
<td>FSP, New Directions service providers and NCBH</td>
<td>On-site, Behavioral Health and provider offices</td>
</tr>
<tr>
<td>Housing Retention</td>
<td>All residents</td>
<td>FSP, New Directions service providers, MHSA Housing Program Service Coordinator, NCBH</td>
<td>On-site, Behavioral Health and provider offices</td>
</tr>
<tr>
<td>Community Building</td>
<td>All residents</td>
<td>FSP, New Directions service providers, and NCBH</td>
<td>On-site, Behavioral Health, provider offices and Spirit Peer Empowerment Center</td>
</tr>
<tr>
<td>Substance Abuse Counseling</td>
<td>All residents</td>
<td>FSP and New Directions service providers, community outpatient providers, NCBH, and Spirit Peer Empowerment Center</td>
<td>Provider offices, Behavioral Health, community outpatient clinics and Spirit Peer Empowerment Center</td>
</tr>
<tr>
<td>Employment</td>
<td>All residents</td>
<td>FSP and New Directions service providers, NCBH, and Dept. of Rehabilitation</td>
<td>On-site, provider office locations and Dept. of Rehabilitation</td>
</tr>
<tr>
<td>Transportation</td>
<td>All residents</td>
<td>Public transport, FSP, New Directions service provider, and NCBH</td>
<td>On-site, provider offices, and Behavioral Health</td>
</tr>
</tbody>
</table>

4. Indicate whether or not there will be an onsite service coordinator, and include the ratio of onsite staff to MHSA tenants. If there is no onsite service coordination, provide a description of service coordination for the development;

Transitioning from homelessness to permanent housing can be difficult for some. The service providers, Nevada County Adult System of Care and the FSP providers will provide frequent opportunities to support the tenants. The service providers are well trained and knowledgeable in identifying the challenges that tenants may face during such a transition and will work closely with the tenant to establish an intervention that allows for the tenant to continue his/her recovery and maintain his/her housing. At the request of the tenant, the service providers will be available for a range of services that can happen as frequently as several times per day to as few as once a month. The priority is to work to build a trusting and supportive relationship with the tenants. A strong working relationship between the service providers and NCHDC will also be required for the success of tenant residency. As stated above, FSP providers and New Directions will make every effort to assist the individual in identifying behaviors that increase risk of homelessness while utilizing client’s strengths and emerging skills to support success in maintaining their highest level of independent living.

We will have on site service coordination as needed. Until the units are secured we will not know the number of clients or the ratio of onsite staff to MHSA tenants. Each MHSA tenant will have a Case Manager.

5. A description of how services will support wellness, recovery and resiliency. It is anticipated that the supportive services plan for the development will include services that are facilitated by peers and/or consumers. If this is not part of your service delivery approach, please provide an explanation;

See 3 above.
6. A description of how the MHSA tenants will be engaged in supportive services and community life. Include strategies and specific methods for engaging tenants in supportive services and the frequency of contact between supportive services staff and MHSA tenants. This description should also include the identification of staff (the responsible service provider) and specific strategies for working with MHSA tenants to maintain housing stability and plans for handling crisis intervention:

MHSA tenants will be engaged in services through strength-based strategies that are respectful and empowering to the individuals being served. Tenants will partner with the responsible service provider in identifying recovery oriented choices that promote quality of life and reflect an inclusive process that promotes resiliency. Staffing support will include Personal Service Coordinators who will ensure tenant’s recovery needs are met. A Peer Specialist will work with tenants and the support team to ensure the tenant voice is present in services and community life. The support team will include an overnight coordinator who is available to provide individual support and assist in maintaining a safe environment for tenants. Specialty supports will include CADC and On-Call staff to provide on the spot assistance to prevent crisis events. Crisis triage will be available to provide evaluations on-site when appropriate to reduce tenant stress of traveling to a medical setting. Oversight will include a team supervisor that will work with staff and tenants to ensure housing stability. An additional supervisor will be available after hours to support providers and tenants in maintaining an environment that promotes recovery. The service provider director will work with the property manager and the MHSA Housing Coordinator to ensure the highest standard of supportive services are being provided. **NOTE:** A tenant's participation in supportive services may not be a condition of occupancy in MHSA units.

7. If the Development is housing for homeless youth, provide a description of services to be provided to meet the unique needs of the population including engagement strategies and peer involvement. In addition, provide a description of how transition-aged youth MHSA tenants will be assisted in transitioning to other permanent housing once they reach 25 years of age;

All homeless youth under age 18 will be accompanied by an adult.

8. Describe the plan for developing "house rules" and **provide a copy of any rules** that may be in place at initial rent-up; (Please label and attach as "House Rules")

General rules to maintain safety and tenant rights will be reviewed during the tenant orientation and will be included in the lease agreement. All tenants have the right to enjoy privacy and a comfortable and safe environment. Tenants will assist in identifying specific rules, reflective of cultural strengths of the tenants. Attached is a copy of the New Directions program house rules for non MHSA housing. This will be used as a guideline in facilitating the tenants’ agreement on their own house rules.

9. Supportive services must be culturally and linguistically competent. Describe how services will meet this requirement including, when necessary, how services will be provided to MHSA tenants who do not speak English and how communication between the property manager and the non-English speaking MHSA tenants will be facilitated;

All NCBH and FSP staff receives ongoing cultural competence trainings. Each tenant will be encouraged to teach support staff about their own individual culture. Support staff will help to ensure that each tenant has opportunities to incorporate important aspects of their culture into their life and residence. Several options will exist to ensure effective communication between
the property manager and non-English speaking MHSA tenants. Outside consultants may be utilized. Spanish speaking NCBH and FSP staff may be utilized. Support staff and tenants will also have the option of meeting and utilizing a language line for translation.

10. Describe the process to ensure effective communication between the service provider and the property manager regarding the status of MHSA tenants in the development and any other issues regarding the development, including but not limited to regularly scheduled meetings and the identification of a single point of contact for communication and coordination of supportive services; and,

A critical element in supporting the tenants will be the relationships between the service providers and the property management. Both will need to maintain effective communication in order for the relationship to be successful. The main service providers will be Nevada County Adult System of Care (ASOC), New Directions, Turning Point; Victor and EMQFF. These entities will coordinate the services and work with NCHDC.

Services will be closely coordinated by FSP and New Directions staff, and the service providers will meet monthly to review individuals’ housing status and service needs. Each service provider will also meet weekly to discuss the individuals they are assigned to. The MHSA Housing Service Coordinator will be available to tenants on a weekly basis. The MHSA Housing Service Coordinator will also check in with the Property Management once per week to identify any concerns. As stated previously, the entire group (which includes the service providers, Property Management, and the Service Coordinator) will meet monthly to review progress and challenges. All service providers will work closely together to provide the best services possible. They will work together to achieve the goals established by the tenant. Release of information forms will be signed by the tenant allowing for information sharing between the service providers. As stated previously, this will take place during the initial Tenant Certification Application and property management screening. Urgent issues will be addressed by phone conferencing as needed.

NCHDC, the property manager, will contact the service provider when behaviors are placing an individual at risk for eviction. These issues will be addressed during the monthly meetings to develop a plan to retain that tenant. Meetings can be scheduled at any time to discuss urgent concerns regarding behaviors. Communication and understanding the roles of the property management and the service providers will be key in supporting and retaining the tenants. There will be defined roles and responsibilities between service providers and property management, with the common goal of supporting each other to maintain retention of tenants. Additional support and education to all staff will be available as the need arises. Areas that may need additional training and attention are substance use/abuse, employment, and finances. Nevada County will be responsible for overseeing and ensuring that the coordination is taking place and is successful.

11. Complete the Supportive Services Budget Form and Budget Narrative (Attachment B). The budget must depict both the expenses and sources of revenue for the costs associated with the delivery of supportive services to the development. Additionally provide a budget narrative that includes the staffing ratio for the Supportive Services Plan. NOTE: Both of these items must be submitted for approval not less than 120 days prior to initial rent-up.

Will be provided prior to initial rent up.
Describe the following:

1. Physical space, including common areas, outdoor areas, landscaping, physical access to the property, security:

   Will be provided upon building selection.

2. Supportive services space (if any), including any quiet area on site for tenants to meet service staff:

   Will be provided upon building selection.

3. How the MHSA units will be designed to provide appropriate accommodations for physically disabled MHSA tenants, if appropriate:

   Will be provided upon building selection.

### Item D.10 Summary and Analysis of Stakeholder Input

Submit documentation of the 30-day Local Review Process, including:

1. Dates of the 30-day public review and comment period;
2. A description of the methods used to circulate the Project Overview and Items D.1 through D.8 for the purpose of public comment; and,
3. A summary and analysis of any comments received, and a description of any changes made as a result of public comment.

### Item D.11 DMH Outcome Reporting Requirements (Attachment D)

This form must be completed by the County Mental Health Department, verifying the County's commitment to comply with outcome reporting requirements for the MHSA Shared Housing tenants.

See Attachment D.

### Item D.12 County Mental Health Sponsorship and Services Verification Form (Attachment E)

This form must be completed by the County Mental Health Department, verifying the County's commitment to provide supportive services to this development.

See Attachment E.

### Item D.13 Primary Service Provider Experience Serving Target Population

The primary service provider must demonstrate that they have experience in successfully delivering services to tenants with serious mental illness. Describe general experience, and if applicable, identify and describe all developments in which the primary service provider has provided supportive services to tenants with serious mental illness. For each development, include the following:

1. Name of the development;
2. Number of units targeted to tenants with serious mental illness;
3. Services provided; and
4. Period of time during which the primary service provider delivered services to the developments' tenants.

**NOTE:** If the County Mental Health Department has not designated a primary service provider at the time of the initial application submittal, the County will be considered the primary service provider. An updated submission reflecting the final identification of a service provider along with the proposed provider's experience and qualifications must be submitted for approval not less than 120 days prior to initial rent-up.

Information will be provided upon building selection.

**Item D.14  Draft Memorandum of Understanding**

If available at time of application, submit a draft of the Memorandum of Understanding (MOU) between the borrower, the primary service provider(s), the property management agent, and the County Mental Health Department. The MOU should document the following:

1. The roles and responsibilities of each partner;
2. Each partner's willingness to enter into a contract to carry out those roles and responsibilities (including provision of supportive services and property management services);
3. How all reporting requirements will be met;
4. How privacy and confidentiality requirements will be met; and,
5. Procedures for ongoing communication and decision-making between the property management agent and the primary service provider to assist MHSA tenants in maintaining housing stability.

**NOTE:** A fully executed MOU acceptable to CalHFA and DMH must be submitted not less than 120 days prior to initial rent-up.

See attached MOU.