

COUNTY OF PLACER  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**RICHARD KNECHT, M.S.**  
DIRECTOR, CHILDREN'S SYSTEM OF CARE



**MAUREEN F. BAUMAN,**  
**L.C.S.W.**  
DIRECTOR, ADULT SYSTEM OF CARE



June 16, 2011

**RE: Mental Health Services Act (MHSA)/Prop. 63**

**Dear Placer County Community Member:**

Attached please find a copy of the Placer County MHSA Housing Program Placer Street Plan.

**About MHSA and the Campaign for Community Wellness**

The Mental Health Services Act (MHSA) is one of several initiatives currently underway in Placer County working to transform mental health services. Together, these various funding streams and initiatives are part of a coordination effort called the Campaign for Community Wellness. The overall goal of the Campaign for Community Wellness is to transform and support traditional and non-traditional mental health services in Placer County that use innovative, collaborative, culturally competent and consumer-guided approaches. For more information about the Campaign or MHSA/Prop 63 please visit: [www.campaignforcommunitywellness.org](http://www.campaignforcommunitywellness.org)

**About Placer's MHSA Housing Program Plan**

Placer County's MHSA Adult Work Group and Steering Committee identified three high priority groups of adults age 18-59 for Full Service Partnerships, to be served in the following order: 1) Adults with Serious Mental Illness (SMI) at risk of psychiatric hospitalization, leaving jails, hospitals, and Institution of Mental Diseases (IMDs) without additional services 2) Adults with SMI, identified but not receiving services 3) Adults SMI, homeless. The Full Service Partnership teams will provide wrap around services to the residents of the Placer Street Plan, using the "Whatever it Takes" model to help the residents maintain their housing. The Full Service Partnership team will work collaboratively with the AMIHousing in assisting the residents to succeed in meeting program goals and maintaining their housing.

**We Appreciate Your Feedback**

In an effort to continually improve this Plan through community input, we welcome your comments for a 30-day review from the date of posting. Below are the various ways to submit your ideas. All written comments (including email) must be submitted by July 10, 2011 at 5 PM.

**Transforming the Mental Health System**

## **Ways to give input.**

### By Mail

Michele Zavoras  
Health and Human Services/Adult System of Care  
101 Cirby Hills Drive  
Roseville, CA 95678

### By Email

[mzavoras@placer.ca.gov](mailto:mzavoras@placer.ca.gov)

## **Questions**

For questions regarding this housing plan, please contact Kathie Denton at 530-886-2974 or via email at [kdenton@placer.ca.gov](mailto:kdenton@placer.ca.gov).

Thank you for your continued interest and assistance toward improving the quality of life for individuals in our community and their families who are living with mental illness. Together, we can transform mental health services in Placer County.

Sincerely,

Maureen F. Bauman, L.C.S.W., M.P.A.  
Mental Health Director

Attachment: Placer County MHSA Housing Program Placer Street Plan

## SHARED HOUSING DEVELOPMENT SUMMARY FORM

County Mental Health Department: Placer County Health and Human Services

Name of Development: Advocates for the Mentally Ill Housing – Placer Inc.

Site Address: 345 Placer Street

City: Auburn State: CA Zip: 95603

Development Sponsor: Advocates for the Mentally Ill Housing

Development Developer: Advocates for the Mentally Ill Housing

Primary Service Provider: Turning Point Community Programs and Placer County ASOC

New Construction                       Acquisition/Rehabilitation of an existing structure

Type of Building:     Apartment Building                       Single Family Home  
                                   Condominium     Other

Total Development		MHSA Funds	
Total Number of Units (bedrooms):	12	Total Number of MHSA Units (bedrooms):	12
Total Cost of Development:	\$1,634,684	Amount of MHSA Funds Requested:	\$1,459,600
		Capital:	\$ 674,916
		Capitalized Operating Subsidies:	\$ 784,684

Other Rental Subsidy Sources (if applicable): \_\_\_\_\_

Other Financing Sources (if applicable): \_\_\_\_\_

Target Population (please check all that apply):

Adults                                       Transition-Age Youth                       Older Adults  
 Children

County Name and Title: Kathie Denton, Program Manager

Phone/Email: 530-886-2974      kdenton@placer.ca.gov

Sponsor/Developer Name and Title: Advocates for Mentally Ill Housing- Placer Inc.

Phone/Email: (916) 591-9149      jprice@amihousing.org

**Placer County Health and Human Services- Adult System of Care  
MHSA HOUSING PROGRAM  
PLACER STREET**

**Section D: MHSA Housing Program Supportive Housing and Services Information**

**D.2. Development Description**

**Permanent Supportive Housing**

The proposed project is located at 345 Placer Street in Auburn, California and will be considered a Shared Housing Project as suggested by CalHFA. The project is two buildings, with three two bedroom units each, located within walking distance of downtown Auburn. The property is listed for sale and approximately fifty percent finished according to the realtor representing the seller. AMIH is in escrow to purchase the property with a contingency of an approved MHSA Housing application. AMIH is planning to complete this project specifically for people with mental illness who are part of the MHSA target population. They will finish this project with the assistance of HomeAid Sacramento and the requested MHSA funds.

Advocates for Mentally Ill Housing, Inc (AMIH) is a non-profit 501c(3) and will provide permanent supportive rental housing for the seriously mentally ill who are homeless or at risk of homelessness residing in Placer County.

The project is ideal for residents, as it is within .2 miles of a bus stop and .9 miles of a grocery store. The transfer station in Auburn also serves as the Amtrak station connecting the Capital Corridor. Placer County Transit has several bus stops and transfer stations throughout Placer County and connects services to Light Rail in Sacramento.

**Supportive Services Program**

The MHSA Housing Project at Placer Street will serve adult women and men, families enrolled in a Placer County Full Service Partnerships: for Adults, Older Adults, Transition Age Youth (18-25 years) or Children/Family. Support services to the residents will be offered by the Full Service Partnership teams and the MHSA Program Housing Service Coordinator. Full Service Partnerships in Placer County are provided through a contract with Turning Point Community Programs or Placer County Adult System of Care. The supportive services are designed to meet the Full Service Partnership goals and help maintain the individuals' housing. Services will be provided both on and off site.

**Unit and Site Design**

The proposed project is located at 345 Placer Street in Auburn CA. The project is two buildings, with three two bedroom units each, located within walking distance of downtown Auburn. The property is listed for sale and approximately fifty percent finished according to the realtor representing the seller.

Each unit is approximately 1100 square feet and consists of two master suites, living space, dining space, laundry, kitchen, and individual backyards. Each unit will be able to house two qualified individuals or a qualified family. The project is ideal for residents, as it is within .2 miles of a bus stop and .9 miles of a grocery store.

There are six two car garages on the property. AMIH is investigating the possibility of converting two of the garages into recreational space for the tenants, three will be used for storage, and the last garage will be used to house a manager's office with space for tenants to meet with their case managers.

### **Rehabilitation Plan**

The proposed rehabilitation plan includes finishing the units, landscaping the property, bringing the utilities to the units, changing the parking plan, and converting three of the garages.

1. Submit a revised parking plan and project plan with the converted garages to the City of Auburn for approval. The current plan calls for a total of 15 spaces. By converting the three garages, we will need to revise the current parking plan to include the additional 6 spaces taken from the garages. The spaces will be provided in the parking lot and in front of the converted garages, so that the project will still have the 15 spaces required.
2. Bring the utilities from the street to each of the units.
3. Finish each of the units, which includes: electrical, drywall, HVAC, cabinets, plumbing, appliances, carpet, tile flooring, painting, and balconies. Each of the bedrooms will be hardwired with smoke detectors. Individual locks will be installed in each bedroom and on each unit. Every unit will be equipped with energy efficiency and low maintenance materials.
4. Convert the three garages into a large recreational space and manager's office. The manager's office will have its own bathroom and a private meeting room for tenants.
5. Finish the exterior of the buildings, which includes: stucco, entrances, siding, and painting.
6. Install the parking lot, driveways, backyards, fencing, and landscaping.

### **Project Partners and Funding**

An application has been submitted to HomeAid to request their assistance in completing the construction. A private contractor is also bidding the work and MHSA funding would be used for all or part not covered in the HomeAid application. AMIH has set aside funds to assist with the project. The County will apply for Shelter Plus Care vouchers to assist with the rental subsidies. Turning Point Community Programs and the County will provide supportive services through their FSP Programs.

### **D.3 Consistency with Three-Year Program and Expenditure Plan**

Placer County's MHSA Adult Work Group and the steering Committee identified three high priority groups of adults age 18-59 for Full Service Partnerships, to be served in the following order: 1) Adults with SMI at risk of psychiatric hospitalization leaving jails, hospitals and IMDs without additional services 2) adults with SMI, identified but not receiving services 3) Adults SMI, homeless. The Full Service Partnership teams will provide wrap around services to the residents, using the "Whatever it Takes" model to help the residents maintain their housing. The Full Service Partnership team will work collaboratively with AMIH in assisting the residents to succeed in meeting program goals and maintaining their housing.

### **D.4 Description of Target Population to be Served**

The Placer Street MHSA Housing Project will serve adult woman and men in addition to children and their families who are homeless or at risk of homelessness and are enrolled in a Placer County Full Service Partnership. If and when vacancies can not be filled with FSP enrolled clients, then the units will be made available to certified eligible consumers. Occupancy will be specifically limited to those who meet the MHSA Housing Program guidelines.

## **D. 5 Tenant Referral and Certification Process**

### Application Process

Placer County MHSA Housing program 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 application.

The criteria for the MHSA Housing Program are (1) being homeless or at risk of homelessness and (2) meeting Placer County's target population criteria for mental illness. It should be noted that this particular project priority will be individuals enrolled in an MHSA FSP. The Placer County MHSA Housing program will be responsible for assessing applicants for homelessness or at risk of homelessness as well as mental health disability. Those clients who are MHSA Housing program-eligible will be certified and verification of homelessness or at risk of homelessness and mental health disability will be documented.

At this time, for this project, referrals will come from the current Placer County MHSA FSPs. Any potential applicants who contact the Advocates for Mentally Ill Housing directly will be directed to contact the Placer County MHSA Housing program.

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.

### **A. MHSA Housing Program Eligibility**

#### 1. Homelessness

The individual must be moving from an emergency shelter or transitional housing, or the individual must be currently homeless, meaning that he or she:

- 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 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 individual 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 Placer 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. Children Target Population

MHSA Wrap is for those children with Axis I diagnosis who's families would not otherwise be able to receive wraparound services and the youth must meet one criteria in Section A and one criteria from Section B:

a. **Section A.**

- i. Are receiving private sector psychiatric or primary care intervention, including medication, for a mental health condition
- ii. Are receiving out-patient mental health intervention which is inadequate to address the social/emotion behaviors displayed causing the family to be under-served and inappropriately served

b. **Section B**

- i. Exhibit aggressive, volatile or self-injurious behaviors
- ii. Referred to and/or received services from the Crisis Resolution Center
- iii. Evaluated for or placed on a 5150 hold
- iv. Are being discharged from a psychiatric facility
- v. Are at risk of out-of-home placement due to danger to self or others
- vi. Repeated requests for crisis services in the last three months
- vii. Repeated Law Enforcement involvement, with or without charges or citations
- viii. Referrals from community-based organizations, where the child/family issues are beyond their capacity
- ix. Have been assessed for special education and do not qualify

**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

Eligible applicants for this project must be currently enrolled in an FSP, therefore, certification of these individuals is not necessary. However, if an applicant is not enrolled in an FSP the following process will take place by a county staff or designee:

- a. Records of diagnoses from either Placer 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 through its own staff or other Placer County contracted eligibility agency in situations where there is no documented history in County mental health records.
- c. Accepting a diagnosis provided by a treatment center or institution referring the applicant to the MHSA program.

2. Certification of Homelessness

- a. **For homelessness**, Placer County MHSA Program 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. Placer 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**, Placer County 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. Placer county jail
- v. Residential facilities
- vi. Certification from a Placer County Mental Health service provider when the individual and/or family are at imminent risk of homelessness.

**MHSA Housing Program Waitlist**

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

## **Notification Letter**

When a unit is available in the Placer Street Project, Advocates for Mentally Ill Housing will notify the first person on the waitlist. The letter shall include:

1. 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 an AMIH 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.

Provide information on Reasonable Accommodation and appeal procedures.

## **D. 6 Tenant Selection Process**

### **Tenant Selection Plan**

#### Referrals

At this time, there is only one other project available in the county. Potential tenants for Placer Street and Timberline must be referred through the Placer County MHSA Housing Program. Persons who contact the project directly will be referred back to the Placer County MHSA Housing program for eligibility screening and certification. Placer County MHSA Housing Program will accept referrals from all Full Service Partnership providers. For individuals not enrolled in a Full Service Partnership, individuals will be screened for eligibility and certification.

#### Program Eligibility

Program eligibility will be consistent with both MHSA and DMH regulations, which state that participants must be adults with severe mental illness. A household may only qualify to occupy an MHSA Housing Program unit if it includes an adult who has a serious mental illness. Under the MHSA Housing Program, the individual must also be homeless or at risk of homelessness.

#### Property Management Screening

Once an individual has been identified as being eligible for the MHSA Housing Program, the applicant will be screened by the property manager. This screening will consist of 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 from Placer County MHSA Housing program 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, and the client.

The FSP 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 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.

#### Waiting List

Applications to the Placer Street project will be processed as first-come, first-serve. The Placer County MHSA Housing program will screen individuals for eligibility and send the lists of eligible applicants to Advocates for the Mentally Ill Housing who will maintain the list of eligible candidates.

When AMIH receives a thirty-day notice of pending departure from an existing tenant, AMIH will notify the first individual on the waitlist of the upcoming unit. AMIH will certify that the individual still meets the tenant criteria and offer the unit. 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 Placer County MHSA Housing program that they meet the eligibility requirement, their waitlist number, and that their name has been forwarded to AMIH, or that they have been denied. The letter will include that AMIH 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 AMIH criteria, a copy of the denial notice will be sent to the Placer County MHSA Housing program.

#### 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 Placer County and AMIH.

A copy of any denial notice from AMIH will also be sent to the Placer County MHSA Housing program. In such cases, the Placer County Patient Rights may assist applicants in appealing denials.

Grievances Process: If eligibility has been denied, an official complaint letter may be sent to the AMIH Board President or the property manager at: **AMIH PO Box 5216, Auburn, CA 95604** A written response to the formal complaint will be issued within 30 days. The decision can be appealed. To find out the status of a complaint, please contact the Property Manager at (916)591-9149.

#### **D.7 Supportive Service Plan**

The primary objective of the supportive services plan is to support the residents in maintaining their housing. The principles of the MHSA housing services are tenant choice, voluntary services, and for the Full Service Partnership team to do "whatever-it-takes" to help maintain the individuals' housing. Tenant will have a voice in the final project rules and they will be evaluated periodically to meeting the residents and property management needs.

Proposed Project Rules based on another Placer MHSA Housing Project –

A. I agree to respect the privacy of others by not disturbing, endangering or interfering with other residents, guests or occupants of neighboring buildings. Loud television, music or other noise is not permitted between the hours of 10:00pm and 8:00am.

B. I will honor the confidentiality of all residents at all times. I will not divulge that they are consumers of mental health services or anything about their history.

C. I understand house meetings are provided to support and resolve house issues. If I cannot attend the meeting I will notify the house manager 24 hours in advance.

D. I agree to clean up after myself. This includes my individual living space as well as the communal spaces such as the kitchen, living room, and the bathrooms.

E. I understand and agree that I cannot use tobacco products inside the house. I will **only** use tobacco products in the designated smoking areas that are posted outside.

F. I understand I need to give the landlord a written 30-day notice if I plan to leave. I understand I am responsible to pay rent and any outstanding balances I have incurred while residing at Placer Street. I understand and agree no monies will be refunded to me if I leave within the 30 days of my notice.

G. I understand and agree to maintain my room in a clean and orderly fashion. I will also take good care of the furnishings, yard and personal property. I understand that room and property checks are necessary to ensure proper maintenance of house furnishing and the health and safety of all residents. I understand and agree to refrain from using other residents' personal property and food without their permission. I am financially responsible for damages or losses to my house mates or AMIH's property as a result of my actions.

H. I understand and agree to pay my rent on time. I understand that my rent is \$600 per month, of which I am responsible to pay 30% of my current income which is \$\_\_\_\_\_ per month. I understand that AMIH will re-evaluate my income no less than once per year. It is my responsibility to notify AMIH if there are significant changes in my income.

I. I understand that my rent is due on the first and no later than the 5<sup>th</sup> of each month. Checks payable to **AMIH at PO Box 5216, Auburn, CA 95604**. I understand and agree that I will pay a \$25.00 late fee if my rent is not paid by the 5<sup>th</sup> of each month by 5pm. Residents who fail to pay their rent will receive a 3-day Pay or Quit Notice and/or due process initiated through the court. The "Delay of Payment" form can be used to assist in resolving this issue. This form can be requested from the house manager/landlord. The form must be completed and returned immediately to resolve nonpayment issues.

J. I understand and agree not to abuse prescription medication, or any other illegal drugs. I understand the program and the residents living in this home are expecting a clean and sober living environment. Being on the premises under the influences of alcohol or having alcohol on the premises is disrespectful toward my housemates.

K. I understand and agree that I cannot have possession or be under the influences of any illegal drugs on the premises. **Having illegal drugs or being under the influences of illegal drugs on the premises are grounds for the immediate initiation of the eviction process.**

L. I understand that any behaviors or language that is violent, threatening, or harassing to staff, residents or neighbors will **not** be tolerated. **Engaging in behaviors that seem physically, emotionally or sexually threatening towards staff, neighbors or other residents is grounds for the immediate initiation of eviction action.**

M. I understand and agree that I am responsible for the behaviors of my guests. Should my guests fail to respect the house and its residents I understand and agree that they will be prohibited from future visits.

N. I understand and agree that guest overnight visitations are limited to 5 nights per month. I understand and agree that I need to discuss any overnight stays in advance with my housemates. Approval from the house manager or AMIH is required for stays longer than 3 days.

O. I understand and agree that I will not have anyone move into the house.

P. I understand and agree that children visiting the house have to be supervised by a parent or responsible adult at all times. Overnight visits of children require prior approval from housemates.

Q. Vehicles must be operating, licensed, and registered prior to being brought onto the property. I must have a valid driver's license, and insurance to have a vehicle on the property. Vehicles will be towed at my expense if not in compliance. Vehicles must be moved when I vacate.

R. Tenants may not alter or install a new or modified lock on any door or window. One house key and one room key will be given to each tenant. It is the tenant's responsibility to return these keys at move out. There will be a \$10 charge for each key lost or not returned at move-out.

### **Overview and Description of Services**

Placer County Health and Human Services- Adult System of Care and Turning Point will be the designated Full Service Partnership providers. 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 and assist with coordination between the Full Service Partnership providers.

### **Strategies and assistance with maintaining housing and supporting wellness, recovery, and resiliency**

Placer County and its partners (Turning Point and AMIH) 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. The core mental health services will be provided by a multi-disciplinary team that includes psychiatrists, nurses, and case managers. Additional support services will be provided by a variety of resources such as Department of Rehab, Alcohol and Other Drug services (AOD), transportation services, community clinic, etc. Services will be coordinated by the FSP staff, along with input from the client, the MHSA Housing Service Coordinator, and other appropriate parties. With the assistance of FSP staff, clients will design individual, strength based plans. The focus of services that are provided (AOD, mental health, vocation, 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 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 he/she 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 staff will provide weekly check-ins to assist in the transition. In addition, tenants will be encouraged to develop and build a community. Support will be provided by FSP 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 also have access to the Welcome Center which is located at Placer County Adult System of Care. It is a “drop-in” center that encourages client run, client driven activities. Tenants will be encouraged to participate in activities at the Welcome 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. The Advocates for the Mentally Ill Housing staff and the supportive 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 avoid such an action.

### **Tenant Engagement**

Transitioning from homelessness to permanent housing can be difficult for some. The service providers, Placer County Adult System of Care and Turning Point, 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 the Advocates for the Mentally Ill Housing will also be required for the success of tenant residency. As stated above, FSP providers will make every effort to assist the individual in identifying past/current behaviors that have caused the individual to be homeless and also work on identifying solutions to avoid such occurrences.

County and Turning Point FSP are trained on a variety of culture issues. Both agencies hire diverse staff including those fluent in speaking Spanish and Russian. Turning Point workers have also attended community cultural trainings such as Native Americans culture. Turning Point and County staff represents Spanish, Russian and African-American cultures. County employees are trained to use the AT&T language line along with a list of county employees who have been certified in various languages. Tenants will be notified of activities available in the community and attempts will be made to connect tenants to culturally and linguistically competent services when requested.

### **Service Provider(s) and Property Management Relationship**

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 Placer County Adult System of Care (ASOC) and Turning Point; the two entities will coordinate the services and work with the Advocates for the Mentally Ill Housing.

Services will be closely coordinated by FSP staff and the service providers will meet monthly to review individual cases. Each service provider will also meet weekly to discuss their own cases. 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 of 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 property management screening. Urgent issues will be addressed by phone conferencing as needed. AMIH, 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.

In addition training and team building activities will take place on a monthly basis. 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. Placer County will be responsible for overseeing and ensuring that the coordination is taking place and is successful.

**D.8 Supportive Services Chart**

<b>Supportive Service</b>	<b>Target Population</b>	<b>Service Provider(s)</b>	<b>Service Location</b>
<b>Service Coordination</b>	All Residents	FSP service providers and MHSA Housing Program Service Coordinator, House Manager	On-site and provider office locations
<b>Intake/Assessment</b>	All FSP enrollees and those who may be FSP eligible	FSP service providers	ASOC office or client’s current placement
<b>Mental Health Services</b> Psychiatrist/ nursing, case management, therapy	All residents	FSP service providers	On-site, FSP provider offices, community provider
<b>Case Management</b>	All residents	FSP service providers	On-site and provider offices
<b>Housing Retention:</b> assisting clients with behaviors that put housing at risk, assisting client with advocating for accommodation and rights	All residents	FSP service providers and MHSA Housing Program Service Coordinator	On-site and provider offices
<b>Community Building:</b> developing skills for being a good neighbor, participating in community activities, social activities	All residents	FSP service providers	On-site, provider offices and Welcome Center

<b>Substance Abuse Counseling</b>	All residents	FSP service providers	Provider offices
<b>Employment</b>	All residents	FSP service provider, Pride Industries	On-site & provider office locations
<b>Transportation</b>	All residents	Public transport: Placer County, Auburn City, Roseville City, Dial Ride, Health Express, Service Providers	On-site

**D.9 Design Considerations for Meeting the Needs of the MHSA Housing Program Target Population**

The support services that will be provided to the MHSA Housing Program will take place both on and off-site. Service delivery methods will vary for each resident and will depend upon what is needed and what the resident is agreeable to. Both Turning Point and Placer County have off-site office facilities in which services can be provided (medication management, case management, etc). In addition, Placer County has a “drop-in” type center which is available to all in Placer County. Residents will be able to access group services at this location. Such services include: peer and therapeutic groups, AA, social activities, computer access, etc. Should the resident need on-site services, the staff at both Turning Point and Placer County will be available to provide services at the residence should they be requested.

Because this project is 3 stories and condo style, at this point there are no special accommodations for the physically handicapped. If at some point there is an opportunity to convert one or more of the garages to studios or one-bedrooms then a total accessible unit would be considered. The property management has another project with an accessible unit.