

**AMENDMENT #1 TO THE CONTRACT WITH
SHONA TORGRIMSON D/B/A HELPING HANDS NURTURING CENTER**

THIS AMENDMENT is dated this 1st day of February by and between SHONA TORGRIMSON D/B/A HELPING HANDS NURTURING CENTER, hereinafter referred to as "CONTRACTOR" and COUNTY OF NEVADA, hereinafter referred to as "COUNTY". Said Amendment will amend the prior agreement between the parties entitled Personal Services Contract as approved on August 12, 2014 per Resolution No. 14-373.

WHEREAS, the CONTRACTOR provides Nurturing Parenting Program (NPP) services for Child Protective Services (CPS) for the contract term of July 1, 2014 through June 30, 2015; and

WHEREAS, the parties desire to amend their Agreement to increase the maximum contract price from \$100,000 to \$108,000 (an increase of \$8,000) due to an unanticipated increase in utilization of services and revise Exhibit "B", Schedule of Charges and Payments to reflect the increase in the maximum contract price.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of February 1, 2015.
2. That Section (§2.), Maximum Contract Price shall be changed to the following: \$108,000.
3. That Exhibit "B", Schedule of Charges and Payments, shall be revised to the amended Exhibit "B" as attached hereto and incorporated herein.
4. That in all other respects the prior agreement of the parties shall remain in full force and effect except as amended herein.


COUNTY OF NEVADA

Honorable Edward C. Scofield
Hands
Chair, Board of Supervisors

Dated: _____

Attest _____
Donna Landi
Clerk of the Board of Supervisors

CONTRACTOR:



Shona Torgrimson d/b/a Helping
Nurturing Center
412 East Main Street, Suite B
Grass Valley, California 95945

Dated: 1-29-15

EXHIBIT "B"
SCHEDULE OF CHARGES AND PAYMENTS
Helping Hands Nurturing Center

Payment under the terms of this Agreement shall not exceed the maximum amount of \$108,000 for satisfactory performance of services as outlined in Exhibit "A" and as budgeted below:

Child Protective Funds	\$70,000
Cal WORKs Funds	\$30,000
CBCAP Funds	<u>\$ 8,000</u>
Total:	\$108,000

Upon full-execution of this Contract, County shall release to Contractor an initial one-time advance of five thousand dollars.

CONTRACT EXPENDITURE BREAKDOWN

DESCRIPTION	Fiscal Year 2014/15
1) Personnel Expenses: Salaries, benefits and payroll taxes. Salary calculated at \$35 per hour for NPP services and \$40 per hour for Supervised Visitations.	\$58,000
2) Operating Expenses <ul style="list-style-type: none"> • Insurance\$1,500 • Rent\$7,200 • Utilities.....\$1,200 • Phone\$1,200 • Office supplies.....\$ 600 • Travel..... \$1,200 • Staff Development/Training.....\$1,500 • Books/Materials.....\$3,300 • Sub-contractor(s).....\$30,800 (NPP Co-facilitator/Certified Visitation Monitor) 	\$ 48,500
3) Equipment/Software	\$1,500
Total Contract Expenses	\$108,000

Should the categories budgeted above change by more than ten percent (10%); a budget modification shall be submitted for approval. The Department of Social Services at its sole discretion shall determine if the change in the operating budget will continue to meet the outcomes of the Agreement.

BILLING AND PAYMENT:

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

- Dates/Month/hours of services rendered
- Cost of services rendered – identifying total direct costs



- Billing period covered
- Contract Number assigned to the approved contract
- Supporting documentation will include names of participant(s) receiving services and those participants being billed to CalWORKs funding.

Invoices are to be submitted to:

Nevada County Department of Social Services
Attention: Fiscal Unit
Post Office Box 1210
Nevada City, California 95959

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

BILLING AND PAYMENT EXCEPTION

By the tenth of June of each year, Contractor shall provide an invoice for services rendered for the month of May AND an invoice of services provided or pending for the month of June. Actual June expenses will be reconciled with supported documentation and submitted to the County by the July 30th of each year.

