

**AMENDMENT #1 TO CONTRACT WITH  
SIERRA ROOTS (RESO 18-537)**

**THIS AMENDMENT** is dated this 12<sup>TH</sup> day of March, 2019 by and between SIERRA ROOTS 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 November 13, 2018 per Resolution No. 18-537.

**WHEREAS**, the CONTRACTOR provides temporary emergency shelter and activities including CalFresh outreach and application assistance, to homeless individuals and families who are unable to access Hospitality House during designated cold winter nights for the contract term of November 1, 2018 through June 30, 2019; and

**WHEREAS**, the parties desire to amend their Agreement to amend Exhibit “B”, Schedule of Charges and Payments, to increase the maximum contract amount from \$27,192 to \$32,268 (an increase of \$5,076) to expand existing contract for six additional nights.

**NOW, THEREFORE**, the parties hereto agree as follows:

1. That Amendment #1 shall be effective as of January 1, 2019.
2. That Exhibit “B”, Schedule of Charges and Payments, shall be revised to the amended Exhibit “B” as attached hereto and incorporated herein.
3. 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**

**CONTRACTOR:**

By: \_\_\_\_\_  
Honorable Richard Anderson  
Chair, Board of Supervisors

By: \_\_\_\_\_  
Janice O’Brien  
President

**ATTEST:**

By: \_\_\_\_\_  
Julie Patterson-Hunter  
Clerk of the Board of Supervisors

**EXHIBIT “B”**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**Sierra Roots, d/b/a Sierra Roots**

The maximum contract price shall not exceed \$32,268 dollars for the satisfactory performance of services as described in Exhibit “A” for the contract term of November 1, 2018 through June 30, 2019, and shall be in accordance with the budget shown below. County shall only be billed for services provided while the shelter is open.

Contractor agrees to properly record and report time spent on services described in Exhibit “A”.

Per Contractor, the estimate of personnel costs includes:

**Operating Budget – November 1, 2018 through June 30, 2019**

	<b>1-day</b>	<b>26 days (annual)</b>
<b>PERSONNEL:</b>		<b>Amount:</b>
Shelter Operation stipends (3 staff 9p-6a and one Community Liaison 2:30p-9am)	\$846.00	\$21,996.00
CalFresh Outreach activities (100 hours)		\$1,800
<b>OPERATIONS:</b>		<b>Amount:</b>
Supplies (Food, Kitchen Supplies)	\$250.00	\$5,000.00
Fee for use of back-up church location (5 night maximum @ \$100/night)	\$100.00	\$500.00
Printing		\$500.00
<b>Administrative Overhead @ 10.39% of Personnel</b>		\$2,472.00
<b>TOTAL:</b>		<b>\$32,268.00</b>

Contractor may shift budget line items with prior written approval from the County Department Director or designee.

**BILLINGS AND PAYMENTS FOR November 1, 2018 THROUGH June 30, 2019:**

Contractor shall submit an invoice to County the first day of each month following the month services were rendered. Each invoice shall include:

- Dates/Month services were rendered
- Cost of services rendered - identifying total direct costs
- Billing period covered
- Contract number assigned to the approved contract
- Supporting documentation per Exhibit “A”

Contractor shall submit monthly invoices for services to:

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

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