

**AMENDMENT #3 TO THE CONTRACT WITH  
NEVADA COUNTY SUPERINTENDENT OF SCHOOLS (NCSOS)  
(RESO NO. 15-308; RESO 15-523; RESO NO. 16-226)**

**THIS AMENDMENT** is dated this 14<sup>th</sup> day of December 2016 by and between Nevada County Superintendent of Schools, 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, executed on July 14, 2015 by Resolution No. 15-308 and which Agreement was subsequently amended on December 8, 2015 and June 14, 2016 by Resolution Nos. 15-523 and 16-226.

**WHEREAS**, the Contractor operates Three (3) Family Resource Centers in Western Nevada County, and provides family preservation services including family support, self-sufficiency services and housing support services; and

**WHEREAS**, the parties desire to amend their agreement to: 1) increase the Contract Maximum Price from \$905,869 to \$1,005,869 (an increase of \$100,000) for the contract term of July 1, 2015 through June 30, 2017 due to an unanticipated increase in Housing Support Program Services; and 2) revise Exhibit “B”, “Schedule of Charges and Payments” to reflect this increase in maximum obligation.

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

- 1) That Amendment #3 shall be effective as of December 1, 2016.
- 2) That the Maximum Contract Price (§2) shall be changed to: \$1,005,869.
- 3) That Exhibit “B”, “Schedule of Charges and Payments”, shall be amended to the revised Exhibit “B” hereto attached and incorporated herein.
- 4) That in all other respects the prior agreement of the parties as previously amended shall remain in full force and effect except as amended herein.

CONTRACTOR:

By: \_\_\_\_\_  
Holly Hermansen  
Superintendent of Schools  
380 Crown Point Circle  
Grass Valley, California 95945

COUNTY OF NEVADA:

By: \_\_\_\_\_  
Honorable Dan Miller  
Chair, Board of Supervisors

Attest:

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

**EXHIBIT "B"**  
**SCHEDULE OF CHARGES AND PAYMENTS**  
**NEVADA COUNTY SUPERINTENDENT OF SCHOOLS**

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Agreement and as described in Exhibit A, a maximum amount not to exceed \$1,005,869 for the contract term of July 1, 2015 through June 30, 2017. The maximum contract price shall not exceed \$504,194 for Fiscal Year 2015/16 and shall not exceed \$501,675 for Fiscal Year 2016/17.

The maximum obligation of this Contract is contingent and dependent upon final approval of the State budget and County's receipt of anticipated allocations under the CalWORKs Program.

**CONTRACT EXPENDITURE BREAKDOWN**

DESCRIPTION	Fiscal Year 2015/16	Fiscal Year 2016/17
1) Personnel Expenses: Salaries and benefits for 2.5 FTE Family Stabilization Case Managers; .1FTE Countywide Coordinator; .15FTE Project Director	\$167,774	\$175,367
2) Administrative Expenses for Family Stabilization (not to exceed 7.2% 15/16; 8.75% 16/17 of expenses)	\$14,470	\$19,203
3) Travel	\$1,000	\$1,000
4) Supplies/materials/copying	\$2,200	\$3,105
5) Family Stabilization Services not covered by WTW/Medi-Cal/Behavioral Health/Community Services	\$55,000	\$40,000
<b>6) Housing Support Program rental assistance payments on behalf of families</b>	<b>\$240,000</b>	<b>\$241,284</b>
<b>7) Administrative Expenses for Housing Support Program (9% of expenses)</b>	<b>\$23,750</b>	<b>\$21,716</b>
<b>Total Contract Expenses</b>	<b>\$504,194</b>	<b>\$501,675</b>

Note: Changes to the line items as detailed above in excess of ten percent (10%) shall be submitted in advance for approval by the Director of Social Services or her designee who at sole discretion shall determine if the change in the operating budget will continue to meet the outcomes of the contract.

**BILLING AND PAYMENT**

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

- Name of participant(s) (first name only) receiving service
- Dates/Month services were rendered
- Services provided
- Billing period covered
- Resolution Number assigned to the approved contract
- Supporting documentation if required

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 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.

Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

**BILLING PROCESS EXCEPTION**

By the tenth of June each year, Contractor shall provide an invoice for services rendered for the month of May. An invoice of services provided for the month of June shall be provided no later than the twentieth of July.