

**AMENDMENT NO. 1 TO THE CONTRACT WITH  
SHONA TORGRIMSON D/B/A HELPING HANDS NURTURING CENTER  
(RES 24-379)**

**THIS AMENDMENT** is executed this June 24, 2025 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 Professional Services Contract, executed on July 9, 2024, per Resolution RES 24-379; and

**WHEREAS**, the Contractor operates coordinated parenting related services for CalWORKs participants and families.; and

**WHEREAS**, the parties desire to amend their Agreement to increase the contract price from \$65,000 to \$83,000 (an increase of \$18,000), and to amend Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price for the term of July 1, 2024, through June 30, 2025.

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

1. That Amendment No.1 shall be effective as of April 1, 2025.
2. That Maximum Contract Price, shall be amended to the following:  
\$83,000
3. That the Schedule of Charges and Payments, Exhibit “B” is amended to the revised Exhibit “B” 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:

By: \_\_\_\_\_

Chair of the Board of Supervisors  
Nevada County

CONTRACTOR:

By: \_\_\_\_\_

Shona Torgrimson dba  
Helping Hands

ATTEST:

By: \_\_\_\_\_

Clerk of the Board, Nevada County

## **SCHEDULE OF CHARGES AND PAYMENTS**

### **EXHIBIT “B”**

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Agreement, a maximum amount not to exceed \$83,000 for the contract term of July 1, 2024 through June 30, 2025.

#### **CONTINGENCY**

Contract maximum is contingent and dependent upon the County’s annual receipt of anticipated State/Federal Funds for contract services. Services performed shall be in accordance with CalWORKs funding sources guidelines.

**Reimbursement shall be based on the following project budget:**

#### **CONTRACT EXPENDITURE BREAKDOWN**

<b>DESCRIPTION</b>	<b>Fiscal Year 2024/25</b>
1) Direct service to CalWORKs clients	\$75,455
2) Administrative Overhead not to exceed 10%	\$7,545
<b>Total Contract Expenses</b>	<b>\$83,000</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:

- Contract Number assigned to the approved contract
- Dates/Month services were rendered and/or billing period covered
- Actual cost of services rendered, per the budgeted line items above
- Supporting documentation and/or reports as required and specified in Exhibit A
- Total number of unduplicated, verified CalWORKs participants served.
- Total units of services delivered during the reporting period.

Invoices are to be submitted to:

HHSA Administration  
Attn: DSS Fiscal  
950 Maidu Avenue  
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 shall be made in accordance with County processes once an invoice has been approved by the department.

**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 tenth of July.