

**AMENDMENT NO. 1 TO THE CONTRACT WITH
FOOTHILL HOUSE OF HOSPITALITY, DBA HOSPITALITY
HOUSE (RES. 25-321)**

THIS AMENDMENT is executed this December 16, 2025 by and between FOOTHILL HOUSE OF HOSPITALITY, DBA HOSPITALITY HOUSE, 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 June 24, 2025 per Resolution RES 25-321; and

WHEREAS, the Contractor operates Homeless Outreach, Access, and Linkage to Treatment Services as a component of the County’s Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) Plan and Projects for Assistance in Transition from Homelessness (PATH); and

WHEREAS, the Contractor provides transitional housing and case management support as a component of the Behavioral Health Bridge Housing (BHBH) grant funded program; and

WHEREAS, the parties desire to amend their Agreement to increase the contract price from \$1,762,322 to \$1,792,322 (an increase of \$30,000) and amend Exhibit “B” Schedule of Charges and Payments to reflect the increase in the maximum contract price and add language surrounding the incentives and updated budget.

NOW, THEREFORE, the parties hereto agree as follows:

1. That Amendment No. 1 shall be effective as of 11/1/2025.
2. That Maximum Contract Price, shall be amended to the following:
\$1,792,322.
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

ATTEST:

By: _____

Clerk of the Board

CONTRACTOR:

By: _____
Foothill House of Hospitality DBA
Hospitality House
1262 Sutton Way
Grass Valley CA 95945

EXHIBIT “B”

SCHEDULE OF CHARGES AND PAYMENTS

The maximum obligation under this Agreement for satisfactory performance of services as outlined in Exhibit A shall not exceed \$1,792,322 for the contract term.

The contract maximum is based on the following project budget:

	PATH	PEI	CSS	BHBH	ERF	Total
Salary and Benefits						
Outreach Case Manager	86,555	91,437		181,698		359,690
Maintenance Tech				18,575		18,575
Data Manager				20,534		20,534
Director of Business Operations				27,625		27,625
Outreach Program Officer	53,738			28,031		81,769
HAT Van Driver						-
CDAC Counselor expended by 11/29/23						-
HOME Team Supervisor						-
Swing Shift Staff at master lease houses 3.0 FTE				222,905		222,905
Outreach Worker						-
Outreach Director						-
Shelter Case Manager			91,437			91,437
Total Salary & Benefits	140,293	91,437	91,437	499,368	-	822,535
Operating Expenses						-
Supplies		2,000	3,996	10,500		16,496
Travel, Mileage, Fuel, Maintenance & Training		2,414	2,600	16,100		21,114
Master Leasing, Motel Vouchers, Client Damages				760,575		760,575
Emergency Housing/Motel Vouchers	-	-	-		32,727	32,727
Flex Funds- Client support costs	-	2,000	1,800	3,000		6,800
Other Operating Expense	-	-	1,600			1,600
Total Operating Expenses	-	6,414	9,996	790,175	32,727	839,312
						-
Other: Admin/Indirect (10% max)	14,029	9,473	9,223	64,477	3,273	100,475
Total Admin	14,029	9,473	9,223	64,477	3,273	100,475
Incentives						30,000
Total	154,322	107,324	110,656	1,354,020	36,000	1,792,322

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval to the Director or their designee. County at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request. Budgeted amounts cannot be moved between funding sources i.e., cannot move money between MHSA and PATH without approval from the Director or their designee.

Incentive Payments

As part of participation in the MHSA Innovation Learning Collaborative, the contractor has the opportunity to earn incentive payments. Incentive payments will be earned, up to the total amount of \$30,000 based on the below table. Invoices for incentive payments will be submitted on a separate invoice upon completion for meeting one or more of the below milestones.

FY 25/26 Incentive Options:	Amount
Attend 5 learning collaboratives	\$5,000
Complete full readiness assessment by 3/31	\$5,000
Create a business plan/funding sustainability plan for billing outside of current funding streams	\$10,000
One of the following incentives available per provider:	
Enter into contract with MCP or expand scope of existing contract with MCP	\$10,000
Enter into contract with BHP/county for SMHS or DMC-ODS services	\$10,000
Enter into contract for another identified billing source (i.e. MAA)	\$10,000

Billing and Payment

As compensation for services rendered to County, Contractor shall bill County monthly and shall be reimbursed for actual costs incurred in carrying out the terms of the contract.

To expedite payment, a complete invoice submission includes:

- Invoice cover page on contractor template. Invoice cover page to include:
 - Invoice date
 - Unique invoice number
 - Resolution/purchasing order number assigned to Contract
 - Time period billed
 - Total invoice amount
 - Personnel hours being billed
 - Reimbursement expenses being claimed by funding source
- Budget Status Table with starting budget amounts, expenditures per billing period and remaining budget balance by budget line item.
- All applicable backup to support expenditures. Examples can include:
 - Detailed receipts
 - Financial reports
 - Payroll hours reports
 - Mileage reimbursement documents (mileage reimbursement rate may not exceed the current IRS allowable rate)

Contractor agrees to be responsible for the validity of all invoices.

County shall review the invoice and notify the Contractor within fifteen (15) working days if an individual item or group of costs is being questioned. Contractor has the option of delaying the entire invoice pending resolution of the cost(s). Payment of approved invoices shall be made within thirty (30) days of receipt of a complete, correct, and approved invoice.

Contractor shall submit invoices to:

Via mail:
 HHSA Administration
 Attn: BH Fiscal
 950 Maidu Avenue
 Nevada City, CA 95959

Or
 Via Email:
 BH.Fiscal@nevadacountyca.gov
 CC: Contract Manager (refer to Notification section)

Non-Profit Supplemental Audit Provisions

(i) Contractor shall have on file with the County at all times their most recent reviewed or audited financial statements including the review or opinion letter issued by an independent Certified Public Accountant. The financial statement package is due to the County within one hundred eighty (180) days of the end of the Contractor's fiscal year. Contractor may request in writing an extension of due date for good cause – at its discretion, County shall provide written approval or denial of request.

(ii) Non-profit Contractors whose contract with the County includes services that will be reimbursed, partially or in full, with Federal funds are also governed by the OMB Super Circular and are required to have a single or program-specific audit conducted if the Contractor has expended \$750,000 or more in Federal awards during Contractor's fiscal year. Any Contractor who is required to complete an annual Single Audit must submit a copy of their annual audit report and audit findings to County at the address listed in the "Notification" section of the executed contract within the earlier of thirty (30) days after the Contractor's receipt of the auditor's report or nine (9) months following the end of the Contractor's fiscal year