

FIRST AMENDMENT TO GRANT AGREEMENT
BETWEEN
NEVADA CLINICAL SERVICES, INC.
AND
WASHOE COUNTY HUMAN SERVICES AGENCY

This First Amendment to the Notice of Grant Award and Agreement (“First Amendment”) is entered into effective March 1, 2022 (the “Effective Date”) by and among Nevada Clinical Services, Inc. (“NCS”) and Washoe County Human Services Agency (“Grantee”).

RECITALS

WHEREAS, NCS and Grantee entered into the Notice of Grant Award and Agreement effective July 1, 2021, also referenced as NCS Contract Number 212257 (“Grant”), to provide food assistance and case management services (“Services”);

WHEREAS, NCS and Grantee desire to amend the Grant to incorporate an amended and restated scope of work effective as of the Effective Date;

WHEREAS, NCS and Grantee desire to amend the Grant to incorporate an amended and restated annual budget as of the Effective Date; and

WHEREAS, NCS and Grantee desire to extend the Grant for an additional twelve-month term through June 30, 2023 under the same terms and conditions of the Grant as hereby amended;

NOW, THEREFORE, for and in consideration of the promises and the mutual covenants herein contained, the receipt and adequacy of which are for all purposes acknowledged and confessed herein, the Parties hereby agree as follows:

- I.** Section B – Description of Services, Scope of Work, and Deliverables shall be replaced in its entirety with the amended and restated Section B, appended hereto.
- II.** Section C – Budget and Financial Reporting Requirements shall be replaced in its entirety with the amended and restated Section C, appended hereto.
- III.** The Grant is hereby extended for an additional twelve-month term through June 30, 2023 (“Renewal Grant Term”) under the same terms and conditions of the Grant as hereby amended. Total reimbursement will not exceed \$462,548 over the duration of the grant period from July 1, 2021 through June 30, 2023.
- IV.** Except as amended herein, all other terms and conditions of the Grant shall remain in full force and effect subject to the terms of the Grant.
- V.** This First Amendment may be executed in one or more counterparts, and each of them shall be deemed to be one and the same instrument upon execution of all counterparts.

Signature page follows.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment and Assignment to be signed and intend to be legally bound thereby as of the Effective Date.

NCS

Authorized Signature

Print Name

Title

Date

GRANTEE

Washoe County Human Services Agency



Authorized Signature

Amber Howell

Print Name

Director, WCHSA

Title

4/22/2022

Date

SECTION B

Description of Services, Scope of Work and Deliverables

Washoe County Human Services Agency, hereinafter referred to as “**Grantee**,” agrees to provide the following services and reports according to the identified timeframes:

<i>Goal 1: Increase food security among Washoe County residents of all ages.</i>						
<i>Objective</i>	<i>Activities</i>	<i>Outputs</i>	<i>Timeline Begin/Completion</i>	<i>Target Population</i>	<i>Evaluation Measure (indicator)</i>	<i>Evaluation Tool</i>
1.1: Establish a nutritious breakfast program serving a total of 73 individuals daily via OUR Place Women and Families Shelter (63 individuals) and TADS Shelter residents (10 individuals).	1.1.1: Secure vendor to provide daily breakfast meals for residents.	List of vendor(s) identified Signed contacts	August 2021 – September 2021	Men, women, children, and seniors experiencing homelessness in Washoe County	# of vendors identified # of contacts signed	Quarterly reports
1.2: Establish a nutritious lunch/dinner program serving a total of 140 individuals	1.1.2: Distribute daily breakfast, lunch, and dinner meals to residents of OUR Place Women and Families and Temporary Assistance for Displaced Seniors (TADS).	Meal count reports	July 1, 2021 – June 30, 2022	Men, women, children, and seniors experiencing homelessness in Washoe County	# of meals provided, per program # of individuals served (duplicated/unduplicated and demographics)	

daily via OUR Place Women and Families Shelter and TADS Shelter	1.1.3: Assess 15% of individuals (21 individuals) served using food security survey.	Food security survey results summary	July 1, 2021 – June 30, 2022	Men, women, children, and seniors experiencing homelessness in Washoe County	# and % of individuals assessed # of individuals who report increased food security	
1.2: Distribute 380 food baskets to residents of CrossRoads Women and Children, Men's Crossroad or CrossRoads Off-Campus (CROC) program, Our Place Family Shelter, Child Welfare families and Seniors lacking food resources.	1.2.1: Create a food basket inventory list that includes both fresh and shelf-stable foods.	Food Basket Inventory List	July 1, 2021	Women and children experiencing substance use issues and/or homelessness in Washoe County; men experiencing substance use issues in Washoe County; Child Welfare families and Seniors lacking food resources.	# of food basket inventory lists created	Quarterly reports
	1.2.2: Purchase food items and assemble food baskets.	Food purchase receipts Food basket data summary	July 1, 2021 – June 30, 2022	Women and children experiencing both substance use issues and homelessness in Washoe County; men experiencing substance use issues in	# of pounds of food purchased # of food baskets assembled	

				Washoe County; Child Welfare families and Seniors lacking food resources.		
	1.2.3: Distribute food baskets to residents of CrossRoads W&C, CrossRoads Mens, CROC, Our Place Family Shelter, Child Welfare families and Seniors lacking food resources.	Food basket distribution summary	July 1, 2021 – June 30, 2022	Women and children experiencing both substance use issues and homelessness in Washoe County; men experiencing substance use issues in Washoe County; Child Welfare families and Seniors lacking food resources	# of food baskets distributed # of pounds of food distributed # of meals distributed # of individuals served (duplicated/unduplicated and demographics)	
	1.2.4: Assess 15% of individuals served (57 individuals) using food security survey.	Food security survey summary	July 1, 2021 – June 30, 2022	Women and children experiencing both substance use issues and homelessness in Washoe County; men experiencing substance use issues in Washoe	# and % of individuals assessed # and % of individuals reporting increased food insecurity	

				County; Child Welfare families and Seniors lacking food resources.		
1.3: Provide seven (7) second home-delivered meals weekly to 145 unduplicated homebound seniors 60+ in Washoe County	1.3.1: Secure a vendor to provide home-delivered meals.	Vendor contract Copies of invoices	July 1, 2021	Homebound seniors age 60+ in Washoe County	# of vendors identified # of contracts signed	Quarterly reports
	1.3.2: Distribute home-delivered meals to homebound seniors 60+ in Washoe County.	Meal delivery summary	July 1, 2021 – June 30, 2022	Homebound seniors age 60+ in Washoe County	# of meals distributed # of pounds of food distributed # of individuals served (duplicated/unduplicated and demographics)	
	1.3.3: Assess 15% of individuals served (22 individuals) using the food security survey.	Survey results summary	July 1, 2021 – June 30, 2022	Homebound seniors age 60+ in Washoe County	# and % of individuals assessed # and % of individuals who reported increased food security	

AWARD SECTION C

Budget and Financial Reporting Requirements

Grantee agrees to adhere to the following annual budget:

Initial Grant Term – July 1, 2021 through June 30, 2022

Renewal Grant Term – July 1, 2022 through June 30, 2023

Total Personnel Costs	including fringe	Total:	\$0
Total Fringe Cost	\$0	Total Salary Cost:	\$0
Total Budgeted FTE	1.00000		

Travel	Total:	\$0
Operating	Total:	\$231,274

OUR Place & TADS Breakfast meals	\$64,769.25
OUR Place & TADS Lunch/Dinner meals	\$64,904.00
Food purchases for CrossRoads Food Baskets	\$38,000.00
2nd Home Delivered Meals	\$63,600.75
ServTracker startup equipment	\$0.00
ServTracker startup fee + 2 annual license fees	\$0.00

Justification: *Breakfast Meals for OUR Place and TADS: \$3.25 per meal x 73 clients x 273 days = \$64,769.25; Lunch/Dinner meals for OUR Place and TADS: \$3.80 per meal x 140 meals x 122 days = \$64,904.00; Food Baskets: \$100 per basket x 380 = \$38,000*

Equipment	Total:	\$0
Contractual		\$0
Training	Total:	\$0
Other	Total:	\$0
TOTAL DIRECT CHARGES		\$231,274

Indirect Charges	Indirect Rate:	0.000%	\$0
Indirect Methodology:			

TOTAL BUDGET	Total:	\$231,274
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- Grantee may make categorical/funding adjustments up to ten percent (10%) of the total grant amount without amending the agreement, so long as the adjustment is reasonable to support the activities described within the Scope of Work and the adjustment does not alter the Scope of Work. Grantee must notify or obtain prior authorization (e-mail notification is acceptable) for any funding adjustment(s).
- Equipment purchased with these funds belongs to NCS and shall be returned to NCS upon termination of this agreement.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed by NCS. It is the Policy of the NCS to provide reimbursement at rates comparable to the rates established by the US General Services Administration, with some exceptions.

The Grantee Agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the Grant Period.

- Reimbursement may be requested monthly for expenses incurred in the implementation of the Scope of Work, within 15 days of the end of the previous month and no later than 30 days from the end of the Initial Grant Term (July 15, 2022 for the period ending June 30, 2022) and no later than 30 days from the end of the Final Grant Term (July 15, 2023 for the period ending June 30, 2023);

- Total reimbursement will not exceed **\$462,548** for services rendered during the two-year grant period from July 1, 2021 – June 30, 2023;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line-item description of expenses incurred;
- Monthly invoices may not be approved for payment until Grantee provides the appropriately timed progress reports.
- NCS reserves the right to conduct a site visit regarding this grant and deliverables, either directly or through Manager or Manager's designee. If deliverables are not met for the grant period, then NCS is not obligated to issue continuation funding.
- Additional expenditure detail will be provided upon request.
- All Grantees providing direct services to clients are required to submit organizational and service information to Nevada 2-1-1 and to update that information annually. **Proof of submission and/or updates will be required as part of the Grantee's second quarter progress report to NCS.** (Instructions on how to submit updates will be provided before proof of update is due.)

Additionally, the Grantee agrees to provide:

- A complete financial accounting of all expenditures to NCS, either directly or through Manager, within 15 days of the CLOSE OF THE GRANT PERIOD. Any un-obligated funds shall be returned to NCS at that time, or if not already requested, shall be deducted from the final reimbursement.

NCS agrees:

- To provide technical assistance upon request;
- To provide prior approval of reports or documents to be developed per the Scope of Work;
- To work with Manager, who on behalf of NCS, will forward necessary reports to the Director of Health and Human Services;
- NCS reserves the right to hold reimbursement under this grant until any delinquent forms, reports, and expenditure documentation are submitted to NCS, through Manager, and accepted by NCS.

Both parties agree:

An annual site visit will be performed by NCS, through Manager or Manager's designee.

The Grantee will, in the performance of the Scope of Work specified in this grant, perform functions and/or activities that could involve confidential information; therefore, the Grantee is requested to fill out and sign Section F which is specific to this grant, and will be in effect for the term of this grant.

All reports of expenditures and requests for reimbursement processed by NCS are SUBJECT TO AUDIT.

This grant agreement may be TERMINATED by either party prior to the date set forth on the Grant Agreement, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause.

Financial Reporting Requirements

- A Request for Reimbursement is due monthly, based on the terms of the grant agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Grant Agreement and Notice of Grant Award.