

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

This Fourth Amendment to the Notice of Grant Award and Agreement (“Third Amendment”) is entered into effective July 1, 2025 (the “Effective Date”) by and between 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, as subsequently amended, also referenced as NCS Contract Number 212257 (“Grant”), to increase food security in Washoe County through food assistance and case management;

**WHEREAS**, NCS and Grantee desire to extend the Grant for two additional twelve-month terms through June 30, 2027 (“Renewal Grant Term”) under the same terms and conditions of the Grant as hereby amended;

**WHEREAS**, NCS and Grantee desire to amend the Grant to incorporate a new scope of work for the Renewal Grant Term as of the Effective Date; and

**WHEREAS**, NCS and Grantee desire to amend the Grant to incorporate a new budget for the Renewal Grant Term as of the Effective Date;

**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.**   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.
- IV.**    This Fourth 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.

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

**NCS**

\_\_\_\_\_  
Authorized Signature

Karla Perez

\_\_\_\_\_  
Print Name

Secretary

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**GRANTEE**

**Washoe County Human Services Agency**

*Ryan Gustafson*  
\_\_\_\_\_  
Authorized Signature

Ryan Gustafson

\_\_\_\_\_  
Print Name

Director

\_\_\_\_\_  
Title

6/11/25

\_\_\_\_\_  
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:

#### **Scope of Work for Washoe County Human Services Agency**

##### **Washoe County Vulnerable Populations Meals Program**

##### **Year 1 Scope of Work for Washoe County Human Services Agency SFY 2026 (07/01/2025-06/30/2026)**

###### **Baseline Narrative:**

Washoe County Human Services Agency (WCHSA) uses the CrossRoads program to help stabilize Washoe County residents with housing and food. WCHSA also provides home delivered meals to seniors to decrease the number facing food insecurity.

###### **Key Deliverables Proposed:**

Provide a minimum of 25,000 communal meals to participants of the CrossRoads Programs

Provide approximately 3,500 meals through the food baskets distributed

Provide approximately 15,000 2<sup>nd</sup> home delivered meals to seniors

Improved Client Data Reporting

**Strategy 1:** Distribute meals to CrossRoads participants and seniors to reduce the amount of food insecurity in Washoe County.

**Responsible person(s)** Abby Badolato, Todd Acker, Denise Lyons, Reanna Retterath, Ida Peek

<b>Objective</b>	<b>Activities</b>	<b>Outputs</b>	<b>Timeline Begin / Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
1.1 Provide seven (7) meals per week to an average of 90 residents per day at both Men’s CrossRoads and Women’s Crossroads.	1.1.1 Develop a meal plan for the residential communal dining program.	Meal Plan	7/1/2025-6/30/2026	Men and Women experiencing both substance abuse issues and homelessness in Washoe County.	# and type of meal plans developed	Monthly reports/Quarterly calls
	1.1.2 Purchase and distribute food to the residents of	Meal Distribution	7/1/2025-6/30/2026	Men and Women experiencing both substance abuse issues and	# of lbs. of food purchased  # of meals provided	Monthly reports/Quarterly calls

	CrossRoads based on the meal plan.			homelessness in Washoe County.	# of individuals served and their demographics	
	1.1.3 Provide educational sessions on healthy eating/cooking.	Educational Sessions	7/1/2025-6/30/2026	Men and Women experiencing both substance abuse issues and homelessness in Washoe County	# and type of educational sessions  # of attendance and demographics	Monthly reports/Quarterly calls
1.2 Distribute a minimum of 3,500 custom food baskets geared toward each CrossRoads client's needs.	1.2.1 Assemble and distribute food baskets as needed for clients transitioning out of the program.	Baskets	7/1/2025-6/30/2026	Men and Women experiencing both substance abuse issues and homelessness in Washoe County.	# of baskets distributed  # of individuals served and their demographics	Monthly reports/Quarterly calls
1.3 Provide 2 <sup>nd</sup> home delivered meals weekly to 65 homebound seniors 60+ in Washoe County.	1.3.1 Secure vendor to provide home delivered senior meals	Vendor agreement	7/1/2025 - 9/30/2025	Homebound seniors age 60+ in Washoe County.	# of agreements  # of vendors	Monthly Reports/Quarterly Call
	1.3.2 Distribute 2 <sup>nd</sup> home delivered meals to homebound seniors 60+ in Washoe County.	Home delivered meals	7/1/2025-6/30/2026	Homebound seniors age 60+ in Washoe County.	# of meals provided  Distribution schedule  # of individuals served and their demographics	Monthly Reports/Quarterly Call
1.4 Improve data collection of client data and demographics.	1.4.1 Purchase 2 iPads and ServTracker licenses.	Vendor invoices and receipts.	7/1/2025 – 6/30/2026	Program Staff  Men, Women and Seniors experiencing	# of iPads  # of ServTracker licenses	Monthly Reports/Quarterly Call

				homeless and/or food insecurity in Washoe County.		
	1.4.2 Provide ServTracker training to staff	ServTracker Training	7/1/2025 – 6/30/2026	Program Staff	# of staff trained	Monthly Reports/Quarterly Call
1.5.1 Promote the Supplemental Nutrition Assistance Program Education (SNAP-Ed) and the 5210 program through CrossRoads and Senior meal distribution.	1.5.1 Display and distribute SNAP-Ed and 5210 materials at physical locations and through food distributions.	SNAP-Ed and 5210 materials.	7/1/2025-6/30/2026	Individuals visiting pantries, and community partner sites.	# and type of materials being displayed  # and type of materials being distributed	Monthly Reports/Quarterly Calls

**Baseline Narrative:** In SFY25, four (4) narrative reports and data reports were submitted.

**Expected Outcomes:** For SFY26, there will be a total of four (4) narrative reports, four (4) data reports, and optional information on sexual orientation data submitted timely. One (1) narrative report and one (1) data report with optional sexual orientation data will be submitted by the 15th of October, January, April, and July for State Fiscal Year (SFY) 2026. These reports will identify data elements to monitor, describe the program's success and barriers, and assist in food security efforts. Data collected will be shared with internal and external food security stakeholders (committees, councils, fiscal, etc.) as the need arises.

**Strategy 2:** Compile and provide data for the Annual Report that summarizes the overall program outcomes and measurements.

**Responsible Persons:** Abby Badolato, Todd Acker, Denise Lyons, Reanna Retterath, Ida Peeks

Objective	Activities	Outputs	Timeline Begin / Completion	Target Population	Evaluation Measure (indicator)	Evaluation Tool
2.1 Ensure four (4) Data Elements are submitted no later than July 15, 2026.	2.1.1 Track and record data elements	Four (4) Data Elements	SFY25 7/1/2025-6/30/2026	WCHSA and clients served	# of instances of services (duplicated individuals)  # of individuals served (unduplicated)  # of pounds distributed	Annual Report  Quarterly Reports

					# of pounds distributed overall	
<b>2.2</b> Timely submit monthly data each quarter by the 15 <sup>th</sup> of the month.	<b>2.2.1</b> Track and record data.	Monthly Data to evaluate programs.	<b>SFY25</b> 7/1/2025-6/30/2026	WCHSA and clients served	<p>Total # of program referrals and total # of successful referrals.</p> <p>Total # &amp; percentages of surveys completed by individuals being serviced.</p> <p>Total # and percentages of meals skipped by individuals being serviced.</p> <p>Total # of individuals served broken down by race/ethnicity/gender/age.</p> <p>Total # of unduplicated and duplicated individuals served b broken down by race/ethnicity/age.</p> <p>Total # of pounds of food distributed and Total # of pounds distributed overall.</p> <p>Zip code where food is being distributed</p> <p># and type of SNAP-Ed and 5210 materials displayed</p> <p><b>Optional:</b> # of unduplicated individuals</p>	<p>Annual Report</p> <p>Quarterly Reports</p>

					served broken down by sexual orientation and gender identity data.	
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**SFY26 Quarterly Progress Report Due Dates:**

Quarterly Report Q1: October 15, 2025

Quarterly Report Q2: January 15, 2026

Quarterly Report Q3: April 15, 2026

Quarterly Report Q4: July 15, 2026

**SFY26 Technical Assistance Date Range:**

TA 1: October 16, 2025- October 31, 2025

TA 2: January 16, 2026- January 31, 2026

TA 3: April 16, 2026- April 30, 2026

TA 4: July 15, 2026- July 31, 2026

**Washoe County Vulnerable Populations Meals Program**  
**Year 2 Scope of Work for Washoe County Human Services Agency SFY 2027 (7/1/2026-6/30/2027)**

**Baseline Narrative:**

Washoe County Human Services Agency to provide approximately **47,683** meals throughout Washoe County per fiscal year.

**Key Deliverables Proposed:**

Provide a minimum of 25,000 communal meals to participants of the CrossRoads Programs

Provide approximately 3,500 meals through the food baskets distributed

Provide approximately 15,000 2<sup>nd</sup> home delivered meals to seniors

Improved Client Data Reporting

**Strategy 1:** Distribute meals to CrossRoads participants and seniors to reduce the amount of food insecurity in Washoe County.

**Responsible person(s)** Abby Badolato, Todd Acker, Denise Lyons, Reanna Retterath, Ida Peeks

<b>Objective</b>	<b>Activities</b>	<b>Outputs</b>	<b>Timeline Begin / Completion</b>	<b>Target Population</b>	<b>Evaluation Measure (indicator)</b>	<b>Evaluation Tool</b>
1.1 Provide seven (7) meals per week to an average of 90 residents per day at both Men's CrossRoads and Women's Crossroads.	1.1.1 Develop a meal plan for the residential communal dining program.	Meal Plan	7/1/2026-6/30/2027	Men and Women experiencing both substance abuse issues and homelessness in Washoe County.	# and type of meal plans developed	Monthly reports/Quarterly calls
	1.1.2 Purchase and distribute food to the residents of CrossRoads based on the meal plan.	Meal Distribution	7/1/2026-6/30/2027	Men and Women experiencing both substance abuse issues and homelessness in Washoe County.	# of lbs. of food purchased  # of meals provided  # of individuals served and their demographics	Monthly reports/Quarterly calls
	1.1.3 Provide educational sessions on	Educational Sessions	7/1/2026-6/30/2027	Men and Women experiencing both substance abuse issues and	# and type of educational sessions	Monthly reports/Quarterly calls



	healthy eating/cooking.			homelessness in Washoe County	# of attendance and their demographics	
1.2 Distribute a minimum of 3,500 custom food baskets geared toward each CrossRoads client's needs.	1.2.1 Assemble and distribute food baskets as needed for clients transitioning out of the program.	Baskets	7/1/2026-6/30/2027	Men and Women experiencing both substance abuse issues and homelessness in Washoe County.	# of baskets distributed  # of individuals served and their demographics	Monthly reports/Quarterly calls
1.3 Provide 2 <sup>nd</sup> home delivered meals weekly to 65 homebound seniors 60+ in Washoe County.	1.3.1 Secure vendor to provide home delivered senior meals	Vendor agreement.	7/1/2026 - 9/30/2026	Homebound seniors age 60+ in Washoe County.	# of agreements  # of vendors	Monthly Reports/Quarterly Call
	1.3.2 Distribute 2 <sup>nd</sup> home delivered meals to homebound seniors 60+ in Washoe County	Home delivered meals	7/1/2026-6/30/2027	Homebound seniors age 60+ in Washoe County.	# of meals provided  Distribution schedule  # of individuals served and their demographics	Monthly Reports/Quarterly Call
1.4 Improve data collection of client data and demographics.	1.4.1 Purchase 2 ServTracker licenses.	Vendor invoices and receipts.	7/1/2026-6/30/2027	Program Staff  Men, Women and Seniors experiencing homeless and/or food insecurity in Washoe County.	# of ServTracker licenses	Monthly Reports/Quarterly Call

	1.4.2 Provide ServTracker training to staff	ServTracker Training	7/1/2026-6/30/2027	Program Staff	# of trainings # of staff trained	Monthly Reports/Quarterly Call
1.5 Promote the Supplemental Nutrition Assistance Program (SNAP) and the 5210 program through CrossRoads and Senior meal distribution.	1.5.1 Display and distribute SNAP-Ed and 5210 materials at physical locations and through food distributions.	SNAP-Ed and 5210 materials.	7/1/2026-6/30/2027	Individuals visiting pantries, and community partner sites.	# and type of materials being displayed  # and type of materials being distributed	Excel Tracking Sheets  Monthly Reports/Quarterly Calls

**Baseline Narrative:** In SFY25, four (4) narrative reports and data reports were submitted.

**Expected Outcomes:** For SFY27, there will be a total of four (4) narrative reports, four (4) data reports, and optional information on sexual orientation data submitted timely. One (1) narrative report and one (1) data report with optional sexual orientation data will be submitted by the 15th of October, January, April, and July for State Fiscal Year (SFY) 2027. These reports will identify data elements to monitor, describe the program's success and barriers, and assist in food security efforts. Data collected will be shared with internal and external food security stakeholders (committees, councils, fiscal, etc.) as the need arises.

**Strategy 2:** Compile and provide data for the Annual Report that summarizes the overall program outcomes and measurements.

**Responsible Persons:** Abby Badolato, Todd Acker, Denise Lyons, Reanna Retterath, Ida Peeks

Objective	Activities	Outputs	Timeline Begin / Completion	Target Population	Evaluation Measure (indicator)	Evaluation Tool
2.1 Ensure four (4) Data Elements are submitted no later than July 15, 2027.	2.1.1 Track and record data elements	Four (4) Data Elements	SFY25 7/1/2026-6/30/2027	WCHSA and clients served	# of instances of services (duplicated individuals)  # of individuals served (unduplicated)  # of pounds distributed  # of pounds distributed overall	Annual Report  Quarterly Reports

2.2 Timely submit monthly data each quarter by the 15 <sup>th</sup> of the month.	2.2.1 Track and record data.	Monthly Data to evaluate programs.	<b>SFY25</b> 7/1/2026-6/30/2027	WCHSA and clients served	<p>Total # of program referrals and total # of successful referrals.</p> <p>Total # &amp; percentages of surveys completed by individuals being serviced.</p> <p>Total # and percentages of meals skipped by individuals being serviced.</p> <p>Total # of individuals served broken down by race/ethnicity/gender/age.</p> <p>Total # of unduplicated and duplicated individuals served broken down by race/ethnicity/age.</p> <p>Total # of pounds of food distributed and Total # of pounds distributed overall</p> <p>Zip code where food is being distributed.</p> <p># and type of SNAP-Ed and 5210 materials displayed</p> <p><b>Optional:</b> # of unduplicated individuals served broken down by sexual orientation and gender identity data.</p>	<p>Annual Report</p> <p>Quarterly Reports</p>
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**SFY27 Quarterly Progress Report Due Dates:**

Quarterly Report Q1: October 15, 2026  
Quarterly Report Q2: January 15, 2027  
Quarterly Report Q3: April 15, 2027  
Quarterly Report Q4: July 15, 2027

**SFY27 Technical Assistance Date Range:**

TA 1: October 16, 2026- October 31, 2026  
TA 2: January 16, 2027- January 31, 2027  
TA 3: April 16, 2027- April 30, 2027  
TA 4: July 15, 2027- July 31, 2027

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**SECTION B****Annual Budget Narrative: July 1, 2025 – June 30, 2026**

<b><u>Total Personnel Costs</u></b>	<b>Total:</b>	<b>\$0</b>
<b><u>Travel</u></b>	<b>Total:</b>	<b>\$0</b>
<b><u>Operating</u></b>	<b>Total:</b>	<b>\$221,968.92</b>
2nd Home Delivered Meals (\$5.86 x 15,929 meals)	\$93,343.94	
CrossRoads Food Basket Purchases (3,780 meals)	\$15,000.98	
CrossRoads Communal Meals (Men & Women Programs) 27,974 Meals	\$111,056.00	
ServTracker - iPads x 2 @ \$600	\$1,200.00	
ServTracker - Service Contract \$57/mo. x 2 users x 12 mo.	\$1,368.00	
Justification: 2nd Home Delivered Meals (HDM) are a negotiated price with vendor. Food Purchased from local stores for food baskets and communal meals. Equipment purchased is compatible with ServTracker software that will be used for data collection.		
<b><u>Equipment</u></b>	<b>Total:</b>	<b>\$0</b>
<b><u>Contractual</u></b>		<b>\$0</b>
<b><u>Training</u></b>	<b>Total:</b>	<b>\$0</b>
<b><u>Other</u></b>	<b>Total:</b>	<b>\$0</b>
<b>TOTAL DIRECT CHARGES</b>		<b>\$221,969</b>
<b><u>Indirect Charges</u></b>	<b>Indirect Rate:</b>	<b>0.000% \$0</b>
<b>TOTAL BUDGET</b>	<b>Total:</b>	<b>\$221,969</b>

**Annual Budget Narrative: July 1, 2026 – June 30, 2027**

<b><u>Total Personnel Costs</u></b>	<b>Total:</b>	<b>\$0</b>
<b><u>Travel</u></b>	<b>Total:</b>	<b>\$0</b>
<b><u>Operating</u></b>	<b>Total:</b>	<b>\$222,596.70</b>
2nd Home Delivered Meals (\$5.86 x 15,929 meals)	\$93,343.94	
CrossRoads Food Basket Purchases (3,780 meals)	\$15,000.76	
CrossRoads Communal Meals (Men & Women Programs) 28,132 Meals	\$111,684.00	
ServTracker - iPads x 2 @ \$600	\$1,200.00	
ServTracker - Service Contract \$57/mo. x 2 users x 12 mo.	\$1,368.00	
Justification: 2nd Home Delivered Meals (HDM) are a negotiated price with vendor. Food Purchased from local stores for food baskets and communal meals. Equipment purchased is compatible with ServTracker software that will be used for data collection.		
<b><u>Equipment</u></b>	<b>Total:</b>	<b>\$0</b>

<u>Contractual</u>				\$0
<u>Training</u>		Total:		\$0
<u>Other</u>		Total:		\$0
TOTAL DIRECT CHARGES				\$222,597
<u>Indirect Charges</u>		Indirect Rate:	0.000%	\$0
TOTAL BUDGET		Total:		\$222,596.70

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