

**SECOND AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
FOCUS STRATEGIES**

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Focus Strategies, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS the parties entered into an Agreement for the purpose of providing consultation and technical assistance services for the San Mateo County Continuum of Care on June 25, 2024, in the amount of \$745,677 for the term of July 1, 2024, through June 30, 2027; and

WHEREAS on May 20, 2025 the parties amended the Agreement to add \$80,000 in funds for a revised total not to exceed \$825,677; and

WHEREAS the parties now wish to amend the Agreement to add \$408,000 in funds for a revised total not to exceed \$1,233,677 and to include service deliverables for an additional technical assistance project related to targeted homelessness prevention services.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. Section 3. **Payments** of the agreement is amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed **ONE MILLION TWO HUNDRED THIRTY-THREE THOUSAND, SIX HUNDRED SEVENTY-SEVEN DOLLARS (\$1,233,677)**. In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract

termination or expiration. Contractor is not entitled to payment for work not performed as required by this Agreement.

2. Exhibit A, **Services to be performed by Contractor** of the agreement is amended to have the following added:

Contractor shall provide technical assistance and project management through the planning for a targeted homelessness prevention program in San Mateo County to support the County's participation in a national initiative. Work will take place in three phases, starting with more in-depth project planning, as follows:

H. Information Gathering, Project Planning and Launch

During the first phase, Contractor will work with the County to fully develop the project plan, detail the roles and responsibilities of key parties, and launch the planning process. As part of this effort, a project working group will be formed to stay aligned across teams and manage day-to-day coordination. The goal is to create a mutually agreed upon project workplan, determine who will lead and coordinate specific activities (such as stakeholder engagement), develop and finalize role assignments, and establish a plan for communication to support the respective activities. A project plan is particularly important to effectively clarify a community stakeholders' Steering Committee's leadership role, ensure stakeholder engagement efforts target key constituencies, distinguish the roles of the technical assistant providers and the HMIS team, and ensure alignment across all parties to carry out the vision of the County and purpose of the project.

This brief phase will conclude with a refined project plan for the rest of the project and a kickoff meeting with the Steering Committee. The project plan may be revisited between phases and amended if needed and agreed on with the County.

Contractor will:

- 1) Review all materials related to the project and funder expectations.
- 2) Conduct introductory meetings with all project team members.
- 3) Coordinate with and engage with stakeholders, including, but not limited to, Right at Home prevention project staff, the project's evaluation team, and local prevention providers.
- 4) Develop and refine the timeline and project plan that includes coordination of stakeholder roles, composition of Steering Committee, approach to and scale of stakeholder engagement, communication plan, and establishment of project working group.
- 5) Plan and facilitate kick-off meetings with project working group and Steering Committee.
- 6) Deliverables:
  - a. A stakeholder engagement plan

- b. Communication Plan
- c. Finalized project plan, and timeline for Right at Home planning process
- d. Planning Process RACI Matrix for role delineation among the project collaborators, TA providers and HMIS team.

I. Program Design and Refinement

During the program design and refinement phase, Contractor will support the development of the pilot program design in collaboration with the Steering Committee. Contractor will also support the HMIS team in planning the research design and developing the performance monitoring plan. In this phase, Contractor will conduct any agreed-upon community engagement and needs assessment work, including holding meetings with local non-profit agencies, people with lived experience, and mainstream agencies such as County departments, to gather input and feedback on program design elements.

Contractor will:

- 1) Develop agendas for and facilitate monthly Steering Committee meetings.
- 2) Facilitate biweekly project working group meetings.
- 3) Plan, coordinate, and carry out community engagements as outlined in Phase 1.
- 4) Support the HMIS team and the project's evaluation team in identification of target population.
- 5) Incorporate screening tool design and development work.
- 6) Manage development of RAH Prevention Program Design, including supporting the Steering Committee to:
  - a) Assess needs,
  - b) Develop a targeting approach (led by HMIS team and project's evaluation team)
  - c) Establish program objectives
  - d) Develop the outlines of a service model, and
  - e) Establish anticipated program eligibility requirements
- 7) Lead and development of RAH Prevention Program budget.
- 8) Contractor to support the following activities, including facilitating communication, information sharing, and technical assistance:
  - a) Design of data sharing agreements (led by HMIS team).
  - b) Design requirements for randomized control trial (RCT) (led by HMIS team and project's evaluation team).
  - c) Development of data collection protocols (led by HMIS team).
  - d) Development of data sharing agreements (led by HMIS team).
- 9) Performance planning:
  - a) Support development of performance metrics (led by HMIS team).
  - b) Support development of performance monitoring plan (led by HMIS team).
- 10) Deliverables:

- a) Program design
- b) Program budget

#### J. Implementation Planning

During the implementation planning phase, Contractor will support the County and its partners to prepare to implement the pilot prevention program. This phase will include the development of materials needed to issue and conduct an RFP process, including developing the program content for an RFP, recommending a scoring and reviewing rubric, and planning for a bidders conference. Contractor may also assist in the review of proposals, if requested.

Contractor will:

- 1) Facilitate Steering Committee meetings, if needed.
- 2) Facilitate biweekly project working group meetings.
- 3) Coordinate with the HMIS team.
- 4) Support development of RFP process.
- 5) Coordinate implementation of RFP process and provide support to implementors.
- 6) Support development of implementation project plan, scope, and timeline.
- 7) Deliverables:
  - a) Contractor to produce primary program content and recommended review and scoring criteria of an RFP
  - b) Develop information needed for a bidders conference
  - c) Implementation project plan, scope, and timeline

K. Other technical assistance as requested to support the Right at Home project.

3. In Exhibit B of the agreement, Table **B3. Program Budget** is amended to read as follows:

| Project Component Table                                    | FY 2024-25   | FY 2025-26  | FY 2026-27  |
|------------------------------------------------------------|--------------|-------------|-------------|
| TA on Strategic Plan                                       | \$79,327.00  | \$43,249.00 | \$51,510.00 |
| CoC Consulting                                             | \$110,147.00 | \$47,010.00 | \$40,330.00 |
| Homeless One Day Count                                     | \$7,805.00   | \$64,770.00 | \$9,700.00  |
| Research to Support Efforts to End Homelessness            | \$27,477.50  | \$39,840.00 | \$62,440.00 |
| Assisting with Funder Requirements and Grant Opportunities | \$57,973.75  | \$23,050.00 | \$20,160.00 |

|                                                                        |                     |                     |                     |
|------------------------------------------------------------------------|---------------------|---------------------|---------------------|
| Research and Implementation in support of CoC racial equity activities | \$537.50            | \$23,260.00         | \$27,705.00         |
| Other TA Requested                                                     | \$48,235.25         | \$17,160.00         | \$19,990.00         |
| <b>Right at Home</b>                                                   | <b>\$0.00</b>       | <b>\$204,000</b>    | <b>\$204,000</b>    |
| <b>Subtotal</b>                                                        | <b>\$331,503.00</b> | <b>\$462,339.00</b> | <b>\$435,835.00</b> |
| Stipends for participation by people with lived experience             | \$0.00              | \$2,000.00          | \$2,000.00          |
| <b>Grand Total</b>                                                     | <b>\$331,503.00</b> | <b>\$464,339.00</b> | <b>\$437,835.00</b> |

4. All other terms and conditions of the agreement dated June 25, 2024, and amended on May 20, 2025, between the County and Contractor shall remain in full force and effect.

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

**For Contractor: Focus Strategies**

|                                                                                                                                                |                             |                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------|
| <div>DocuSigned by:<br/><br/>D357FB18D3684DE.....</div> <hr/> | <div>12/29/2025</div> <hr/> | <div>MEGAN KURTEFF-SCHATZ</div> <hr/> |
| Contractor Signature                                                                                                                           | Date                        | Contractor Name (please print)        |

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**For County:**

COUNTY OF SAN MATEO

By:  
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:  
Clerk of Said Board