

**SECOND AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
SAMARITAN HOUSE – PACIFIC SHELTER**

THIS SECOND AMENDMENT TO THE AGREEMENT, entered into this date _____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Project Samaritan House, 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, on June 13, 2023, the parties entered into an agreement ("Agreement") for the term of July 1, 2023 to June 30, 2025, and a total obligation amount of \$4,414,580, to provide short-term emergency housing to single adults or adult couples at the Pacific Shelter located in Redwood City; and

WHEREAS, on June 11, 2024, the parties amended the Agreement ("First Amendment") to increase funding by \$251,904 for a new total obligation amount of \$4,666,484, and with no change to the term, to adjust the population to be served to include families with children; and

WHEREAS the parties wish to further amend the Agreement ("Second Amendment") to increase the term by 24 months for a new term of July 1, 2023 to June 30, 2027, and increase funding by \$4,414,580 for a new total obligation amount of \$9,081,064, to continue providing shelter services.

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

1. **Section 3. Payments** of the Agreement are 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 **NINE MILLION EIGHTY-ONE THOUSAND SIXTY-FOUR DOLLARS (\$9,081,064)**. 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. **Section 4. Term.**

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1,2023, through June 30, 2027.

3. **Exhibit B– Payments and Rates, Section A.4** of the Agreement are amended to include the allocations for the term extension and reads as follows:

FY2023-24	\$2,459,194
FY 2024-25	\$2,207,290
FY 2025-26	\$2,207,290
FY 2026-27	\$2,207,290
Total Obligation	\$9,081,064

FY 25-26 Budget:

Agency: Samaritan House		
Pacific Shelter		
FY25-26		
Line Item	Total Program Budget	Funding Request (how will the funds requested via this RFP be used)
Expenses		
Personnel Expenses (List all staff positions that are a part of the Core Service Agency program (the amounts listed in column C should include salaries, benefits and taxes for these positions).)		
		\$ -
Chief Operating Officer	\$ 16,080.00	\$ -
Shelter Director	\$ 40,447	\$ 40,447
Shelter Operations Manager	\$ 84,882	\$ 84,882
Intake Coordinator	\$ 57,845	\$ 57,845
Case Managers	\$ 241,114	\$ 241,114
Housing Liasion	\$ 115,690	\$ 115,690
Program Aides	\$ 396,933	\$ 396,933
Data Analyst	\$ 39,744	\$ -
Facilities Manager	\$ 18,630	\$ -
Shelter Operations Specialist	\$ 24,024	\$ 11,463
	\$ -	\$ -
Benefits / fringe (24%)	\$ 248,493	\$ 227,610
Subtotal Personnel	\$ 1,283,882	\$ 1,175,983
Operating Expenses - MTDC		
Program Supplies	\$ 214,400	\$ 214,400
Telephone/Communications	\$ 19,000	\$ 19,000
Subscriptions (Client TV services)	\$ 16,000	\$ 16,000
Mileage	\$ 1,500	\$ 1,500
Outside Services - Direct Security services	\$ 198,000	\$ 198,000
Temporary Staffing	\$ 75,000	\$ 75,000
Housekeeping Client rooms	\$ 219,500	\$ 219,500
Subtotal Operating Expenses - MTDC	\$ 743,400	\$ 743,400
Operating Expenses - non-MTDC		
Utilities Indirect	\$ -	
Rent Indirect	\$ -	
Repairs and Maintenance	\$ 3,000	
General Janitorial	\$ -	
Recruitment	\$ 7,000	
Travel, Meetings and Conferences	\$ 2,250	
License Dues and Subscriptions	\$ -	
Employee training	\$ 10,000	
Equipment Rental	\$ 7,200	
Insurance	\$ 4,065	
Fees and Taxes	\$ -	
Outside Services / IT indirect	\$ 130,908	
Depreciation / Occupancy	\$ -	
Other Fees	\$ 3,700	
	\$ -	
Subtotal Operating Expenses - non-MTDC	\$ 168,123	\$ -
Indirect Costs (up to 15% of Personnel & Operating MTDC—see RFP)		
Maximum Indirect Costs	\$ 304,092	\$ 287,907
Indirect Costs (using 15% di minimis method)	\$ 304,092	\$ 287,907
Subtotal Indirect Costs	\$ 304,092	\$ 287,907
Total Expenses	\$ 2,499,497	\$ 2,207,290

FY 26-27 Budget:

Agency: Samaritan House		
Pacific Shelter		
FY26-27		
Line Item	Total Program Budget	Funding Request (how will the funds requested via this RFP be used)
Expenses		
Personnel Expenses (List all staff positions that are a part of the Core Service Agency program (the amounts listed in column C should include salaries, benefits and taxes for these positions).)		
		\$ -
Chief Operating Officer	\$ 16,080.00	\$ -
Shelter Director	\$ 40,447	\$ 40,447
Shelter Operations Manager	\$ 84,882	\$ 84,882
Intake Coordinator	\$ 57,845	\$ 57,845
Case Managers	\$ 241,114	\$ 241,114
Housing Liaison	\$ 115,690	\$ 115,690
Program Aides	\$ 396,933	\$ 396,933
Data Analyst	\$ 39,744	\$ -
Facilities Manager	\$ 18,630	\$ -
Shelter Operations Specialist	\$ 24,024	\$ 11,463
	\$ -	\$ -
Benefits / fringe (24%)	\$ 248,493	\$ 227,610
Subtotal Personnel	\$ 1,283,882	\$ 1,175,983
Operating Expenses - MTDC		
Program Supplies	\$ 214,400	\$ 214,400
Telephone/Communications	\$ 19,000	\$ 19,000
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Mileage	\$ 1,500	\$ 1,500
Outside Services - Direct Security services	\$ 198,000	\$ 198,000
Temporary Staffing	\$ 75,000	\$ 75,000
Housekeeping Client rooms	\$ 219,500	\$ 219,500
Subtotal Operating Expenses - MTDC	\$ 743,400	\$ 743,400
Operating Expenses - non-MTDC		
Utilities Indirect	\$ -	
Rent Indirect	\$ -	
Repairs and Maintenance	\$ 3,000	
General Janitorial	\$ -	
Recruitment	\$ 7,000	
Travel, Meetings and Conferences	\$ 2,250	
License Dues and Subscriptions	\$ -	
Employee training	\$ 10,000	
Equipment Rental	\$ 7,200	
Insurance	\$ 4,065	
Fees and Taxes	\$ -	
Outside Services / IT indirect	\$ 130,908	
Depreciation / Occupancy	\$ -	
Other Fees	\$ 3,700	
	\$ -	
Subtotal Operating Expenses - non-MTDC	\$ 168,123	\$ -
Indirect Costs (up to 15% of Personnel & Operating MTDC—see RFP)		
Maximum Indirect Costs	\$ 304,092	\$ 287,907
Indirect Costs (using 15% di minimis method)	\$ 304,092	\$ 287,907
Subtotal Indirect Costs	\$ 304,092	\$ 287,907
Total Expenses	\$ 2,499,497	\$ 2,207,290

4. **Exhibit C – Reporting and Monitoring Requirements**, paragraph A. Performance Measures table is hereby amended to remove the reference to FY23-24 and FY24-25 Targets and instead will hereby now read “Annual Targets”.
6. **All other terms and conditions of the agreement dated June 13, 2023 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: Samaritan House

DocuSigned by: <i>Laura Bent</i> CAB21E0AA7EF422...	4/25/2025	Laura Bent
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board