

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

THIS AMENDMENT TO THE AGREEMENT, entered into this day Tuesday, June 9, 2026 by and between the COUNTY OF SAN MATEO, hereinafter called "County," and 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, the parties entered into an Agreement for the purpose of providing homeless shelter services, including specific program components such as housing-focused case management and service linkage; a safe, decent environment for residents to stay until they find permanent housing; and inclement weather beds during the San Mateo County Inclement Weather Program activations on June 13, 2023 for a term of July 1, 2023 through June 30, 2026 for a total obligation not to exceed of \$4,156,608; and

WHEREAS, on May 6, 2025, the parties amended the Agreement to add \$19,436 for a new total obligation not to exceed \$4,176,044 and updated certain contact information; and

WHEREAS, the parties wish to amend the Agreement to add \$3,233,028 in funds for a new total obligation not to exceed \$7,409,072 and extend the Agreement two years for a revised term of July 1, 2023 through June 30, 2028.

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

- 1. Section 1. Exhibits and Attachments** of the agreement is amended to read as follows:

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates
- Rev. Exhibit B1 (2026) - Budget
- Exhibit C—Performance Measures
- Exhibit D—HMIS
- Attachment P—Personally Identifiable Information
- Attachment I—§ 504 Compliance

2. **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 **SEVEN MILLION FOUR HUNDRED NINE THOUSAND SEVENTY-TWO DOLLARS (\$7,409,072)**. 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.

3. **Section 4. Term** of the Agreement is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2023 through June 30, 2028.

4. **Exhibit A Payments and Rates** is amended to read as follows:

Services to be Provided

C. Contract Shelter Beds/ Units, Contractor Will:

1. Provide 100 homeless shelter program beds for San Mateo County residents for which referrals are accepted through CES.
2. Contractor may not contract any beds other than the contracted beds listed below, without prior written approval from HSA.
3. Contractor may temporarily reduce the number of beds on site based on Public Health guidance related to COVID-19. Contractor will inform County in writing of any reduced capacity and the Public Health guidance that caused the reduction.
4. Contractor may also provide some or all of the beds in an alternate location, if approved in writing by County.
5. Be authorized to utilize a separate referral process for the restricted beds/contracted out beds shown in the table below at this time. The remaining 100 beds only accept referrals from San Mateo County CES.

Number of Contracted Beds	Funder	Population
Up to 5	Behavioral Health and Recovery Services (BHRS) (County Health System, Behavioral Health and Recovery Services)	Homeless adult residents of San Mateo County with significant mental health issues who are receiving services from BHRS

E. Shelter Operations, Facility Safety, and Disability Accommodations, Contractor will:

2. The 100 beds identified as County/CES units shall serve only households referred by CES and accept all clients referred by CES, unless there is a specific safety concern with that client or the client is ineligible. Contractor may not contract any beds/units on site to another referral source without prior written approval from San Mateo County Human Services Agency.

J. Additional Responsibilities, Contractor will:

19. Provide 100 CES beds and 9 IWP beds for HSA’s use pursuant to this Agreement.

5. Exhibit B. Payments and Rates of the Agreement is amended as follows:

E. Invoicing

3. Program Components and Budget

Service Component	Billing Description	Budget
Shelter Beds	The maximum amount for each quarterly invoice will be up to 1/4th of the annual total unless HSA approves a different quarterly amount in writing.	Per Exhibit B1 - Budget
Inclement Weather Beds	Daily rate per night on activated nights when at least one inclement weather cot is used: \$250	Per Exhibit B1 - Budget

F. Modifications

County shall have the option to adjust line-item costs and across fiscal years to meet its program/project goals as agreed upon by both parties and approved by the County in writing as long as it does not exceed the total agreement obligation.

6. Rev. Exhibit B1 (2025) of this Agreement is replaced in its entirety as attached.

7. **Exhibit C. Performance and Reports** of the agreement is amended to read as follows:

A. Performance Measures

Contractor agrees to meet the following performance measures.

Measure	Annual Fiscal Year Target
Exits to Permanent Housing Percentage of all clients who exited to a permanent situation	18%
Length of Stay - Leavers (clients who have exited the program) Average length of stay for program participants	120 days or less
Length of Stay Stayers (clients who are still in the program) Median length of stay for program participants	Between 30 and 120 days
Increased Employment Income Percentage of adult leavers who exited and stayers (who stayed for 12 months or more) with increased employment income	10%
Increased Non- Employment Income Percentage of adult leavers who exited and stayers (who stayed for 12 months or more) with increased non-employment income	10%
Utilization Rate Average daily bed/unit program slot utilization	95%
HMIS Data Quality Percentage of null/missing and don't know/refused values	Less than 5%

C. Performance Reporting

f. All reports shall be submitted by email to Keith Light at klight@smcgov.org or the designated HSA contact.

9. All other terms and conditions of the Agreement dated June 13, 2023 and amended on May 6, 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: Samaritan House

DocuSigned by: <i>Laura Bent</i>	5/6/2026	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

Rev. Exhibit B1 (2026) – Budget

FY 23-24				
Line Item	Total Program Budget	Funding Request		
Revenue				
Funding being requested via this RFP	\$ 1,344,308	\$ 1,344,308		
Mental Health services contract - BHRS	\$ 107,566			
County of San Mateo Housing Location Services - DOH	\$ 67,246			
City of Redwood City - CDBG	\$ 14,716			
County of San Mateo DOH PLHA	\$ 30,000			
Respite Beds Contract Sutter	\$ 115,000			
City of San Mateo	\$ 15,000			
In-kind (County of San Mateo)	\$ 380,000			
Samaritan House General fundraising	\$ 275,866			
Total Revenue	\$ 2,349,702	\$ 1,344,308		
Expense				
Personnel Expense			FTE	Description/Explanation
<i>List all staff positions, their salary, and the FTE for this program</i>				
COO	\$ 22,866	\$ 22,866	0.12	Community liaison for program ops
CFO	\$ 15,656	\$ 15,656	0.08	Fiscal advisory/liasion for program ops
Shelter Director	\$ 35,292	\$ 35,292	0.34	Program operations supervision
Shelter Manager	\$ 27,184	\$ 27,184	0.33	Shelter operations management
Intake Coordinator	\$ 53,560	\$ 53,560	1.00	Intake services for residents
Case Managers (5)	\$ 321,360	\$ 261,360	5.00	Case management for 105 residents
Program Aides (6.8)	\$ 484,257	\$ 349,541	6.80	Program and safety services to residents. Includes OT and pay differential for swing and grave shifts
Housing Locator	\$ 79,976	\$ -	1.00	Housing locations services for exiting residents
Facility Manager	\$ 9,000	\$ 9,000	0.10	Facilitates immediate facility needs related to operations and
Taxes and Benefits 24%	\$ 259,350	\$ 185,870		
subtotal personnel	\$ 1,308,500	\$ 960,328	14.77	
Operating Expenses				Description/Explanation
Office Supplies	\$ 23,254			General office supplies for operations
Program Supplies / meal service	\$ 258,240	\$ 135,000		Program supplies, food, and meal services (breakfast, lunch, dinner & snacks) for 105 residents daily
Postage & Mail	\$ 500			
Printing & Mailing Services	\$ 300			
Communications/Telephone	\$ 19,140	\$ 17,226		Internet, phones, mobile phones
Utilities	in-kind			In-kind from SMC
Rent	in-kind			In-kind from SMC
Repairs & Maintenance	\$ 5,000			Allowance for immediate maintenance issues.
Housekeeping	\$ 36,400	\$ 36,400		Laundry service
Financial Assistance	\$ -			covered by other programs
Recruitment	\$ 2,500			
Travel, Meetings & Conferences	\$ 4,200			Staff meetings, conference
License, Dues & Subscriptions	\$ 850			Chamber and Rotary dues
Mileage Reimbursement	\$ 3,200	\$ 3,200		Local travel (mileage) for operations
Employee Training	\$ 1,500			Employee training
Equipment Rental	\$ 2,800	\$ 2,800		KBA document mgmt copier/scan
Insurance Expense	\$ 1,000			Geneal liability insurance
Fees and Taxes	\$ 50			
Interest Expense				
Outside Services	\$ 74,604	\$ 67,144		IT services/support, file storage
Temporary Staffing	\$ 20,000	\$ -		Temp staffing for back fill personnel as needed
Depreciation	\$ 24,000			leasehold improvements
Other Fees & Charges	\$ 4,600			Payroll service fees, other
In-Kind Expenses	\$ 380,000			facility rent, routine janitorial, & utilities. County of San Mateo
subtotal operating expenses	\$ 862,138	\$ 261,770		
Admin Expense (10%)				Description/Explanation
Total Expenses	\$ 2,349,702	\$ 1,344,308		

FY 24-25				
Line Item	Total Program Budget	Funding Request		
Revenue				
Funding being requested via this RFP (includes COLA - 4%)	\$ 1,371,194	\$ 1,371,194		
Mental Health services contract - BHRS	\$ 107,566			
County of San Mateo Housing Location Services	\$ 69,464			
City of Redwood City - CDBG	\$ 15,000			
County of San Mateo DOH PLHA	\$ 30,000			
Respite Beds Contract Sutter	\$ 118,795			
City of San Mateo	\$ 15,000			
In-kind	\$ 380,000			
Samaritan House General fundraising	\$ 285,868			
Total Revenue	\$ 2,392,887	\$ 1,371,194		
Expense				
Personnel Expense			FTE	Description/Explanation
<i>List all staff positions, their salary, and the FTE for this program</i>				
COO	\$ 23,323	\$ 23,323	0.12	Community liasion for program ops
CFO	\$ 15,969	\$ 15,969	0.08	Fiscal advisory/liasion for program ops
Shelter Director	\$ 35,998	\$ 35,998	0.34	Program operations supervision
Shelter Manager	\$ 27,728	\$ 27,728	0.33	Shelter operations management
Intake Coordinator	\$ 54,631	\$ 54,631	1.00	Intake services for residents
Case Managers (5)	\$ 327,787	\$ 266,587	5.00	Case management for 105 residents
Program Aides (6.8)	\$ 493,942	\$ 356,531	6.80	Program and safety services to residents. Includes OT and pay differential for swing and grave shifts
Housing Locator	\$ 81,576	\$ -	1.00	Housing locations services for exiting residents
Facility Manager	\$ 9,180	\$ 9,180	0.10	Facilitates immediate facility needs related to operations and safety
Taxes and Benefits 24%	\$ 264,537	\$ 189,587		
subtotal personnel	\$ 1,334,670	\$ 979,535	14.77	
Operating Expenses				Description/Explanation
Office Supplies	\$ 23,323	\$ -		General office supplies for operations
Program Supplies / meal service	\$ 266,762	\$ 137,700		Program supplies, food, and meal services (breakfast, lunch, dinner & snacks) for 105 residents daily
Postage & Mail	\$ 500	\$ -		
Printing & Mailing Services	\$ 300	\$ -		
Communications/Telephone	\$ 19,772	\$ 17,571		Internet, phones, mobile phones
Utilities	in-kind	\$ -		In-kind from SMC
Rent	in-kind	\$ -		In-kind from SMC
Repairs & Maintenance	\$ 5,000	\$ -		Allowance for immediate maintenance issues.
Housekeeping	\$ 37,601	\$ 37,128		Laundry service
Financial Assistance	\$ -	\$ -		covered by other programs
Recruitment	\$ 2,583	\$ -		
Travel, Meetings & Conferences	\$ 4,200	\$ -		Staff meetings, conference
License, Dues & Subscriptions	\$ 850	\$ -		Chamber and Rotary dues
Mileage Reimbursement	\$ 3,264	\$ 3,264		Local travel (mileage) for operations
Employee Training	\$ 1,500	\$ -		Employee training
Equipment Rental	\$ 2,856	\$ 2,856		KBA document mgmt copier/scan
Insurance Expense	\$ 1,000	\$ -		Geneal liability insurance
Fees and Taxes	\$ 50	\$ -		
Interest Expense		\$ -		
Outside Services	\$ 77,066	\$ 68,486		IT services/support, file storage
Temporary Staffing	\$ 20,000	\$ -		Temp staffing for back fill personnel as needed
Depreciation	\$ 24,000	\$ -		leasehold improvements
Other Fees & Charges	\$ 4,600	\$ -		Payroll service fees, other
In-Kind Expenses	\$ 380,000	\$ -		facility rent, routine janitorial, & utilities. County of San Mateo
subtotal operating expenses	\$ 875,226	\$ 267,005		
Admin Expense (10%)				Description/Explanation
Overhead and accounting costs 10%	\$ 182,990	\$ 124,654		HR, Actg, reporting, legal & compliance
subtotal admin expense	\$ 182,990	\$ 124,654		
Total Expenses	\$ 2,392,887	\$ 1,371,194		

Safe Harbor Shelter - BUDGET FY25-FY28

	FY25-26 Budget	FY26-27 Budget	FY27-28 Budget
Section 1 - 15% MTDC Costs			
Admin Salaries	-	191,498	191,498
Subtotal Admin Costs	-	191,498	191,498
Section 2 - Program Costs			
Personnel			
COO	54,518		-
CFO	16,174		-
VP of Programs & Services		56,667	56,667
Shelter Director	29,054	40,666	40,666
Shelter Manager	38,113	50,000	50,000
Intake Coordinator	51,979	54,979	54,979
Case Managers	172,276	195,409	195,409
Program Aides	357,745	361,745	361,745
Housing Locator	-	-	-
Facilities Manager	5,098	7,000	7,000
Salaries	724,957	766,466	766,466
Taxes / Fringe	209,760	168,623	168,623
Subtotal Personnel Costs	934,717	935,089	935,089
Program Operating Costs			
Office Supplies	3,114	-	-
Program Supplies/Meal Service	135,459	137,970	137,970
Postage & Mail	138	-	-
Printing & Mailing Services		-	-
Communications/Telephone	15,136	16,094	16,094
Utilities	-	-	-
Rent	4,802	-	-
Repairs & Maintenance	1,965	-	-
Housekeeping	47,372	50,000	50,000
Financial Assistance	-	-	-
Recruitment	5,075	-	-
Travel, Meetings & Conferences	5,338	5,000	5,000
License, Dues & Subscriptions	464	-	-
Mileage Reimbursement	1,359	-	-
Employee Training	476	-	-
Equipment Rental	3,432	-	-
Facility Equipment	200,000		
Insurance Expense	789	-	-
Fees and Taxes	1,530	-	-
Outside Services	60,953	-	-
Temporary Staffing	131,274	132,500	132,500
Other Fees & Charges	3,978	-	-
Subtotal Operating Costs	622,654	341,564	341,564
Subtotal Program Costs	1,557,371	1,276,653	1,276,653
Admin Personnel	109,647	-	-
TOTAL GRANT	1,667,018	1,468,151	1,468,151
Incelement Weather Program	14,163	14,163	14,163