

**THIRD AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND  
SAMARITAN HOUSE**

THIS AMENDMENT TO THE AGREEMENT, entered into this 10 day of  
June, 2025, 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, via Resolution No. 079093 on August 2, 2022, the parties entered into an Agreement for the purpose of providing non-congregate homeless shelter services at El Camino House in the amount of \$3,286,669 for the term of July 1, 2022 through June 30, 2024; and

WHEREAS, via Resolution No. 080354 on May 21, 2024, the parties amended the Agreement to add \$1,730,235 in funds and extended the term of the Agreement through June 30, 2025, for a revised total obligation not to exceed \$5,016,904; and

WHEREAS, on May 6, 2025 the parties amended the Agreement to add Exhibits G, H, J, and K related to the use of CDBG-CV funds; and

WHEREAS, the parties now wish to amend the Agreement to extend the term of the Agreement two years for a revised term of July 1, 2022 through June 30, 2027 and add \$3,460,470 in funds and for a revised total not to exceed \$8,477,374.

**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 Exhibits A, C, D, E, and Attachments F and P, 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 **EIGHT MILLION FOUR HUNDRED SEVENTY-SEVEN THOUSAND THREE HUUNDRED SEVENTY-FOUR DOLLARS (\$8,477,374)**. 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** 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, 2022, through June 30, 2027.

3. Section **17. Notices** in the case of County and in the case of Contractor are amended as below:

In the case of County, to:

Name/Title: Amy Davidson, Director of Center on Homelessness

Address: 500 County Center, Redwood City, CA 94063

Telephone: 650-670-2546

Email: [adavidson@smcgov.org](mailto:adavidson@smcgov.org)

In the case of Contractor, to:

Name/Title: Laura E. Bent, Chief Executive Officer

Address: 4031 Pacific Blvd, San Mateo, CA 94403

Telephone: 650-523-0812

Email: [laura@samaritanhousesanmateo.org](mailto:laura@samaritanhousesanmateo.org)

3. **Exhibit B – Payments and Rates, Section A.1** of the agreement is amended as follows:

1. Invoice County on a monthly basis for services shown in Exhibit A based on the allocation amounts/budget listed below. Invoices must be accompanied by a line-item accounting for monthly expenses and evidence of work performed, or costs incurred including but not limited to timesheets, copies of bills, or packing slips. All invoices must include any required backup documentation and reports (as listed in Exhibit C) and will be submitted electronically to Matthew Hayes at [MHayes@smcgov.org](mailto:MHayes@smcgov.org) or designee. Monthly invoices are due by the 20th of the month following the end of the previous month. Due to the County's year end close, the invoice for services rendered in June are due by June 20th with reporting due on July 20th. Invoices shall be itemized and include at a minimum the following information:
  - a. Vendor address
  - b. HSA administrative address: 500 County Center, Redwood City, CA 94063
  - c. Remit payment address
  - d. Agreement number
  - e. Date(s) of service
  - f. Cost of service(s)

- g. “See attached” – if/when back up documentation or reports are provided in addition to the invoice.

4. **Exhibit B – Payments and Rates, Section A.3** of the agreement is amended is follows:

3. Allocation Amounts

<b>FY 2022 – 2023</b>	\$1,606,829*
<b>FY 2023 - 2024</b>	\$1,679,840
<b>FY 2024 - 2025</b>	\$1,730,235
<b>FY 2025 – 2026</b>	\$1,730,235
<b>FY 2026 - 2027</b>	\$1,730,235
<b>Total Obligation</b>	\$8,477,374

\*This amount includes start-up costs

5. Exhibit B **4. Budgets** are added to the agreement as attached Exhibit B1.

6. **Exhibit C, Section A. Performance Measures** matrix is amended to read as follows:

<b>Measure</b>	<b>Yearly Targets</b>
<b>Exits to Permanent Housing</b> Percentage of all leavers who exited to a permanent situation	40%
<b>Length of Stay</b> Average length of stay for program participants – Leavers and Stayers	120 days or less
<b>Increased Employment Income</b> Percentage of adult leavers who exited and stayers (who stayed for 12 months or more) with increased employment income	20%
<b>Increased Non-Employment Income</b> Percentage of adult leavers who exited and stayers (who stayed for 12 months or more) with increased non-employment income	20%
<b>Occupancy Rate</b> The ratio of occupied units to the total number of available and habitable/online units	95%
<b>HMIS Data Quality</b> Percentage of null/missing and don't know/refused values for Project Start Date, Disabling Condition, Destination, Income and Sources at Start, Income and Sources at Annual Assessment, Income and Sources at Exit, Chronic Homelessness	Less than 5%

7. **All other terms and conditions of the agreement dated August 2, 2022, 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

<div>DocuSigned by: <i>Laura Bent</i> CAB21E0AA7EF422...</div>	5/9/2025	Laura Bent
Contractor Signature	Date	Contractor Name (please print)

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COUNTY OF SAN MATEO

*Dan J. Conner* Resolution No. 081268  
By:  
President, Board of Supervisors, San Mateo County

Date: June 10, 2025

ATTEST:

By: *Phil Gallagher*  
Clerk of Said Board

**Exhibit B1- Budgets**

Agency: Samaritan House					
El Camino House					
FY25-26					
Line Item	Total Program Budget	Funding Request (how will the funds requested via this RFP be used)			
Revenue					
Funding being requested via this RFP	\$ 1,730,235	\$ 1,730,235.00			
Samaritan House general fundraising	\$ 431,649				
Total Revenue	\$ 2,161,884	\$ 1,730,235			
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).		FTE*		FTE funded by HSA Funding**	Description/Explanation
			\$ -	0.00	
Chief Operating Officer	\$ 16,080	0.08	\$ -	0.00	
Shelter Director	\$ 40,447	0.33	\$ 40,447	0.33	
Shelter Operations Manager	\$ 84,882	1.00	\$ 84,882	1.00	
Intake Coordinator	\$ 69,845	1.00	\$ 69,845	1.00	
Case Managers	\$ 208,575	3.00	\$ 208,575	3.00	
Housing Liaison	\$ 57,845	1.00	\$ 43,384	0.75	
Program Aides	\$ 395,147	7.70	\$ 316,118	6.50	
Data Analyst	\$ 19,872	0.20	\$ -	0.00	
Facilities Manager	\$ 18,630	0.18	\$ -	0.00	
Shelter Operations Specialist	\$ 24,024	0.33	\$ -	0.00	
	\$ -		\$ -	0.00	
Benefits / fringe (24%)	\$ 224,483		\$ 155,703		
Subtotal Personnel	\$ 1,159,830	14.82	\$ 918,953	12.58	
Operating Expenses - MTDC			Description/Explanation		
Program Supplies	\$ 175,500	\$ 149,175	General Shelter supplies, room supplies, meal service, food for clients		
Telephone/Communications	\$ 16,000	\$ 16,000	Communications services, internet		
Subscriptions (Client TV services)	\$ 16,000	\$ 16,000	Direct TV for client rooms		
Mileage	\$ 500	\$ 500			
Outside Services - Direct Security services	\$ 220,752	\$ 206,926	Shelter Security		
Temporary Staffing	\$ 90,000	\$ 75,000	Backfill staff for absences, leaves and turnover		
Housekeeping Client rooms	\$ 122,000	\$ 122,000	Resident room cleaning, resident linen services		
Subtotal Operating Expenses - MTDC	\$ 640,752	\$ 585,601			
Operating Expenses - non-MTDC					
Utilities Indirect	\$ -				
Rent Indirect	\$ -				
Repairs and Maintenance	\$ 3,000		Facility repairs / maintenance		
General Janitorial	\$ -				
Recruitment	\$ 7,000		Recruitment fees		
Travel, Meetings and Conferences	\$ 2,250		Meeting expense		
License Dues and Subscriptions	\$ -				
Employee training	\$ 6,000		Ongoing direct employee training		
Equipment Rental	\$ 7,200		Copier / duplication / scanning equipment		
Insurance	\$ 4,065		liability and social service coverage		
Fees and Taxes	\$ -				
Outside Services / IT indirect	\$ 58,000		Information technology, MSP, Saas products (Apply, ECM)		
Depreciation / Occupancy	\$ -				
Other Fees	\$ 3,700		Payroll fees and other various		
	\$ -				
Subtotal Operating Expenses - non-MTDC	\$ 91,215	\$ -			
Indirect Costs (up to 15% of Personnel & Operating MTDC—see RFP)			FTE funded by HSA Funding**	Description/Explanation	
Maximum Indirect Costs	\$ 270,087	\$ 225,683			
Indirect Costs (using 15% di minimis method)	\$ 270,087	\$ 225,682	0.00	Indirect costs, fiscal management, HR, and other overhead (limited to 15% of MTDC)	
Subtotal Indirect Costs	\$ 270,087	\$ 225,682	0.00		
Total Expenses	\$ 2,161,884	\$ 1,730,235			
	\$ (0)	\$ (0)			
10.4% Total % of County reimburse of Indirect					

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El Camino House					
FY26-27					
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Subtotal Operating Expenses - non-MTDC	\$ 91,215		\$ -		
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Indirect Costs (using 15% di minimis method)	\$ 270,087		\$ 225,682	0.00	Indirect costs, fiscal management, HR, and other overhead (limited to 15% of MTDC)
Subtotal Indirect Costs	\$ 270,087		\$ 225,682	0.00	
Total Expenses	\$ 2,161,884		\$ 1,730,235		
	\$ (0)		\$ (0)		
			10.4%	0	Total % of County reimburse of Indirect