

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
COMMUNITY PLANNING COLLABORATIVE**

THIS AMENDMENT TO THE AGREEMENT, entered into this 11th day of August, 2026, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Community Planning Collaborative, hereinafter called "Contractor", County and Contractor referred to collectively herein as "Parties";

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, since 2008, County and City/County Association of Governments of San Mateo County (C/CAG) have co-sponsored a multi-year project called the 21 Elements Project (the "Project") through which all twenty-one jurisdictions in San Mateo County (collectively, "Jurisdictions") have cooperated to sub-allocate the County's share of planned regional housing growth and update their respective local Housing Elements as required by state law; and

WHEREAS, the Project has proceeded through a number of phases, providing important benefits to Jurisdictions, including cost savings in preparation and successful certification of their respective Housing Elements; and

WHEREAS, on September 10, 2024, the San Mateo County Board of Supervisors (the "Board") adopted Resolution no. 080621, authorizing the Department of Housing ("DOH") to negotiate and execute an agreement with the Contractor to conduct the Project for a total amount not to exceed \$1,753,679 for the term of July 1, 2024 through June 30, 2027, and the Parties entered into said Agreement dated December 3, 2024; and

WHEREAS, the Parties desire to amend the Agreement to add services including research into eviction and displacement risk, identifying data to inform effective policy changes to the scope of work, and to increase the total payment amount by \$52,800 for a new total not-to-exceed amount of \$1,806,479.00.

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

1. The first paragraph of Section 3 of the Agreement is amended and restated in its entirety 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 A1, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B1. 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 Eight Hundred Six Thousand, Four Hundred Seventy-Nine Dollars and Zero Cents (\$1,806,479.00), provided that such obligation is contingent upon and limited to the County's actual receipt of the funding for this Agreement from the sources as described in this section and in Table 1 below.

2. Table 1 is Section 3 of the Agreement is replaced with the following:

Table 1

Source of Funds	Amount
C/CAG	\$525,000
Measure K	\$591,479
REAP 2.0	\$690,000
Total (July 1, 2024, to June 30, 2027)	\$1,806,479

3. Original Exhibit A is replaced with Revised Exhibit A1, (rev. August 11, 2026), attached hereto and incorporated herein by reference, and all references to "Exhibit A" in the Agreement are replaced with "Exhibit A1".
4. Original Exhibit B is replaced with Revised Exhibit B1, (rev. August 11, 2026), attached hereto and incorporated herein by reference, and all references to "Exhibit B" in the Agreement are replaced with "Exhibit B1".
5. **All other terms and conditions of the Agreement dated December 3, 2024, between the County and Contractor shall remain in full force and effect.**

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

For Contractor: Community Planning Collaborative



Contractor Signature

_____**7/6/2026**_____
Date

_____**Community Planning Collaborative**_____
Contractor Name (please print)

For County:

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit A1 (rev. August 11, 2026)

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

1. **Host Meetings, Trainings and Workshops** - Host regular meetings of A) 21 Elements, B) Community Development Directors/Planning Managers, C) Housing Managers, and D) Planning Commissioners. The meetings will provide an opportunity to share products that 21 Elements staff have been working on, learn from experts in the field and increase cross jurisdictional collaboration. Some of the meetings will be exclusive to jurisdiction staff, while others will be with outside stakeholders (e.g. developers, regulatory agencies). Plan additional meetings, trainings and tours as needed.

Deliverables: Contractor shall conduct at least 12 regular meetings per year, prepare agendas and provide summaries of such meetings.

2. **Produce Technical Assistance Resources** - Produce technical assistance resources to help Jurisdictions promote new housing, affirmatively further fair housing, encourage infill development and reduce vehicle miles traveled, including such assistance with materials for policy development in these areas. Produced resources may include but are not limited to handouts, case studies, summary of jurisdiction practices or affordable housing inventories, material to support affordable housing development on public lands, model ordinances, staff reports, slide decks, summary of new laws, new available funding resources for housing production, preservation, and protections.

Deliverables: Contractor shall provide such deliverables relating to technical assistance resources and other tasks as identified in the annual work plan. Annual work plans will be developed in consultation with the 21 Elements steering committee, the County, and C/CAG, and will be approved by the County and the steering committee. ABAG will approve all work in the work plan funded by them. Work plans will be approved at the start of each fiscal year. Contractor shall also send out satisfaction surveys quarterly to each of the participating jurisdictions and report results back to the County.

3. **Complete Specific Initiatives and Tasks as Identified in the Annual Work Plan** – Annually identify and support relevant, impactful, and actionable opportunities for jurisdictions to collaborate on to promote affordable housing development and related goals. These opportunities shall support jurisdictions in meeting their RHNA goals and approved Housing Element Policies and Programs. Produce concept papers and work plans. This may include a program to recruit and train new housing staff, efforts to standardize forms and processes, initiate joint outreach efforts, improve development approval processes,

collaborate on programs that reduce housing discrimination, support compliance with MTC/ABAG's policies (such as TOC policy goals).

Deliverables: Contractor shall provide such deliverables relating to specific initiatives and other tasks as identified in the annual work plan. Annual work plans will be developed in consultation with the 21 Elements steering committee, the County of San Mateo, and C/CAG, and will be approved by the County of San Mateo and the steering committee. ABAG will approve all work in the work plan funded by them. Work plans will be approved at the start of each fiscal year.

4. **Maintain the 21 Elements Organization** - Maintain and update the website. Maintain list serves. Continue to orient new staff members and support the steering committee. On a yearly basis, identify new priorities/work items/plans and produce an annual list of accomplishments. Assist with reporting to funders.

Deliverables: Contractor shall prepare a written annual report with work plans and list of accomplishments, updated list serves, new website launched and maintained, orientation calls with all applicable staff.

5. **REAP 2.0:** Support the County in completing all tasks as required by the REAP 2.0 Grant Agreement and any subsequent amendments between the County and ABAG.

Deliverables: Contractor shall secure ABAG's final approval confirming the timely completion of all tasks and deliverables included in the REAP 2.0 Grant Agreement and any subsequent amendments.

6. **Launch Accessory Dwelling Unit (ADU) Center**

Deliverables: Contractor shall launch the new ADU Center website by October 31, 2024. Create steering committee and hire founding director by November 15, 2024.

7. **San Mateo County Precarity Analysis** – Contractor shall produce a county-wide overview of housing precarity trends through a cross-jurisdictional comparative analysis; individual jurisdiction-specific reports and interactive maps with a dedicated housing precarity assessment; and identify actionable policy implications tailored to each jurisdiction's existing plans and priorities.

Deliverables: Contractor shall produce a county-wide housing precarity report; a jurisdiction-specific housing precarity report for all 21 jurisdictions in the County; interactive website and PDF reports; and project coordination and review.

Exhibit B1 (rev. August 11, 2026)

Payments and Rates

Fee Schedule

In consideration of the services provided by Contractor described in Exhibit A1 and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms (Table 1).

TABLE 1.

2024/2025 Fiscal Year Billing rates.*

STAFF	ROLE	2024 RATE
Abrams	Principal	\$240
Driskell	Principal	\$240
Wang	Principal	\$220
Campbell Wood	Principal	\$210
Nguyen	Consulting Senior Project Manager	\$180
Council	Senior Project Manager	\$190
Close	Project Manager/Creative Director	\$175/150 (Lower rate for graphic design-only projects)
Dolgoff	Project Manager	\$165
Seitz	Project Manager	\$165
Harmon	Senior Associate	\$145
Ellsworth	Consulting Senior Associate/GIS Specialist	\$145/\$160 (Higher rate for GIS work)
Epstein	Associate	\$140
Robbins	Associate	\$140

Diaz	Associate	\$140
Stone	Associate	\$140
TBD	Bookkeeper	\$135
TBD	Interns	\$120

**Rates may be adjusted in subsequent fiscal years by a rate that is the percentage amount equal to the prior year's increase, if any, in the Consumer Price Index for Urban Wage Earners and Clerical Workers ("CPI-W") as determined by the United States Department of Labor. Contractor must submit a revised Fee Schedule with rate adjustment calculation consistent with the foregoing terms to the County for approval by the end of the fiscal year before billing rates are adjusted. Contractor understands and agrees that billing rates may not be adjusted more than annually.*

Other Payment Terms

1. To the extent approved in advance in writing by the County and subject to the terms and conditions of this Agreement, Contractor may utilize subcontractors may from time to time for services that Contractor's Staff are not able to provide directly to the County. Contractor will charge a subcontractor management upcharge which will be equal to no more than 10%-15% of the subcontractor's hourly rates; provided that Contractor agrees that this charge will not apply to services provided by Ellsworth or Nguyen listed above notwithstanding that they are consultants for Contractor. For avoidance of doubt, the County approves the use by Contractor of Ellsworth and Nguyen to provide services under this Agreement.
2. In order to receive payment for services provided in Exhibit A1, Contractor shall submit to the County a detailed invoice on a monthly basis, which shall include, at minimum: (a) a description of services provided; (b) the time spent on such services; and (c) the employee/professional providing such services in accordance with applicable rate(s) specified in the above table. Contractor's invoices should also include supporting documentation for any claimed expenses, including but not limited to all relevant invoices and receipts. Contractor shall certify that the services for which payment is requested (and that any costs for which reimbursement is sought) were actually, reasonably and necessarily incurred for services under this Agreement. Contractor agrees to provide such additional information and documentation as the County may reasonably request related to the request for payment.

3. Invoices shall be emailed to Helen Tong-Ishikawa (htongishikawa@smchousing.org) and Jessica Stanfill Mullin (jmullin@smcgov.org).
4. Payment will be made within (30) business days after approval of the request for payment.
5. The County may withhold all or part of payment if the Director of DOH or designee reasonably determines that Contractor has not satisfactorily performed the services of the supporting documentation is insufficient.
6. Funds made available over the three-year term will be subject to different expenditure deadlines. REAP 2.0 funds must be fully expended by December 31, 2025. Annual appropriations of C/CAG funds must be fully expended by June 30th of each fiscal year.

Measure K and REAP 2.0 Funds may rollover into the next fiscal year within the three-year term if funds are not fully expended as estimated in the below table. Table 2 is an estimate and not a binding schedule of how the Sources of Funds may be spent over the term of the contract.

TABLE 2. Maximum Expenditures Per Fiscal Year by Source of Funds

Source of Funds	FY 2024-25	FY 2025-26	FY 2026-27	TOTAL
C/CAG	\$175,000	\$175,000***	\$175,000***	\$525,000
Measure K	\$50,000*	\$95,786	\$445,693	\$591,479
REAP 2.0	\$392,893	\$297,107**	\$0	\$690,000
TOTAL	\$617,893	\$567,893	\$620,693	\$1,806,479

*\$50,000 of Measure K funds will be used to support the launch of Accessory Dwelling Unit (ADU) Center, as described in Exhibit A1.

**REAP 2.0 funds must be fully expended by December 31, 2025.

***C/CAG funds for FY 2025-26 and 2026-27 are subject to approval by C/CAG Board.