

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
PROJECT SENTINEL**

THIS AMENDMENT TO THE AGREEMENT (“Amendment”), entered into this _____ day of May, 2021, by and between the County of San Mateo, hereinafter called "County," and Project Sentinel, 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 August 11, 2020, County and Contractor (collectively, the “Parties”) entered into an Agreement to Assist with Landlord and Tenant Information and Referral Services (the “Agreement”) for a total amount not to exceed [INSERT] for a term of July 1, 2019 through June 30, 2021; and

WHEREAS, due to the economic impacts of the COVID-19 pandemic, there has been an increased demand for landlord and tenant information and referral services in the County; and

WHEREAS, in order to meet the increased demand for landlord and tenant information and referral services in the County, the Parties now wish to amend the Agreement to increase the funding in the Agreement by \$79,474.20 for a new total obligation amount not to exceed \$340,774.20 for the term of the Agreement remaining the same.

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

1. Section 3 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 the quantity or quality of work is unacceptable. In no event shall County’s total fiscal obligation under this Agreement exceed three hundred forty thousand, seven hundred and seventy-four dollars and twenty cents (\$340,774.20). 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. Original Exhibit B is replaced with Revised Exhibit B, (rev. 4/28/2021).

**Project Sentinel
Landlord and Tenant
Referral and Information Services
One-Year Program Budget
San Mateo County**

FY 2019-2020				FY 2020-2021		
Personnel	FTE	Approved Budget YR 1	Expended	Annual Salary Yr 2	Total Expense Year 2	Total Expense
TLL Case Manager	1 FTE	\$ 51,000.00	\$ 52,405.19	\$ 55,120.00	\$ 55,120.00	\$ 107,525.19
Outreach Coordinator	1 FTE	\$ 58,000.00	\$ 54,563.22	\$ 59,280.00	\$ 59,280.00	\$ 113,843.22
Program Supervisor	0.1 FTE	\$ 11,683.00	\$ 6,869.39	\$ 70,000.00	\$ 7,000.00	\$ 13,869.39
Total Salaries		\$120,683.00	\$ 113,837.80		\$ 121,400.00	\$ 235,237.80
Benefits/Fringe		\$ 24,137.00	\$ 13,574.29		\$ 20,638.00	\$ 34,212.29
Total Personnel		\$144,820.00	\$ 127,412.09		\$ 142,038.00	\$ 269,450.09
Non-personnel						
Supplies		\$ 200.00	\$ 429.32		\$ 770.68	\$ 1,200.00
Printing		\$ 1,500.00	\$ 1,205.33		\$ 1,126.27	\$ 2,331.60
Ads/Outreach		\$ 1,504.00	\$ 277.92		\$ 300.00	\$ 577.92
Occupancy/Utilities		\$ 8,774.00	\$ 4,807.27		\$ 2,192.73	\$ 7,000.00
Mileage		\$ 2,000.00	\$ 1,586.47		\$ 413.53	\$ 2,000.00
Phone/Internet		\$ 1,900.00	\$ 1,900.00		\$ 3,600.00	\$ 5,500.00
Professional fees		\$ 1,500.00	\$ -			\$ -
Equipment maintenance		\$ 2,700.00	\$ 1,268.58		\$ 2,516.55	\$ 3,785.13
Indirect		\$ 25,102.00	\$ 23,671.75		\$ 25,257.71	\$ 48,929.46
Total Non-personnel		\$ 45,180.00	\$ 35,146.64	\$ -	\$ 36,177.47	\$ 71,324.11
Total		\$190,000.00	\$ 162,558.73		\$ 178,215.47	\$ 340,774.20

Budget Narrative

TLL Case Manager 1 FTE - Provides counseling and conciliation services to clients in San Mateo County exclusively.

Outreach Coordinator 1 FTE - Attends outreach events, places ads promoting services, provides case management support, liaison with other agencies and referring agencies.

TLL Program Supervisor 0.10 FTE - Oversees work of the TLL Mediator and Outreach Coordinator. May counsel or mediate.

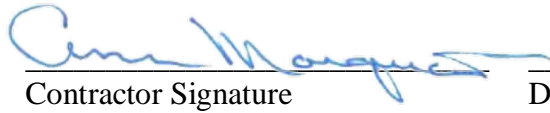
Indirect was budgeted at 20.4 % for YR 1, YR 2 is at 20.8%

Benefits was budgeted at 20% for YR 1, YR 2 is at 17%

3. All other terms and conditions of the Agreement dated August 11, 2020, between County and Contractor shall remain in full force and effect.

THIS CONTRACT IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO WORK WILL COMMENCE UNTIL THIS DOCUMENT HAS BEEN SIGNED BY THE COUNTY PURCHASING AGENT OR AUTHORIZED DESIGNEE.

For Contractor:

 04/30/2021 Ann Marquart, Executive Director
Contractor Signature Date Contractor Name (please print)

For County:

Purchasing Agent Signature Date Purchasing Agent Name (please print)
(Department Head or (Department Head or **Authorized** Designee)
Authorized Designee) County of San Mateo
County of San Mateo

Purchasing Agent or **Authorized** Designee
Job Title (please print)
County of San Mateo