

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
HOMEBASE/THE CENTER FOR COMMON CONCERNS, INC.**

THIS FIRST AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20_____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and HOMEBASE/THE CENTER FOR COMMON CONCERNS, INC. 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 on October 28, 2016 (the "Agreement") for homeless program technical assistance and training in the amount of \$98,000 for the term of October 27, 2016 through June 30, 2017; and

WHEREAS, the parties wish to amend the Agreement to add additional funds in the amount of \$248,000 for a new total obligation of \$346,000 and extend the term by two years to June 30, 2019 to allow for continued homeless program technical assistance and training.

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:
 - Exhibit A** — Program/Project Description (Revised June, 2017) - **New**
 - Exhibit B** — Payments and Rates (Revised June, 2017) - **New**
 - Exhibit H — HIPAA Business Associate Requirements
 - Exhibit IP — Intellectual Property

2. Section 3: Payment 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 (Revised June, 2017), County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B (Revised June, 2017). 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 **THREE-HUNDRED AND**

FORTY SIX THOUSAND DOLLARS (\$346,000). In the event that County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by County at the time of termination or expiration of 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 October 27, 2016 through June 30, 2019

4. Section 20: Compliance with Living Wage is hereby added to the Agreement as follows:

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this Agreement shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

5. Exhibit A: Program/Project Description of the Agreement is hereby replaced by “Exhibit A — Program/Project Description (Revised June, 2017)” in its entirety and is attached hereto and incorporated by reference herein.
6. Exhibit B: Amount and Method of Payment, of the Agreement is hereby replaced by “Exhibit B— Payments and Rates (Revised June, 2017)” in its entirety and is attached hereto and incorporated by reference herein.
7. **All other terms and conditions of the Agreement dated October 28, 2016 between 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: **HomeBase/The Center for Common Concerns, Inc.**

Martha Fleetwood
Contractor Signature

5-10-17
Date

Martha Fleetwood
Contractor Name (please print)

COUNTY OF SAN MATEO

By: _____

President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

Exhibit A (Revised June 2017)
Program/Project Description

HomeBase/The Center for Common Concerns (Homebase)
Provider Training and Technical Assistance

Based on payments shown in Exhibit B (revised June 2017), Contractor shall provide the following services.

A. Purpose

The purpose of this Agreement is to provide training and technical assistance to homeless, safety net and community providers in order to enhance community knowledge of and to align programs to the new homeless system, including its guiding principles and projected outcomes. Training and technical assistance will increase community understanding and align on-the-ground practices with the principles, strategies, and outcomes set forth in the strategic plan titled *Ending Homelessness in San Mateo County*. Training and technical assistance will provide an avenue for distribution of the information across the providers. These services will support providers in effectively implementing system-level initiatives that meet the community's needs and will actively involve those on the front lines in identifying and overcoming barriers.

B. Services

Provide training and technical assistance in the manner below:

1. **General Technical Assistance Work Plan**

Contractor will develop and implement a training and technical assistance (TA) annual work plan. This work plan will include:

Training and technical assistance on legislation (such as Homeless Emergency Assistance and Rapid Transition to Housing Act), U.S. Department of Housing & Urban Development (HUD) guidance and updates to legislation.

Direct trainings and workshops tailored to specific audiences to deepen capacity on issues critical to advancing the strategic plan and maintaining and/or increasing HUD Continuum of Care (CoC) funding. Include one-on-one technical assistance for both Human Services Agency (HSA) staff and provider staff to improve program outcomes and operationalize strategic plan program principles.

Collaboration with HSA staff, other technical assistance providers(s), and others identified by HSA to align the work plan with all components of the implementation of the strategic plan.

2. **Customized Technical Assistance Plans**

Contractor will create and implement individualized technical assistance plans for each of the approximately twelve (12) providers identified by HSA.

Technical assistance plans will be developed through in-person site visits and will focus on each provider's strengths and potential areas for growth around key components of the strategic plan as described in paragraph A Purpose.

Each fiscal year's technical assistance plan will build on the prior year's technical assistance plan. Technical assistance plans may emphasize areas such as Housing First, Coordinated Entry implementation, staff training, review of program data, or developing and documenting fair, transparent and accessible program policies.

Once plans are created, Contractor will provide tailored follow up support to meet the identified needs of the agencies and to help them make all of the changes needed, as efficiently and effectively as possible. This follow up support may include additional visits, meetings, phone calls, reviewing agency policies and procedure documents, and communication via emails.

3. Training Materials

Contractor will draft policies and/or training materials around the implementation of best practices. These policies and/or training materials will support both system and individual program change.

Materials from these trainings will be made available for distribution and further use by the CoC and homeless service providers. Contractor shall develop or revise CoC policies or procedures to implement changes to improve system performance including integrating provider feedback into system level policies and CoC initiatives.

4. General Workshops

Contractor will provide at least six (6) workshops/trainings. These workshops/trainings will be provided on topics as described in the annual training and technical assistance work plan. Workshops/trainings will be conducted by Contractor staff and will be provided to the homeless and safety net providers identified by HSA.

Trainings will focus on topics central to operationalizing the strategic plan which may include Housing First, Rapid Re-Housing, Coordinated Entry, and retooling programs to different component types or models. Trainings may also focus on building capacity around system performance, using data to understand and improve program performance, or best practices around client-centered services. Trainings will focus on presentations that are engaging, interactive, and tailored to the provider's needs. Training topics and materials will be approved by HSA.

5. Best Practices Workshops (Fiscal Year 2016-2017 only)

Contractor will provide workshops on case management best practices to homeless services providers. As part of these services, Contractor will develop and coordinate an 8-hour training workshop for homeless service provider staff regarding Housing First and other aspects of the *Strategic Plan*

to *End Homelessness* that are relevant to front line staff.

Contractor will develop the training curriculum, including trainer materials, reference materials for participants (presentation, handouts, and tip sheets) and interactive activities that will be completed during the training. The training will provide advanced approaches to Motivational Interviewing, including trauma-informed, client-centered engagement strategies, and best practices for case management within Housing First programs. The training content will be designed for an audience of direct service line staff in homeless and safety net provider agencies. These agencies' supervisors/lead staff and management-level staff may also attend. Contractor will utilize information obtained during the TA site visits regarding challenges and the types of tools. The information and client engagement methods provided in these workshops shall be relevant, useful and helpful for front line staff.

Workshops will focus on techniques essential to effective program implementation and maximizing outcomes under a Housing First model, consistent with the County's *Strategic Plan to End Homelessness* by 2020 and aligned with the County's structure of homeless and safety net services.

Contractor will organize and facilitate five (5) sessions of these 8-hour workshops. To ensure all interested provider staff are able to participate. Each session will cover the same material over the 8-hour period. Contractor will identify and recruit relevant subject matter expert(s) to serve as speakers on key topics. Contractor will also provide curriculum materials (trainer materials/tools, and materials for participants) to HSA for future use.

C. Service Delivery and Other Responsibilities

1. Provide training and technical assistance that is culturally appropriate to the populations served
2. Provide on-call technical assistance on an as-needed basis to HSA and homeless and safety net providers
3. Review and analyze strategic plan implementation materials to stay abreast of community direction, progress, and challenges
4. Assess the baseline capacity of the community in order to provide technical assistance that is designed to enhance knowledge, strengthen skills, drive system change, and make an impact
5. Attend meetings as requested by HSA, such as quarterly CoC Steering Committee meetings
6. Provide a proposed timeline for training and technical assistance and work with the HSA regarding any changes. HSA will approve in writing any changes to the time line or annual work plan
7. Provide regular updates via phone calls, emails and/or meetings to HSA regarding all training and technical assistance work
8. Work collaboratively with HSA to create and modify services as needed

D. Reporting and Performance Measures

1. Contractor will work with HSA staff to develop post-training surveys.
2. Contractor will provide a summary of participant survey results after each training session and will also provide a quarterly summary of survey results from all trainings provided during the quarter and year-to-date.
3. Contractor will also provide a narrative report for each quarter that includes a summary of activities completed during the quarter.
4. Quarterly reports will be submitted within 20 days of the end of the quarter (i.e. by October 20, January 20, April 20, and July 20).
5. HSA shall have the option to modify performance measures and targets in writing. HSA shall notify Contractor in advance of any modifications.
6. Contractor shall provide additional reports or data as agreed upon by both parties.

Measure	FY 2017-18 Projected	FY 2018-19 Projected
Participant satisfaction on training (Overall satisfaction rating of good or better from training participants)	90%	90%
Participant rating of good or excellent on increasing their knowledge of the topic and the training objectives being met	90%	90%

7. Reports should be submitted to the following contact or an alternate contact as identified by HSA:

County of San Mateo Human Services Agency
Brian Eggers
1 Davis Drive, Belmont CA 94002
BEggers@smcgov.org

(End of Exhibit A)

Exhibit B (Revised June 2017)
Method and Rate of Payments

HomeBase/The Center for Common Concerns
Provider Training and Technical Assistance

In consideration of the services provided by Contractor in Exhibit A (revised June 2017) and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms.

A. Right of County to Modify or Request Additional Services:

County may modify or request additional related services under this Agreement to meet its project needs and adjust program costs accordingly as agreed upon by both parties as long as it does not exceed the total Agreement obligation and is not restricted by any grant or specific funding agreements.

B. General Payment Terms:

1. Availability of Funding:

County may terminate this Agreement in whole or a portion of services based upon availability of federal, state or County funds by providing a thirty (30) day written notice to Contractor.

2. Quality of Work:

In addition County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. If County should find that the quantity or quality of work is unacceptable, County shall notify Contractor in writing with a detailed statement and plan to correct performance. Contractor shall respond to County within 15 days of receipt of statement and plan to confirm what steps will be taken to correct performance.

Failure to respond or correct work may result in disallowed costs. County is not responsible for paying Contractor for work not performed within or outside the terms and conditions of the Agreement. Failure to respond and correct the work may also result in termination of the Agreement.

C. Program Budget Overview

HomeBase/ The Center for Common Concerns Program Budget	
Fiscal Year	Amount
2016-17	\$141,000
2017-18	\$100,000
2018-19	\$105,000
Total	\$346,000

D. Method and Rate of Payments

Contractor will submit invoices to County within 30 days of the completion of each milestone. County shall pay Contractor for each milestones completed as shown in the table below for actual costs incurred upon receipt and approval of invoices.

County shall have the option to adjust funding across line items and fiscal years shown in the Scope of Work tables below as agreed upon by both parties and approved by County in writing so long as it does not exceed the total Agreement obligation. In addition, completion dates may be modified to meet the needs of County and providers, as agreed upon by both parties and approved in writing by County.

FY 2016-17 Scope of Work		
Milestone	Planned Date of Completion*	Amount
FY 2016-17 Training and Technical Assistance (TA) Plan Developed	November 30, 2016	\$5,000
TA visits & TA Plans/Reports Developed	February 28, 2017	\$30,000
Workshops/Trainings 1-3 Completed	March 31, 2017	\$20,000
TA Visit Calls/Updates Completed	June 30, 2017	\$18,000
Workshops/Trainings 4-6 Completed	June 30, 2017	\$20,000
5 Sessions of the Provider Workshops (Case Management Best Practices) Developed and Completed	June 30, 2017	\$43,000
FY 2016-17 On Call TA Log Completed (documenting TA provided during the Fiscal Year)	June 30, 2017	\$5,000
Total for FY 2016-17		\$141,000

FY 2017-18 Scope of Work		
Milestone	Planned Date of Completion*	Amount
FY 2017-18 Training and Technical Assistance (TA) Plan Developed	August 31, 2017	\$5,000

Workshops/Trainings 1-3 Completed	December 20, 2017	\$20,000
TA Visits & TA Plans/Reports Developed	February 28, 2018	\$30,000
TA Visits Calls/Updates Completed	June 30, 2018	\$15,000
On Call TA (ongoing TA to HSA and providers throughout fiscal year)	June 30, 2018	\$10,000
Workshops/Trainings 4-6 Completed	June 30, 2018	\$20,000
Total for FY 2017-18		\$100,000

FY 2018-19 Scope of Work		
Milestone	Planned Date of Completion*	Amount
FY 2018-19 Training and Technical Assistance (TA) Plan Developed	August 31, 2018	\$5,000
Workshops/Trainings 1-3 Completed	December 20, 2018	\$20,000
TA Visits & TA Plans/Reports Developed	February 28, 2019	\$33,000
TA Visits Calls/Updates Completed	June 30, 2019	\$17,000
On Call TA Call Log	June 30, 2019	\$10,000
Workshops/Trainings 4-6 Completed	June 30, 2019	\$20,000
Total for FY 2018-19		\$105,000

E. Invoicing

Final invoices for each Fiscal Year will be submitted by June 14th due to year end processing. Invoices should be submitted to the following contact or an alternate contact as identified by County.

County of San Mateo Human Services Agency,
 Brian Eggers,
 1 Davis Drive,
 Belmont CA 94002,
BEggers@smcgov.org

F. Total Obligation

In any event, the total amount of the Agreement for the FY 2016-19 shall not exceed THREE HUNDRED AND FORTY SIX THOUSAND DOLLARS (\$346,000).

(End of Exhibit B)