

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO
AND
PUENTE DE LA COSTA SUR**

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and PUENTE DE LA COSTA SUR, 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 CORE services on May 6, 2013; and

WHEREAS, the parties wish to amend the Agreement to add funding in the amount of \$75,000 to provide additional CORE services to the South Coast Area of San Mateo County and a limited funding augmentation of \$14,655 resulting from an MOU between Housing and the Human Services Agency.

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

1. Section 1 of the Agreement: Services to be performed by Contractor is hereby amended to read as follows:

In consideration of the payments hereinafter set forth, Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit A Revised 7/13 and Exhibit A1 Revised 7/13 attached hereto for the County of San Mateo Human Services Agency.

2. Section 3 of the Agreement: Payments is hereby amended to read as follows:

In consideration of the services rendered in accordance with all terms, conditions and specification set forth herein and any Exhibit(s) or attachment(s) attached hereto, County shall make payment to Contractor in the manner specified herein and in Exhibit A Revised 7/13 and Exhibit A1 Revised 7/13. 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. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work

performed in unacceptable. In no event shall total payment for services under this Agreement exceed **One Hundred Sixty Four Thousand Six Hundred Fifty Five Dollars (\$164,655)**.

3. Original Exhibit A is replaced in its entirety by Exhibit A Revised 7/13 which is attached hereto and incorporated by reference herein.
4. Original Exhibit A1 is replaced in its entirety by Exhibit A1 Revised 7/13 which is attached hereto and incorporated by reference herein.
5. All other terms and conditions of the agreement dated May 6, 2013, between the County and Contractor shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives,
have affixed their hands.

COUNTY OF SAN MATEO

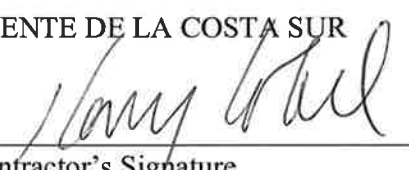
By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

PUENTE DE LA COSTA SUR



Contractor's Signature

Date: 8/28/13

COUNTY OF SAN MATEO
AGREEMENT WITH INDEPENDENT CONTRACTOR

Agreement between the County of San Mateo and Puente de la Costa Sur

Exhibit "A" Revised 7/13
Agreement No.

I. Description of Services to be Performed by the Contractor

See Exhibit A1 Revised 7/13 - Attached

II. Amount and Method of Payment

3 Year Funding FY 2013-FY2016

In full consideration of the services provided by the Contractor pursuant to this Agreement, the County shall pay the Contractor a quarterly amount not to exceed \$12,500 upon receipt and approval of invoice. The Contractor shall submit invoices within 30 days of the end of the service month and the County shall pay the invoices within 20 working days following receipt of invoice and required reports as shown below. The total amount shall not exceed \$50,000 per Fiscal Year or \$150,000 per the term of the Agreement.

FY 2013-14 Augmented Funding

In full consideration of the services provided in Exhibit A1 Revised 7/13 and by the Contractor pursuant to this Amendment to the Agreement, the County shall pay the Contractor \$3,663.60 on quarterly basis not to exceed \$14,655 for the FY 2013-14 for the actual costs incurred for services rendered. The augmented amount of \$14,655 added to the Agreement is limited time funding and is due to a MOU between Human Services Agency and Department of Housing and subject to funding availability.

In any event the total amount of the Agreement for FY 2013-16 shall not exceed \$164,655.

County may terminate the Agreement or a portion of the services referred to in Exhibit A Revised 7/13 and A1 Revised 7/13, based upon availability of federal, state, or County funds by providing a thirty (30) day written notice to Contractor. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.

All Quarterly Reports and Invoices are to be submitted to the San Mateo County Human Services Agency Center on Homelessness, Ali Shirkhani – 472 Harbor Boulevard, Building C – Belmont, CA 94002. Phone (650) 802-7675.

Quarterly Reports must contain the following information:
<ul style="list-style-type: none">• Client services delivered
<ul style="list-style-type: none">• Documentation of successfully funded commitments of new or increased revenues for the Fiscal Years 2013-16
<ul style="list-style-type: none">• County (OBM) Outcomes Based Management Report

III. Other Exhibits/Attachments

Exhibit A1 – Program/Project Description revised 7/13

Exhibit B – Contractor's Declaration Form

Exhibit C – Program Monitor

Exhibit D – Outcome Based Management Initiative

Attachment I – §504 Compliance

County may terminate this Agreement or a portion of the services based upon availability of federal, state, or County funds by providing a thirty (30) day written notice to Contractor. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable.

Contractor agrees that the requirements of this Agreement pertaining to the protection of proprietary rights and confidentiality shall survive termination of this Agreement.

Revised 10/18/2012

Henry Mel
Contractor Signature

8/28/13
Date

KERRY LOBEL
Contractor Name (please print)

Contract Requestor Signature
County of San Mateo

Date

Deborah Torres
Contract Requestor Name (please print)
County of San Mateo

Director, Collaborative Community Outcomes
Contract Requestor Title (please print)

Purchasing Agent Signature
(Department Head or Designee)
County of San Mateo

Date

Beverly Beasley Johnson, JD
Purchasing Agent Name (please print)
(Department Head or Designee)
County of San Mateo

Director, Human Services Agency
Purchasing Agent Title (please print)

7510P
Budget Unit

Revised 10/18/2012

Distribution – 1 copy to each: Purchasing Agent, County Manager's Office, Controller, Contractor and Department

Exhibit A1 Revised 7/13
Program/Project Description
Puente de la Costa Sur (Puente)
FY 2013-16

In consideration of payments provided for in this Agreement, and upon execution of this agreement, Contractor shall, under the general direction of the Director of the Human Services Agency, or her authorized representatives, provide services as described below:

1. CLIENTS TO BE SERVED: Low-income families, single parents, seniors, disabled and individuals needing assistance in meeting basic human needs relating to housing, food, shelter, clothing, financial support, energy assistance, advocacy, case management counseling, and follow-up. Low-income families and individuals needing help in assessing appropriate resources to meet their needs including education, employment, health, child care and legal assistance. Services will be provided in English and Spanish.

2. CLIENT SERVICES: Contractor will provide safety net services to one thousand seven hundred (1,700) unduplicated individuals and families per year for the term of this Agreement in the following service areas: Pescadero, La Honda, Loma Mar, and San Gregorio. Puente will serve as primary point of contact for eligible households who seek Safety Net Services and provide much needed assistance and referral services.

On a quarterly basis Contractor will report the actual number of unduplicated individuals provided services in the following categories: Emergency Material Assistance, Emergency Shelter Services, and Case Management required in order to provide those services.

Definitions for and additional information regarding each category set forth below are located in the Core Services Procedure Manual at Section 15 Glossary, page 318. Contractor and County agree that the definitions set forth in the Glossary of the Core Services Manual are incorporated by reference as it is fully set forth in this Agreement.

The Contractor will provide the following services, supporting activities and related information for FY 2013-16.

- A. Contacts** with residents of the County by phone, walk-in or outreach.
- B. Comprehensive Needs Assessments.**
- C. Emergency Material Assistance** (food, clothing, shelter, infant needs and transportation) based on a comprehensive Needs Assessment that identifies need.
- D. Emergency Shelter Services.**
- E. Crisis Intervention.**
- F. Provision of technical assistance services including translation or interpretation services, forms completion and letter writing.**
- G. Information and Referral** to appropriate social service programs for English and Non-English speakers.
- H. Employment Assistance** including referral to employment or job training programs.
- I. Advocacy Services.**
- J. Financial Evaluation** for individuals who are applying for contractor's programs and/or screening for other financial aid programs offered to residents of this County.
- K. Follow-up Services** of case intakes.

Other Services:

1. Distribute emergency food supplies to households each month as needed.
2. Provide emergency housing and utility assistance to households each year as needed.
3. Provide twice per week a total of 2,350 hot cooked meals to participants in La Sala Community Living Room which supports single male farm workers, and distribute healthy snacks to children.
4. Provide households with community agricultural food boxes during the summer.
5. Provide households with drop-in services, as needed, to assist in accessing local and regional resources including; health coverage enrollment, transportation, translation, emergency food, and referral services.

3. EFFECTS OF SERVICE: Services will allow County residents in crisis to stabilize their situation over the short-term and to receive assistance in working towards long-term solutions to emergency situations.

4. OUTCOMES: On a quarterly basis Contractor will collect and report data to County on outcomes of various program activities, and will continue to work with the Human Services Agency (HSA) staff to refine outcome measures.

A. Emergency Services For Emergency Assistance including: clothing, food, shelter vouchers and transportation, delivery of the service itself will be the outcome.

B. Homelessness Prevention Where feasible, rental assistance and move-in costs paid to a client may be tracked. A follow-up (contact) six months after the assistance ends may be completed to determine the client's housing status (if possible).

5. OTHER CONTRACTOR RESPONSIBILITIES

A. The Contractor will provide a written policy to HSA for review, pursuant to which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services.

B. The Contractor agrees to report to HSA on a quarterly basis its services and activities under this contract, and to accept appropriately referred clients from the County for its contract services as part of their client base.

C. The Contractor will establish written procedures and provide them to HSA for review, to ensure that all Contractor employees, volunteers, consultants, subcontractors, or agents performing services under this Agreement report child abuse or neglect to a child protective agency defined in Penal Code Section 11165(k).

D. The Contractor will provide HSA with a current budget which clearly states the total agency budget. In addition, the Contractor will maintain all pertinent records and data collection forms that reflect activities listed in this contract for a period of three (3) years. The Contractor will notify HSA within 30 working days of

any changes to the agency budget and financial statements (*Non profit Contractors will include any changes in board composition or board meeting schedules*).

E. Contractor will develop and maintain an agency written policy on confidentiality and will assure that the staff is trained and follows the policy.

F. Contractor will enter or supply client data in the Homeless Management Information System (HMIS/HOPE) as requested by HSA.

G. Contractor will participate in HOPE (Housing Our People Effectively) strategic program as it relates to their agency. HOPE is a ten-year action plan that brings together the business, nonprofit, and public sector communities to address the challenging issue of homelessness at its core, rather than manage it at the margins.

6. SERVICE INTEGRATION: Contractor and a designated HSA representative will coordinate service delivery so that clients receive timely and accurate services. Contractor will coordinate training to insure that its staff is knowledgeable and up to date on the services provided by HSA, other community agencies and the current needs experienced in the community.

A. Intake: Contractor shall use a form for intake agreed upon with HSA. After addressing any emergency needs, if Contractor identifies a client as being eligible for CalWORKs or other HSA services, that client will be referred to HSA staff for further assistance. If further Core services are needed, HSA staff will refer the client back to Contractor. If the client is not eligible for HSA services, then the client remains with Contractor for services.

B. Release of Information: A signed client consent to services and release of information between the Contractor and HSA will be obtained. Feedback on referrals will be timely.

7. WORKING RELATIONSHIP: Contractor will participate in decision-making on issues that impact Contractor's obligations under this Agreement. HSA encourages communication between HSA and Contractor staff. Contractor will meet Quarterly with the HSA Regional Program Manager to coordinate programs and to develop and monitor Contractor's progress.

A. Education and Training: Contractor's staff will participate in training provided by HSA as necessary to improve coordination and delivery of services.

B. Evaluation: HSA and Contractor will develop appropriate measures to assess the outcome of services.

8. Augmented Services for FY 2013-14

In consideration of the funding assistance payments set forth in Exhibit A revised 7/13, Contractor shall provide the following services with the augmented funding for FY 2013-14.

To add a full-time community outreach worker position, who provides day to day outreach to the region's nearly 200 farm and nursery workers who live and work on isolated farms and ranches in Puente's service area (approximately 160 square miles comprising the South Coast of San Mateo County including the unincorporated towns of Pescadero, San Gregorio, La Honda, and Loma Mar).

The community Outreach Worker will;

- Provide orientation and welcome bags with essentials such as personal hygiene, sleeping bags, phone cards, and food coupons for recently arrived workers.
- Prepare for and attend La Sala (Community Living Room) on Thursdays and Sundays as well as coordinate hot meals for the program.
- Provide translation for workers regarding housing, medical care, and work related issues.
- Visit with farmers, ranchers, and other town employees to both assess and address community needs.
- Coordinate emergency transportation and medical care, food, rental and utility assistance.
- Recruit, coordinate, and recognize program volunteers.

Program goal is targeting 2,306 individuals in the costal areas of San Mateo County.