

**AMENDMENT TO AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO  
AND  
SAMARITAN HOUSE-SAFE HARBOR**

THIS THIRD AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and the SAMARITAN HOUSE – SAFE HARBOR, 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 Shelter Operations Services on June 18, 2013; and

WHEREAS, the parties amended the Agreement to increase the number of single individuals served from 420 to 440-450 homeless individuals, on September 10, 2013; and

WHEREAS, the parties further amended the Agreement to add the Cost of Living Adjustment (COLA), on April 4, 2014.

WHEREAS, the parties now wish to further amend the Agreement to add the Community Development Block Grant (CDBG) funding for Fiscal Year 2014-15.

**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 herein and in Exhibit "A", "A1" and "A2", County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B", Revised Exhibit "B1" and Exhibit B2. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed One Million Two Hundred Twenty One Thousand Eight Hundred Seventy Five Dollars, (\$1,221,875).

- 2. The following Exhibits are included hereto and incorporated by reference herein:**

**Exhibit A2 – Program/Project Description and Specific Requirements – CDBG  
2014**

**Exhibit B2 – Method and Rate of Payment – CDBG 2014**

- 3. All other terms and conditions of the Agreement dated June 18, 2013 and as amended on September 10, 2013 and April 4, 2014, between the County and Contractor shall remain in full force and effect.**

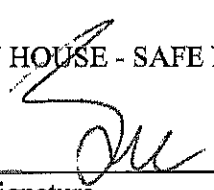
IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives,  
have affixed their hands.

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
Iliana Rodriguez, Director, Human Services Agency

Date: \_\_\_\_\_

SAMARITAN HOUSE - SAFE HARBOR

✓  \_\_\_\_\_  
Contractor's Signature

Date: 10/1/14

**Exhibit A2**  
**Samaritan House Safe Harbor**  
**Program/Project Description and Specific Requirements – CDBG 2014**  
**Due to Memorandum of Understanding/MOU with Department of Housing/DOH**

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**Description of Program Services to be Performed by the Contractor**

In consideration of the funding assistance payments set forth in Exhibit B2, Contractor shall provide the following services:

Provide emergency (less than 30 days) and transitional (30 days to 6 months) shelter beds for single homeless adults over the age of 18 from San Mateo County.

Utilize the additional augmentation and help funding three shelter staff (Case Managers) who are engaged with supporting services and monitoring clients' safety at Safe Harbor Shelter per budget guidelines in Exhibit B2 – Page 2.

This funding is due to a Memorandum of Understanding between DOH and Human Services Agency in response to provider's application for Community Development Block Grant (CDBG) and in lieu of CDBG funding. The funding is County's General Fund replacing the CDBG funding therefore City Data Services Entry is required. For additional reports please refer to Exhibit B1 under "Required Reports to Process Invoices" section.

**Exhibit B2**  
**Samaritan House Safe Harbor**  
**Method and Rate of Payment – CDBG 2014**  
**Due to Memorandum of Understanding/MOU with Department of Housing/DOH**

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**FY 2014-15 Augmented Funding**

In full consideration of the services provided in **Exhibit A2** and by the Contractor pursuant to this Agreement, the County shall pay the Contractor \$15,436.25 on quarterly basis not to exceed \$61,745 for the FY 2014-15 for the actual costs incurred for services rendered during the term of the contract. The funding Source that is hereby added to this Agreement in the amount of \$61,745 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 the FY 2013-16 shall not exceed \$1,221,875.

County may terminate this Agreement or a portion of the services referred to in Exhibit A, 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 (entered into CDS and based on the schedule listed below) to the San Mateo County Human Services Agency Center on Homelessness, Attn; Ali Shirkhani – 1 Davis Drive Belmont, CA 94002. Phone (650) 802-7675.

**Required Reports to Process Invoices:**

Quarterly Reports must contain the following information:	
•	Quarterly Performance Summary Report
•	Quarterly Program Narrative Report
•	Quarterly Clients Count and Total Bed Night Report
•	Appropriate documents such as case managers' time cards and amount paid must be posted into CDS with each invoice

All data/reports, back up documents and invoices must be entered into City Data Services Data Base based on the schedule below.

**Quarterly Reports and Invoicing Schedule/Chart:**

- 1<sup>st</sup> Quarter; Enter into CDS by October 15<sup>th</sup>, 2014
- 2<sup>nd</sup> Quarter; Enter into CDS by January 15<sup>th</sup>, 2015
- 3<sup>rd</sup> Quarter; Enter into CDS by April 15<sup>th</sup>, 2015
- 4<sup>th</sup> Quarter; Enter into CDS by July 3<sup>rd</sup>, 2015

**Budget Table (please refer to yellow highlighted area – Requested SMC Column):**

Budget Line Item	Agency Total	Pgm%	Program Total	%	Requested RWC	%	Requested SMC	%	Requested South S.F.	Pgm%	Requested
Client Services Aide (CC)	\$39,312	100	\$39,312	0		31	\$12,477.00	0		31	\$12,477
Client Services Aide (GW)	\$32,344	100	\$32,344	0		98	\$31,967.00	0		98	\$31,967
Case Manager (BC)	\$28,126	100	\$28,126	0		61	\$17,301.00	32	\$9,250.00	94	\$26,551
Lead Case Manager (EB)	\$51,064	100	\$51,064	29	\$15,000.00	0	\$0.00	0	\$0.00	29	\$15,000
Other Salaries	\$2,941,365	18	\$556,706	0	\$0.00	0	\$0	0		0	\$0
Taxes/Benefits	\$898,886	20	\$305,637	0		0		0		0	\$0
Office Supplies	\$75,283	38	\$15,204	0		0		0		0	\$0
Program Supplies & Meals	\$330,068		\$126,000								
Occupancy	\$153,003	3	\$0	0		0		0		0	\$0
Utilities & Communications	\$142,428	21	\$5,217	0		0		0		0	\$0
Housekeeping	\$58,857	25	\$12,600	0		0		0		0	\$0
Professional Fees	\$338,583	10	\$85,742	0		0		0		0	\$0
Transportation & Conf.	\$47,954	2	\$5,093	0		0		0		0	\$0
Repairs & Main	\$69,828	2	\$1,859	0		0		0		0	\$0
Fees and Taxes	\$19,186	5	\$420	0		0		0		0	\$0
Equipment Rental	\$38,813	0	\$2,108	0		0		0		0	\$0
Other	\$488,478										
Agency Administration	\$558,223	15	\$86,000	0		0		0		0	\$0
<b>TOTAL</b>	<b>\$6,311,801</b>	<b>21</b>	<b>\$1,353,432</b>	<b>1</b>	<b>\$15,000</b>	<b>4</b>	<b>\$61,745</b>	<b>0</b>	<b>\$9,250</b>	<b>6</b>	<b>\$85,995</b>
<b>Application Status</b>					<b>Funded</b>		<b>Funded</b>		<b>Funded</b>		
<b>Amount Funded</b>					<b>\$15,000.00</b>		<b>\$61,745.00</b>		<b>\$9,250.00</b>		