

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO
AND
INNVISION SHELTER NETWORK
(FORMERLY KNOW AS SHELTER NETWORK)**

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and InnVision Shelter Network, 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 Out-Reach and Case Management services on June 7, 2011; and

WHEREAS, the parties wish to amend the Agreement to add additional Out-Reach and Case Management services, and extend the term of the Agreement to June 30, 2015.

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

1. Section 1 – (Exhibits and Attachments) - is amended to read as follows:

The following exhibits and attachments are included hereto and incorporated by reference herein:

- Exhibit A — Program/Project Description
- Exhibit A1—Program/Project Description
- Exhibit B — Method and Rate of Payment
- Exhibit B1 — Method and Rate of Payment
- Exhibit C — Contractor’s Declaration Form
- Exhibit D — Program Monitoring
- Exhibit E — Outcome Based Management (OBM) Initiative
- Attachment I - §504 Compliance

2. Section 2 – (Services to be performed by Contractor) - is amended to read as follows:

In consideration of the payments set forth herein and in Exhibit “B” and “B1”, Contractor shall perform services for County in accordance with the terms, conditions and

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11/22/13

specifications set forth herein and in Exhibit "A" and "A1".

3. Section 3 – (Payments) - 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 Exhibits "A" and "A1", County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B" and "B1". 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 Five Hundred Forty Thousand Dollars (\$540,000).

4. Section 4 – (Term and Termination) - is amended to read as follows:

Subject to compliance with all terms and conditions, the term of this Agreement shall be from July 1, 2011 through June 30, 2015.

This Agreement may be terminated by Contractor, the Director of the Human Services Agency or his/her designee at any time without a requirement of good cause upon thirty (30) days' written notice to the other party.

In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services completed to the work/services required by the Agreement.

5. Exhibits A1 and B1 is added to the Agreement.
6. **All other terms and conditions of the Agreement dated June 7, 2011, between the County and Contractor shall remain in full force and effect.**



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

COUNTY OF SAN MATEO

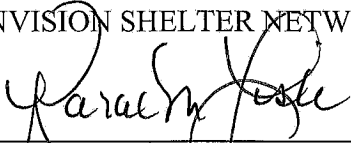
By: _____
President, Board of Supervisors, San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

INNVISION SHELTER NETWORK



Contractor's Signature

Date: 11/22/13


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Exhibit A1
Program/Project Description

InnVision Shelter Network Outreach Case Management Services

**Additional Services Due to the Measure A Funding - For the Period of
01/07/14 – 6/30/15**

Create one new HOT program with two FTEs to Serve North County and the Coastside and add 0.5 FTE to the existing HOT South County Team.

Provide case managers in the manner below:

- a) Provide Additional Half (0.5) FTE outreach case managers dedicated to serving the homeless population, primarily in Southern San Mateo County (East Palo Alto, Menlo Park and Redwood City), by conducting street outreach, engagement, assessment, case planning, service arrangement, housing assistance, monitoring and providing other focused, intensive case managed services, with the goal of helping clients exit homelessness, secure and retain housing, and increase levels of self-sufficiency.

- b) Provide Two FTE (2.0 FTE) outreach case managers dedicated to serving the homeless population, primarily in Northern San Mateo County (Pacifica, Half Moon Bay, South San Francisco, and San Bruno areas), by conducting street outreach and engagement to provide integrated services and intensive case management for homeless persons needing assistance, with emphasis on housing search and placement assistance.

Tasks:

- I) Maintain, outreach and engage One Hundred (100) cumulative unduplicated clients' cases.

- II) Maintain accurate client records of all clients served, including progress notes, client tracking, and outcome data, and generate monthly comprehensive report.

- III) Meet and connect with homeless clients at least once per week for case management purposes.

- IV) Attend and participate in regular HOT meetings related to implementation of this contract and provide detailed update reports.

- V) Participate in Homeless Connect and other collaborative outreach activities.


"1/22/14"

Exhibit B1
Method and Rate of Payment

InnVision Shelter Network Outreach Case Management Services
01/07/2014 - 06/30/15

Budget

InnVision Shelter Network Homeless Outreach Team Budget

| <u>Personnel Expenses</u> | | |
|--------------------------------------|-------------------|--------------------------------------------|
| Outreach Case Manager (SSF) | \$ 53,300 | Salary + fringe benefits at 30% |
| Outreach Case Manager (HMB/Pacifica) | \$ 53,300 | Salary + fringe benefits at 30% |
| Outreach Case Manager (South) | \$ 20,800 | Hourly wage of \$20 PT, no fringe benefits |
| <u>Non-Personnel Expenses</u> | | |
| Cell Phones (2) | \$ 2,000 | |
| Incentives | \$ 5,600 | |
| Transportation | \$ - | |
| <u>Indirect Expenses</u> | | |
| | \$ 15,000 | |
| Total | \$ 150,000 | |

In consideration of the services provided by Contractor in **Exhibit "A1"** County shall pay Contractor based on the following schedule:

For The Period of 01/07/2014 – 6/30/2015:

- I. Contractor shall submit quarterly invoices in the amount of \$37,500 to the County for reimbursement. The maximum amount payable under this Amendment to the Agreement for the period of 01/07/2014 – 6/30/2014 is \$150,000.
- II. Contractor shall submit quarterly invoices in the amount of \$37,500 to the County for reimbursement. The maximum amount payable under the Agreement for the period of 07/01/2014 – 07/30/2015 is \$150,000.

All billing shall be certified for payment by the County unless the Director of the Human Services Agency, or her/his designee, objects to the adequacy of the services rendered by Contractor or the amount of the billing. The County will state the specific nature of its objections to Contractor's services in writing. County will also specify what actions or changes are necessary to make the services acceptable. Contractor will respond to County within 15 days of receipt of such objections. The parties to the Agreement will meet to discuss such objections at the request of either party.

County may terminate this Agreement or a portion of the services referred to

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in Exhibit A or A1, 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 services performed is unacceptable.

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