

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

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and The Center for Common Concerns, Inc., dba HomeBase, 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 October 28, 2016, the parties entered into an agreement (the "Agreement") for homeless program technical assistance and training in an amount not to exceed \$98,000 for a term of October 27, 2016 through June 30, 2017; and

WHEREAS, on June 7, 2017, the parties executed an amendment to the Agreement (the "First Amendment") to increase funds by \$248,000 for a new total obligation of \$346,000 and an extended term through June 30, 2019; and

WHEREAS, on June 4, 2019, the parties executed a further amendment the Agreement (the "Second Amendment") to increase funds by \$108,150 for a new total obligation of \$454,150 and an extended term through June 30, 2020; and

WHEREAS, the parties wish to further amend the Agreement to extend the term through June 30, 2021 and increase the amount by \$111,395 for a new total obligation not to exceed \$565,545 to allow for continued technical assistance and training for County's homeless program.

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:

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

Exhibit A (rev. 2020) – Program/Project Description
Exhibit B (rev. 2020) – Payments and Rates

Attachment I – § 504 Compliance
Attachment IP – Intellectual Property

2. Section 2: Services to be performed by Contractor of the Agreement is amended to read as follows:

In consideration of the payments set forth in this Agreement and in Exhibit B (rev. 2020), Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A (rev. 2020).

3. 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 in this Agreement and in Exhibit A (rev. 2020), County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B (rev. 2020). 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 FIVE HUNDRED SIXTY-FIVE THOUSAND FIVE HUNDRED FORTY-FIVE DOLLARS (\$565,545). 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.

4. 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, 2021.

5. Section 17. Notices of the Agreement, under In the case of County, to is amended as follows:

Name/Title: Selina Toy Lee, Director of Collaborative Community Outcomes
Address: 1 Davis Drive, Belmont, CA 94002
Telephone: 650-802-5120
Email: SToy-Lee@smcgov.org

6. Exhibit A (revised June 2017) is replaced by Exhibit A (rev. 2020) in its entirety and is attached hereto and incorporated by reference herein.
7. Exhibit B (revised June 2017) is replaced by Exhibit B (rev. 2020) in its entirety and is attached hereto and incorporated by reference herein.
8. **All other terms and conditions of the Agreement dated October 28, 2016 and amended on June 7, 2017 (First Amendment) and June 4, 2019 (Second Amendment) 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: The Center for Common Concerns, Inc., dba HomeBase

 AF0E75148467418...	5/12/2020 9:41 AM PDT	Nikka Rapkin
Contractor Signature	Date	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 (rev. 2020)Program/Project Description
HomeBase/The Center for Common Concerns
Provider Training and Technical Assistance**A. Purpose**

Provide training and technical assistance to homeless and safety net providers and community providers to enhance community knowledge and to align programs to the system and program guiding principles and outcomes for the new homeless system. 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. The training and technical assistance will provide an avenue for distribution of the information across the providers, 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 to be Provided

Provide training and technical assistance in the manner below:

1. Develop and implement a training and technical assistance (TA) annual work plan - The work plan will include training and technical assistance on legislation such as Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH), U.S. Department of Housing & Urban Development (HUD) guidance and updates, direct trainings and workshops tailored to specific audience to deepen capacity on issues critical to advancing the strategic plan and maintaining and/or increasing HUD Continuum of Care (CoC) funding, and 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. The development of this plan will include 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. In order to maximize the training and technical assistance needs for homeless and safety net providers, items such as the number of workshops/trainings and TA visits may be exchanged with each other pending approval from both the contractor and HSA.
2. Provide at least 6 workshops/trainings – Workshops/trainings will be provided on topics as described in the annual training and technical assistance work plan. The trainings/workshops will be conducted by the 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 provider needs. Training topics and materials will be approved by HSA
3. Create and implement individualized technical assistance plans for each of approximately 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. 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 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.

4. Draft policies and/or training materials around the implementation of best practices –
The policies and/or training materials will support both system and individual program change. Materials from trainings will be made available for distribution and further use by the CoC and providers. Contractor may also 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.
5. FY 2016-17 Only – Provider Workshops on Case Management Best Practices-
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. 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. Provider agency's supervisors/lead staff and management-level staff may also attend. HomeBase will utilize information obtained during the TA site visits regarding challenges and what types of tools. Information and client engagement methods would be relevant and helpful for front line staff.
 - a. 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.
 - b. Organize and facilitate five sessions of the 8-hour workshop. To ensure all interested provider staff can participate, each session will cover the same material over the 8-hour period. Contractor will identify and retain 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. Other Contractor 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 additional reports or data requested from HSA

7. Use of funds – Contractor will provide a budget summarizing how the funds will be spent
8. 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.
9. Provide regular updates via phone calls, emails and/or meetings to HSA regarding all training and technical assistance work
10. Work collaboratively with HSA to create and modify services as needed

D. Performance Measures

Measure	FY 2016-21 Projected
Participant satisfaction on training (Overall satisfaction rating of good or better from training participants)	90%
Complete milestones on time (according to time line listed in the annual work plan approved by HSA)	90%

1. Contractor will provide a summary of participant survey results after each training session and will provide a quarterly summary of survey results from all trainings provided during the quarter and year-to-date.
2. Contractor will also provide a narrative report for each quarter that includes a summary of activities completed during the quarter.
3. 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)
4. HSA shall have the option to modify performance measures and targets in writing. HSA shall notify Contractor in advance of any modifications.
5. Reports should be submitted to the following contact or an alternate HSA staff contact as identified by HSA.
 - County of San Mateo Human Services Agency
 Brian Eggers
 1 Davis Drive, Belmont CA 94002
 BEggers@smcgov.org

Exhibit B (rev. 2020)

Method and Rate of Payments
HomeBase/The Center for Common Concerns
Provider Training and Technical Assistance

In consideration of the services provided by Contractor and subject to the terms of the Agreement, County shall pay contractor based on the following fee schedule and terms.

A. 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 the 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.

3. Payment Rates:

Payment rates for services shown in this contract may be adjusted to meet service goals as agreed upon by both parties and approved by County in writing so long as it does not exceed the total Agreement obligation. County shall have the option to adjust funding across fiscal years shown in the payment terms below as agreed upon by both parties and approved by County in writing so long as it does not exceed the total Agreement obligation

4. Right of County to Request Additional Services:

County may request additional related services under this agreement and adjust program rates for the programs described within this Agreement to accommodate the addition of services 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. 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
2019-20	\$108,150
2020-21	\$111,395
Total	\$565,545

C. Method and Rate of Payments

County shall pay Contractor per milestone, based on the dates and tasks completed (per the tables below), incurred upon receipt and approval of invoices. Contractor will submit invoices within 30 days of the completion of the milestone.

Final invoices for each Fiscal Year will be submitted by June 30th due to year end processing.

Invoices should be submitted to the following contact or an alternate HSA staff contact as identified by HSA.

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

In any event, the total amount of the Agreement for the FY 16-21 shall not exceed \$565,545

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

*This table includes the planned date. Completion dates may be modified to meet the needs of HSA and providers, per discussions between Contractor and HSA. HSA will notify Contractor in writing of any approved changes to completion dates.

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

*This table includes the planned date. Completion dates may be modified to meet the needs of HSA and providers, per discussions between Contractor and HSA. HSA will notify Contractor in writing of any approved changes to completion dates.

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

*This table includes the planned date. Completion dates may be modified to meet the needs of HSA and providers, per discussions between Contractor and HSA. HSA will notify Contractor in writing of any approved changes to completion dates.

FY 2019-20 Scope of Work		
Milestone	Planned Date of Completion*	Amount

FY 2019-20 Training and Technical Assistance (TA) Plan Developed	August 31, 2019	\$5,000
Workshops/Trainings 1-3 Completed	December 20, 2019	\$20,000
TA Visits & TA Plans/Reports Developed	February 28, 2020	\$33,000
TA Visits Calls/Updates Completed	June 30, 2020	\$20,150
On Call TA Call Log	June 30, 2020	\$10,000
Workshops/Trainings 4-6 Completed	June 30, 2020	\$20,000
Total for FY 2019-20		\$108,150

*This table includes the planned date. Completion dates may be modified to meet the needs of HSA and providers, per discussions between Contractor and HSA. HSA will notify Contractor in writing of any approved changes to completion dates.

FY 2020-21 Scope of Work		
Milestone	Planned Date of Completion*	Amount
FY 2020-21 Training and Technical Assistance (TA) Plan Developed	August 31, 2020	\$5,000
Workshops/Trainings 1-3 Completed	December 20, 2020	\$20,000
TA Visits & TA Plans/Reports Developed	February 28, 2021	\$33,000
TA Visits Calls/Updates Completed	June 30, 2021	\$23,395
On Call TA Call Log	June 30, 2021	\$10,000
Workshops/Trainings 4-6 Completed	June 30, 2020	\$20,000
Total for FY 2020-21		\$111,395

*This table includes the planned date. Completion dates may be modified to meet the needs of HSA and providers, per discussions between Contractor and HSA. HSA will notify Contractor in writing of any approved changes to completion dates.