

**AMENDMENT TO THE AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO  
AND  
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 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 The Motel Voucher Program and the Transitional Housing For Families With Special Needs Program on August 1, 2006; and

WHEREAS, the parties wish to amend the Agreement to increase the funding allocated for Shelter Network's Motel Voucher Program and to add the Inclement Weather Motel Voucher Services for Single Individuals by \$300,000, from \$478,603 to \$778,603, for the term of the July 1, 2006 to June 30, 2007.

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

**1. Exhibits and Attachments of the Agreement is amended to read as follows:**

- Exhibit A—Program/Project Description
- Exhibit A1— Program/Project Description (dated 1/24/07)**
- Exhibit B—Method and Rate of Payment
- Exhibit B1— Method and Rate of Payment (dated 1/24/07)**
- Exhibit C—Equal Benefits Compliance Declaration Form
- Exhibit D—Program Monitoring
- Exhibit E—Fingerprinting Compliance
- Exhibit F—Outcome Based Management (OBM) Initiative
- Attachment I—§504 Compliance
- Attachment II—Health Insurance Portability and Accountability Act (HIPAA)

**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 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 Exhibits "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 **Seven Hundred Seventy Eight Thousand Six Hundred Three Dollars, (\$778,603)**.
4. **All other terms and conditions of the Agreement dated August 1, 2006, 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: \_\_\_\_\_  
Rose Jacobs Gibson, President, Board of Supervisors,  
San Mateo County

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

Shelter Network  
Michele Jackson, Executive Director  
1450 Chapin Avenue, Second Floor  
Burlingame, CA 94010

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

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

Exhibit "A1" (1/24/07)  
Program/Project Description  
Shelter Network  
Motel Voucher Program and Transitional Housing Program  
2006-07

In consideration of the payments set forth in Exhibits "B and B1", Contractor will provide the following services under the general direction of the Human Services Agency (HSA) Director of Shelter Services or his/her authorized representatives:

**I. CLIENT SERVICES FOR FAMILIES:**

**A. Services** - The Contractor will manage and coordinate the Motel Voucher Program by providing the following services:

1. Recruitment and retention of participating motels;
2. Negotiation of rates of payment for vouchers with participating motels;
3. Provide vouchers to clients and/or issue vouchers to participating motels;
4. Evaluation and referrals of clients to the participating motels that have agreed to accept vouchers as a guarantee for payment;
5. Receive invoices and pay motels upon use of the established voucher;
6. Provide a short term motel stay with access to transitional housing if appropriate to clients meeting the Human Services Agency (HSA) requirements (term of stay will not exceed two weeks without approval from HSA);
7. Establish partnerships with local landlords;
8. Provide housing related case management services to families, including education on:
  - a. How to look for and retain housing
  - b. How to be a good tenant
  - c. Money management
9. Facilitate entry to transitional housing for appropriate families;
10. Provide resources such as Family Self-Sufficiency Team (FSST), Section 8, Moving to Work, Welfare to Work, move in expenses and furniture;
11. Attend FSST meetings when requested by HSA case managers;
12. Establish regular communications with ongoing Child Protective Services (CPS) worker and other HSA case managers.

**B. Contractor will provide the Transitional Housing for Families with Special Needs Program that will include the following:**

1. Transitional Housing for Families with Special Needs referred by the HSA. (Special needs are those that impact the ability to secure housing, examples of which could include families in drug or alcohol recovery, mental health treatment, domestic violence survivors, leaving incarceration, or any other similar situation);
2. Provide transitional housing (from 6 to 12 months) based on the need of the family and the case plan as established by the HSA Case Manager and the Contractor;
3. Receive referrals or the special needs transitional housing from HSA staff or from the Motel Voucher Program;
4. Provide supportive services appropriate to the needs of the family and in coordination with the case plan. Such services may include licensed childcare, transportation assistance to treatment programs, health services, supplemental parent education and other services as designated;
5. Work closely with HSA Case Managers to ensure regular communications about families progress and modifications of case plans and court orders that may apply;
6. Participate when necessary in case planning activities such as FSST and others as identified;
7. Provide appropriate staff training in order to address the range of supportive services needed by special needs families;
8. Provide housing related services to secure safe and stable housing upon completion of the transitional housing program in accordance with the HSA case plan.
9. Contractor will participate in HOPE (Housing Our People Effectively) activities as mutually agreed upon. 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.

**C. Contractor will enter client data in the Homeless Management Information System (HMIS/HOPE).**

**II. CLIENT SERVICES FOR SINGLE INDIVIDUALS:**

Inclement Weather Motel Voucher Services for Single Individuals: Contractor will administer and coordinate the motel voucher services by providing the followings:

1. Fax the referrals to appropriate Alcohol and Other Drugs Service's (AOD) Case Managers for evaluation;
2. Check motel room availability with participating motels for referred individuals;
3. Provide motel vouchers to referred single individuals during inclement weather determined by AOD Case Managers;
4. Receive invoices and pay motels upon use of the established voucher;
5. Provide a short term motel stay not to exceed beyond a three day period. Any extension beyond the permissible three days period must be approved by AOD Case Managers;
6. The term of Inclement Weather Motel Voucher Services for Single Individuals will be from the critical/needed time determined by AOD Case Managers to April 15, 2007.

Exhibit B1 (1/24/07)  
Method and Rate of Payment  
Shelter Network  
Motel Voucher Program and Transitional Housing Program  
2006 – 07

**I. Payment For Motel Voucher Program For Families:**

- A. For the Motel Voucher Program For Families, Contractor will be paid as follows:
1. **A maximum of \$492,483** as direct reimbursement for actual expenditures of motel vouchers used in the program. Payment will be by submittal and approval of monthly Invoices by the Director of HSA or his/her designee showing actual expense by month. Contractor shall provide the County with monthly financial statements of voucher expenses within 7 days of the end of each month. All Invoices shall be followed by Monthly Client's Count Form as it is stated in Exhibit D. Invoices without Monthly Client's Count Form/Report will not be processed. The completed Monthly Client's Count Form will also be available/ sent electronically to [jdavila@smchsa.org](mailto:jdavila@smchsa.org) and [ashirkhani@smchsa.org](mailto:ashirkhani@smchsa.org) at the end of each pay period.
  2. Contractor shall receive the amount of \$8,406.66 per month, for the administration of the program. In any case the maximum total amount to be paid for such administration expenses will not exceed \$100,880.
- B. For the Special Needs Transitional Housing Program, Contractor shall be paid \$11,270 per month providing that the stipulations in Exhibit D have been met. In any case the maximum total amount to be paid for such program will not exceed \$135,240.
- C. All payments to Contractor shall be made on a quarterly basis provided the reports specified in Exhibit D of this Agreement have been provided by the Contractor to the County in a timely manner. The County will not be obligated to make a payment of any billing until any and all objections to the adequacy of the services rendered or the amount of the billing have been resolved. The County shall state the specific nature of its objections to Contractor's work in writing. County shall also specify what actions or changes are necessary to make the work acceptable. Contractor shall respond to County within 15 days of receipt of such objections. The parties to this Agreement shall meet to discuss such objections at the request of either party.

- D. HSA Director may modify the payment terms specified above, but in no case shall the amount of payment to the Contractor exceed **\$778,603** as set forth above.

**II. Payment For Inclement Weather Motel Voucher Services for Single Individuals:**

For the Inclement Weather Motel Voucher Services for Single Individuals, Contractor will be paid for the services performed in the Exhibit A1 section D as follow;

1. A maximum of \$46,000 as direct reimbursement for the actual expenditures of motel vouchers used for the services on the monthly basis. Contractor shall provide the County with monthly financial statements of voucher expenses within 7 days of the end of each month. All Invoices shall be followed by a monthly report including; client's information/unduplicated count and number of motel nights and vouchers.
2. Contractor shall receive a maximum amount of \$4,000 for the services administration for the term of the program.
3. The unused balance beyond the date of April 15, 2007 will be reported to the AOD/Shelter Services Program Manager and may be forwarded (by prior approval only) to the services performed by the Contractor under section I.A of Exhibit A1.