

**AMENDMENT TO THE AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO  
AND  
INTERFAITH HOSPITALITY NETWORK**

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and INTERFAITH HOSPITALITY 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 a Rotating Church Shelter Program on June 14, 2007; and

WHEREAS, the parties wish to amend the Agreement to provide funding for the remaining term of the Agreement.

**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:

**Payments** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A1", County shall make payment to Contractor in the manner specified herein and in Exhibit "B1". 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 is unacceptable. In no event shall total payment for services under this Agreement exceed One Hundred Sixty Eight Thousand Eight Hundred Fifty Six Dollars, (\$168,856).

2. Original Exhibit A1 is replaced with Revised Exhibit A2 (rev. [June 1, 2008]).
3. Original Exhibit B is replaced with Revised Exhibit B1 (rev. [June 1, 2008]).
4. **All other terms and conditions of the Agreement dated June 14, 2007, 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: \_\_\_\_\_  
Adrienne J. Tissier, President, Board of Supervisors,  
San Mateo County

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

ATTEST:

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

Interfaith Hospitality Network  
1720 El Camino Real, Suite 7  
Burlingame, CA 94010  
Cynthia Smith, Executive Director

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

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

**Exhibit A2**  
**Program/Project Description**

**San Mateo County Interfaith Hospitality Network**  
**FY 2008-2010**

Contractor will engage the interfaith community to provide emergency shelter and food to help homeless families, and professional staff to provide supportive services to help families regain and sustain independence. The Contractor shall provide a Day Center with showers and laundry, and computer and internet access to facilitate homeless families with employment and housing searches. Through individual case management, Contractor will address financial planning and savings, the need for additional education or job training, housing options and other barriers to independence. The Contractor will assist families in securing childcare and appropriate school placements for older children. In addition, Contractor will provide referrals to community resources for professional clothing, mental health counseling and support groups, medical and dental care, parenting classes and subsidized housing programs. Contractor has brought together 25 churches and synagogues across San Mateo County to provide three daily meals and a rotating emergency shelter for homeless families and their children. Families will be provided with emergency shelter for approximately 30 to 60 days in the IHN rotating shelter. IHN resident families may utilize the Day Center facility and services from 7:30 am to 5:30 pm each day of the year. Families will be transported daily between the IHN Day Center and the evening shelter site by IHN staff.

**Services**

- Ten to twelve congregations will periodically host three to five homeless families (up to 14 individuals) for one to two consecutive weeks, sheltering approximately 70-80 individuals per year.
- Long-term supportive services to more than 300 program graduates per year include case management, housing assistance, and access to referrals to ensure that families remain stable and self-sufficient.

Contractor is almost entirely volunteer driven with additional professional support from a licensed Social Worker. Contractor will continue to work closely with local Core Service Agencies and local shelters to avoid duplicating services and to ensure that families enter a continuum of care. Clients will be referred through local Core Service Agencies and local area shelters.

Contractor will enter client data in the Homeless Management Information System (HMIS/HOPE) and submit HMIS reports with its quarterly invoices.

**Exhibit B1  
Method and Rate of Payment**

**Interfaith Hospitality Network  
FY 2008-2010**

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In full consideration of the services provided by the Contractor pursuant to this Agreement, the County shall pay the Contractor a quarterly amount of \$14,209.25, upon receipt and approval of invoices. 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 \$56,837.00 for FY 2008-09, which includes a 3% Cost of Business Increase (COBI).

In full consideration of the services provided by the Contractor pursuant to this Agreement, the County shall pay the Contractor a quarterly amount of \$14,209.25, upon receipt and approval of invoices. 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 \$56,837.00 for FY 2009-10.

In any event, the total amount of the Agreement for FY 2007-10 shall not exceed \$168,856.00.

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 to the HSA Contract Monitor, Ali Shirkhani – 262 Harbor Blvd., Bldg A – Belmont, CA 94002. Phone (650) 802-7675.

**Required Reports to process invoices:**

Quarterly Reports must contain the following information:
<ul style="list-style-type: none"><li>• Client services delivered;</li><li>• Documentation of successfully funded commitments of new or increased revenues for the FY 2008-10.</li></ul>