

AMENDMENT #5
TO THE AGREEMENT FOR SERVICES WITH CIVITAS, LLC

THIS AMENDMENT #5 revises the ORIGINAL written Agreement for Services dated November 17, 2022 between the County of Washoe, a political subdivision of the State of Nevada (COUNTY) and Civitas, LLC (CONTRACTOR) as follows:

ARTICLE 3.1 – COMPENSATION FOR SERVICES shall be revised to a total not to exceed amount of \$66,550 for the period of October 27, 2025 through October 26, 2026.

ARTICLE 4 – TIME SCHEDULE FOR COMPLETION shall be revised to extend the Agreement for an additional one (1) year through October 26, 2026.

EXHIBIT A – SCOPE OF WORK shall be replaced by the attached EXHIBIT A-1 – SCOPE OF WORK for the period of October 27, 2025 through October 26, 2026.

UNLESS PREVIOUSLY AMENDED, ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL AGREEMENT AND SUBSEQUENT PRIOR AMENDMENTS (IF RELEVANT) SHALL REMAIN UNCHANGED. IN WITNESS WHEREOF, all parties of the AGREEMENT hereto have set their hands and subscribed their signatures to effect this AMENDMENT #5 as of the dates indicated with their signatures, effective October 27, 2025.

COUNTY OF WASHOE

By: Mark Stewart
Mark Stewart
Purchasing and Contracts Manager

Digitally signed by Mark Stewart
Date: 2025.11.05 07:17:55 -08'00'

Date: _____

CIVITAS, LLC

By: Spencer Christian
Spencer Christian
Director of Operations

Date: 11/4/2025

Exhibit A-1
Scope of Work for the Period of
October 27, 2025 through October 26, 2026

The proposed and updated scope of services for this proposal is listed below. Civitas will provide ongoing, remote and on-site technical assistance for CoC program management and administration, as requested by the County. Specific assignments will vary according to our team's individual expertise and experience. Civitas is prepared to assist on the following deliverable items:

- **FY 2025 NOFO (approx.100 hours + Onsite)** - Civitas will provide guidance and technical assistance related to CoC management functions in preparation for the yearly CoC application NOFO cycle, including assistance with development of the project selection criteria, local competition policies and procedures and any additional HUD requirements. Includes Collaborative Application preparation guidance and assistance, to include application writing and packaging as necessary. We will facilitate the application review, scoring, and priority listing conducted by the CoC Rank and Review Committee, make applications in HUD's e-snaps system available for amendment as needed and review and score submitted grant applications. o Onsite visit will support the Rating and Ranking meeting and is scheduled to be for one day with two members of Civitas.
- **Quarterly CoC Grantee Calls (approx. 16 hours)** - Facilitate a call with all CoC funded grantees to discuss CoC and agency updates, grant drawdown rates, Q&A. For each session Civitas will prepare and present a deep dive on relevant CoC subject areas using the questions from the grantees and monitoring results to determine the most beneficial subject matter.
- **CoC Grantee Monitoring (approx. 50 hours + Onsite)** - Civitas will conduct the CoC grantee monitoring for ongoing compliance review. This will include preparation and disbursement of the monitoring engagement letter, monitoring preparation, onsite monitoring protocols and checklists, post monitoring report, and corrective actions. Civitas will monitor the FY 2023 CoC grants consisting of 4 grantees with 6 CoC grants. o Onsite visit is planned to be for in-person monitoring in March 2026. With an April follow up, and late April/ May final monitoring reports.
- **Coordinated Entry Evaluation Report (approx. 40 hours)** - Evaluate the current coordinated entry policies and procedures and system utilizing online surveys, client interviews, and CE data analysis and suggest recommended improvements. Civitas will conduct surveys in February, analyze survey results and HMIS data in March with a final report in April.
- **CoC and Grantee Training (approx. 51 hours)** – Civitas will provide technical assistance in the form of virtual trainings in the following areas: o CoC rent calculations – Focusing on more complicated rent calculation situations where a utility reimbursement is required, multiple income sources and income adjustments and deductions, etc. (15 hours)

- Review of the currently effective Presidential Executive Orders and how they may impact the CoC program regarding Housing First, service participation requirements, required treatment for substance abuse and disabilities, etc. (approx. 6 hours)
 - Compliant Intake and Assessment – Provide and review the intake forms that are required to maintain compliance with the CoC program regulations and streamline the intake and assessment process. (approx. 10 hours)
 - Federal Financial Management – Training on the requirements of 2 CFR Part 200 and the CoC program financial requirements at 24 CFR 578. (approx. 10 hours)
 - National Standards for the Physical Inspection of Real Estate (NSPIRE) – Training for CoC grantees and CoC membership on HUD’s new uniform inspection standard, the effective date of the new standard, and best practices for implementation. (approx. 10 hours)
- **CoC and Grantee General Technical Assistance (approx. 30 hours)** - For the remaining hours, the following areas of technical assistance can be provided on an as needed basis:
 - Data, HMIS, and reporting support for HMIS and HUD required reports (PIT/HIC, LSA, SPM)
 - Coordinated Entry TA
 - CoC governance - board training, strategic planning, committee structure, etc.
 - Community engagement and partnerships
 - CoC program compliance and grant management
 - CoC program design and implementation