Docusign Envelope ID: A571EA83-CBF5-89BE-825B-E7E7BAE6D33C

1st ADDENDUM TO CONTRACT FOR SERVICES BY INDEPENDENT CONTRACTOR

THIS 1st ADDENDUM is to that Contract for Services entered into on December 7, 2023, by and between the County of Siskiyou ("County") and James Coles d/b/a Housing Tools, LLC ("Contractor") and is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

WHEREAS, the Contract expired on June 30, 2026, and services continued to be required after that date; and

WHEREAS, the parties desire to extend the term of the Contract;

WHEREAS, the cost of services to be provided under the Contract is expected to exceed the amount provided in the Contract; and

WHEREAS, the parties desire to increase the amount of compensation payable under the Contract.

WHEREAS the Workers' Compensation Insurance in Contract section 5.04 shall be amended to establish a minimum limit of coverage.

WHEREAS, the Liability minimum coverage has increased in the Contract in Section 5.05.

WHEREAS, the General Liability minimum coverage has increased in the contract in section 5.06.

WHEREAS, the Professional Liability minimum coverage has increased in the Contract in section 5.10.

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NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract for Services shall be amended to extend the term of the Contract through June 30, 2031.

Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional Ninety-Five Thousand Eight Hundred Fifty Dollars and No/100 Cents ($95,850.00), to increase the compensation payable under the Contract to an amount not to exceed Four Hundred Five Thousand Nine Hundred Eighty Dollars and No/100 Cents ($405,980.00).

Paragraph 5.04 shall be amended to establish a minimum limit of $1,000,000.00 for Workers' Compensation Insurance.

Paragraph 5.05 shall be amended to increase the required limit for Liability Insurance from $1,000,000.00 to $2,000,000.00.

Paragraph 5.06 shall be amended to increase the required limit for General Liability Insurance from $1,000,000.00 to $2,000,000.00.

Paragraph 5.10 shall be amended to increase the required limit for Professional Liability Insurance from $1,000,000.00 to $2,000,000.00.

All other terms and conditions of the Contract shall remain in full force and effect.

(SIGNATURES ON FOLLOWING PAGE)

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IN WITNESS WHEREOF, County and Contractor have executed this 1st addendum on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date:_____

_____
RAY A. HAUPT, CHAIR
Board of Supervisors
County of Siskiyou
State of California

ATTEST:
LAURA BYNUM
Clerk, Board of Supervisors

By: _____
Deputy

CONTRACTOR: James Coles d/b/a Housing Tools, LLC

Date: 10/6/2026

DocuSigned by:
James Cole
F4278D866D9A491...
James Coles, Principal

Date:_____

_____
N/A

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License No.: N/A
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D.: On File

ACCOUNTING:

Fund	Organization	Account	Activity Code	FY26/27	27/28	28/29	29/30	30/31	Total
2122	401030	723000		28,800	28,800	28,800	18,800	18,800	124,000
2122	401030	723000	2224	5,800	5,800	5,800	5,800	5,800	29,000
2178	401030	723000		43,400	23,400	28,400	23,400	20,400	139,000
2185	401045	723000		32,520	28,015	37,365	8,040	8,040	113,980
Total									405,980

Encumbrance number (if applicable): E2600308

If not to exceed, include amount not to exceed: $405,980.00

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Exhibit "A"

Scope of Services and Schedule

Consultant will provide the following services as described below relating to housing and community development. Services are grouped into the activities listed below.

- **Activity 1:** Formula Permanent Local Housing Allocation (PLHA) Program
- **Activity 2:** Community Care Expansion (CCE) Preservation Program
- **Activity 3:** Behavioral Health Continuum Infrastructure Program (BHCIP)
- **Activity 4:** Coordination and General Technical Assistance

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Below is an itemized listing of potential tasks. Each task includes scope of work, schedule, and proposed budget. *Each Task will be billed hourly, not to exceed the amount shown in the budget column*. You may choose to incorporate some or all of these tasks into a contract for housing and community development services with Housing Tools.

Activity/Task	**Scope of Work**	**Schedule**	**Proposed Budget**
Activity 1: Formula Permanent Local Housing Allocation (PLHA) Program			
Task 1.1: PLHA Annual Progress Reports	Provide technical assistance to County staff to complete the nine (9) Annual Progress Reports (APRs) for the County and the Cities/Towns. For the years 2028, 2029, and 2030, there may be up to nineteen (19) APRs due to two active PLHA cycles at one time. Siskiyou County staff takes the lead and Housing Tools staff reviews and edits the APRs.	Annually July 1-31st in 2026, 2027, 2028, 2029, and 2030.	$7,000
Task 1.2: PLHA Annual Streamlined Applications	Provide technical assistance to County staff to complete the nine (9) Annual Streamlined Applications for the County and the Cities/Towns. Siskiyou County staff takes the lead and Housing Tools staff reviews and edits the ASAs.	Annually July 1-December 31st in 2026-2030 depending on NOFA schedule	$5,000
Task 1.3: PLHA 2nd 5-Year Cycle of Formula Funds.	Provide technical assistance to County staff to submit the 2nd 5-year cycle of formula funds Plans/Applications – up to ten (10) applications for the County and the Cities/Towns. Siskiyou County staff takes the lead and Housing Tools staff reviews, edits, drafts, and helps submit materials as needed and directed by the County. This includes materials such as: Legally Binding Agreements, Plan/Application forms, resolutions, public notices, staff reports, presentations, and supporting documentation.	July 1, 2026, to April 1, 2027, depending on NOFA schedule	$20,000
Task 1.4 PLHA Requests for Funds and Supporting Documentation	Housing Tools staff takes the lead on Requests for Funds and Supporting Documentation for the County and the Cities/Towns, including coordination, preparing	Ongoing July 1, 2026, to June 30, 2031	$15,000

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	materials, etc. Siskiyou County staff reviews items and provides assistance as needed as the administrative entity.		
Task 1.5: PLHA Annual Long-Term Monitoring of Rental Housing	Housing Tools staff takes the lead on Annual Long-Term Monitoring of Rental Housing for the County and Cities/Towns, including coordination/ correspondence, preparing materials, and conducting onsite visits in Mount Shasta (Mountain Townhomes), Yreka (Siskiyou Crossroads, etc. Siskiyou County staff reviews items and provides assistance as needed as the administrative entity.	Annually May 1- June 30th in 2026, 2027, 2028, 2029, 2030, and 2031	$30,000
Task 1.6: PLHA One-Time Monitoring of Emergency Shelter	Housing Tools staff takes the lead on the One-Time Monitoring of Emergency Shelter. This one-time monitoring is a requirement of the County's Standard Agreement with the State re: subgrantees. This task includes coordination/ correspondence, preparing materials, and conducting an onsite visit in Yreka (Yreka Basecamp). Siskiyou County staff reviews items and provides assistance as needed as the administrative entity.	July 1- December 31st in 2028	$5,000
Task 1.7: PLHA Project Files Documentation	Housing Tools staff takes the lead on Project Files Documentation for the County and Cities/Towns, including coordination, preparing materials, organizing files, etc. Siskiyou County staff reviews items and provides assistance as needed as the administrative entity.	Ongoing July 1, 2026, to June 30, 2031	$12,000
Task 1.8: PLHA Preparing and Maintaining a Tracking System for Formula Funds and	Housing Tools staff takes the lead on Preparing and Maintaining a Tracking System for Formula Funds for the County and Cities/Towns. Siskiyou staff County reviews and provides assistance as needed as the administrative entity.	Ongoing July 1, 2026, to June 30, 2031	$5,000

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Task 1.9: PLHA Coordination Meetings and Ad-Hoc Technical Assistance and Coordination	Housing Tools will facilitate twice monthly coordination meetings with the County. Housing Tools will set up meetings using Zoom, prepare agendas, take notes, and coordinate follow-up items. The County will attend the meetings and work on follow-up items. Housing Tools staff will also provide PLHA Ad-Hoc TA and Coordination to Siskiyou County staff, including assisting with communication with HCD, Cities/Towns, service providers, developers, etc.	Ongoing July 1, 2026, to June 30, 2031	$40,000
Activity 1 Total			**$139,000**
Activity 2: Community Care Expansion (CCE) Preservation Program			
Task 2.1: Provide Project Management Services During Construction of CCE Improvements	Administer Construction Manager and GC contracts. Prepare draw requests and reports to DHCS.	July 2026-June 2031	$6,000
Task 2.2: Provide Construction Labor Compliance Monitoring for the CCE Project	Prepare requirements for bid package and contracts; conduct pre-construction meeting; monitor payroll certifications and conduct site visits; prepare close-out report.	July 2026-June 2031	$15,000
Task 2.3: Manage CCE Project Close-out	Conduct final inspections. Prepare final draw requests, including retention. Prepare close-out report for DHCS.	July 2026-June 2031	$3,000
Task 2.4: General Technical Assistance	Provide general technical assistance to the County for the CCE project.	July 2026-June 2031	$5,000
Activity 2 Total			**$29,000**
Activity 3: Behavioral Health Continuum Infrastructure Program (BHCIP)			
Task 3.1: RFPs for Architect and Consulting GC/Design-Build GC	Assist the County with the development and scoring of RFPs to solicit the services of a qualified Architect, Consulting GC, and Build GC to complete the project design and build.	July-Aug. 2026	$4,080
Task 3.2: Develop and	Ensure that all components of	July 1,	$10,200

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Update Calendar of Internal Deadlines	the project are completed and submitted by the assigned County staff and/or Construction Manager and Architect prior to State deadlines. Update schedule of draws for DHCS monthly.	2026-June 30, 2031	
Task 3.3: Predevelopment Phase	Oversee development of design; coordinate with construction manager and Consulting GC to estimate costs; assist in making design decisions; assist in securing planning and building permits; review design and construction contracts.	July 1, 2026-Jan. 30, 2028	$32,300
Task 3.4: Construction Phase	Oversee construction of the project in consultation with the construction manager; review draw requests, progress reports, and change orders. Help problem solve course of construction issues with GC and Design Team.	Feb. 1, 2028-Sept. 30, 2029	$32,300
Task 3.5: Close-out Phase	Oversee and coordinate with Design Team and GC completion of construction, City permits, and transition to operations. Assist in providing close-out documentation to County and DHCS.	Oct. 1-2029-Dec. 31, 2029	$5,100
Task 3.6: Act as a Clearinghouse for Questions on Project Materials	Provide a central point for research, answering questions and problem-solving.	July 1, 2026-June 30, 2031	$10,000
Task 3.7: Coordination and meetings with State DHCS, AHP, County Staff and Design Team, including participation in trainings and webinars, and providing reporting and updates to DHCS.	Regular check-in calls/meetings are established to discuss status, problem-solve as a group and agree on next steps for the project; meetings and coordination with DHCS and AHP, and providing reporting and updates.	July 1, 2026-June 30, 2031	$20,000
Activity 3 Total			**$113,980**
Activity 4: Coordination and General Technical Assistance			
Task 4.1: General Correspondence and Coordination	Coordination on modifications based on changing environments, and regular check-in meetings.	July 2026-June 2031	$20,000
Task 4.2: General	Conduct work outside of other	July 2026-	$74,000

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Technical Assistance & Training	proposed tasks as requested by County due to changing circumstances or unanticipated needs, including technical assistance with housing development activities, which may include feasibility assessment, financial underwriting, development of RFPs, drafting loan docs, and/or coordinating loan closings.	June 2031	
Task 4.3: General Grant Collaboration	Identify, develop, and submit competitive supplemental housing and homelessness grant applications to secure funding that supports housing and community development.	July 2026-June 2029	$30,000
Activity 4 Total			**$124,000**
OVERALL TOTAL			**$405,980**

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Consultant Expertise

Our first-hand experience working in the public sector provides us with an intimate understanding of local government context, challenges, and opportunities. The foundation of our work in this arena is inclusive, transparent, and constructive community outreach. Whether our efforts are homeless initiatives, housing plans, fund development, or policy analysis and evaluation, we are eager to help you make your community more vibrant and equitable.

We guide community planning processes that incorporate comprehensive community outreach and build on community strengths. Our planning work has included Housing Elements, HUD Consolidated Plans, Homeless Plans, and Permanent Local Housing Allocation Plans.

Insurance

Consultant maintains liability insurance that covers the firm's employees in executing its normal business activities. The amount of coverage is $1 million per occurrence and $2 million in aggregate. Consultant also maintains auto insurance at $1 million per occurrence and workers compensation insurance at $1 million per occurrence. Consultant may provide Client with an insurance certificate naming the Client as Additional Insured at Client's request.

Project Staffing

The budget is based on the following hourly rates, travel, and printing costs, which are current as of May 2026. The budget includes hourly rates, travel reimbursement, printing costs, and course of business costs such as leases, insurance, equipment, training,

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utilities, taxes, etc. These rates are subject to increase during the term of the contract on an annual basis.

Over the course of the contract term, Behavioral Health Services realizes a change to activity funding may be required to accommodate unanticipated needs. In this event, a written request detailing the shift in funding must be submitted to and approved by the Director of Health and Human Services Agency prior to any expenditures being incurred.

Cost	**Rate**
Principal	$170/hour
Community Development Director	$170/hour
Senior Project Manager	$150/hour
Project Manager	$130/hour
Assistant Project Manager	$120/hour
Labor Compliance Specialist	$120/hour
Administrative	$105/hour
Travel Reimbursement	$0.725/mile
Printing and Media Reimbursement	100% of cost

In Process

Below is a summary of the not-to-exceed amount for the services described above for Siskiyou County for the 2026-2031 fiscal years.

Siskiyou County Contract Amount	
Activity 1	$139,000
Activity 2	$ 29,000
Activity 3	$113,980
Activity 4	$124,000
Total	**$405,980**