



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/30/2018

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for Mary Butler - Interim Director
Health & Human Services Administration

REPORT BY: Shelli Brobst, Employee Support and Development/Contracts Manager - 253-4720

SUBJECT: Amendment No. 7 to Agreement with The Center for Common Concerns, Inc.

RECOMMENDATION

Interim Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 7 to Agreement No. 170374B with The Center for Common Concerns, Inc., increasing the amount by \$87,838 for a new maximum of \$186,632, incorporating Addenda to the Scope of Work and Compensation exhibits to provide consultation services and assistance in the development of grant applications for submission to the U.S. Department of Housing and Urban Development.

EXECUTIVE SUMMARY

The Center for Common Concerns has provided consultation and technical assistance with grant writing related to homelessness to the County since 2000. In September 2015, the County issued a formal request for proposals Request For Proposals (RFP) for consulting services for homeless policy and program support. The Center for Common Concerns was one of the firms selected to do that work. Their current scope of work includes:

1. Preparation of the overall application for Department of Housing and Urban Development (HUD) grants to help fund homeless services;
2. Provide support for the Continuum of Care (CoC) to maintain the County's competitiveness in the HUD grant application process; and
3. Making system change and policy development recommendations.

Approval of today's action will enable the contractor to provide additional consultation and technical assistance in the following areas:

- 1 Grant writing for Continuum of Care Grants: Support the County with design assistance and grant writing for all new and renewal U.S. Department of Housing and Urban Development Continuum of Care grants.

- I Monitoring of Continuum of Care Funded Agencies: Provide a series of one-on-one, on-site programmatic and fiscal monitoring visits to all CoC funded agencies in Napa County to ensure compliance with all Federal, State and local requirements.
System of Care Support: provide technical assistance and support in creating a more effective homeless system of care.
- I Provide technical assistance and support in applying for other State resources: Provide technical assistance and support in the preparation of a strategy to maximize the local impact of the allocation of State resources included in the 2018 Budget related to homelessness.

The amendment also increases the total contract maximum by \$87,838 to reimburse the contractor for providing the additional services.

The Center for Common Concerns, Inc., is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration 20008-01
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to contract with The Center For Common Concerns for consultation or technical assistance with regard to homeless policy or programmatic support. The ability to obtain this additional support will assist HHSa with managing multiple grant applications and management.
Is the general fund affected?	No
Future fiscal impact:	This amendment will auto-renew and be included in future budgets.
Consequences if not approved:	If the amendment is not approved, Napa County will be unable to continue contracting with The Center for Common Concerns to adequately address homelessness. Napa County HHSa will need to find the necessary resources and expertise to assist with: multiple grant submissions, Point-in-Time Counts, HEARTH Act Implementation, ESG program planning, and ESG grant writing assistance.
Additional Information:	This contract is partially funded by City of Napa reimbursement. This contract is available to be used as match for other Continuum of Care programs.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Health and Human Services Agency annually applies to the U.S. Department of Housing and Urban Development (HUD) for funding to address homelessness in Napa County. These funds are used to provide rental assistance to homeless households, help fund case management, to support efforts to prioritize housing for the most vulnerable in the community and to support the County's Homeless Management Information System. Under its agreement with the Health and Human Services Agency (HHS), The Center for Common Concerns (HomeBase) has assisted in the preparation of Napa County's HUD grant applications. In addition to preparing and submitting an annual application to HUD, HomeBase's proposed work plan includes providing technical assistance and support to grantees. In addition, HomeBase will assist in providing support for the Napa County Continuum of Care (CoC) including working with the CoC to ensure that it develops in ways that meet HUD requirements and maintains the County's competitiveness in the HUD grant application process. HUD's homeless assistance grant program is the primary source of federal funding for programs serving people experiencing homelessness.

The Center for Common Concerns currently provides consultation and technical assistance to the County in the following areas:

- | Preparation of the overall application for HUD grants. This application is the umbrella under which a number of agencies including HHS and the Housing Authority of the City of Napa (HACN) submit individual applications for HUD grants. HHS has a revenue agreement with HACN to help pay for this portion of the contract;
- | Provide support for the CoC including working with the CoC to ensure that it develops in ways that meet HUD requirements and maintains the County's competitiveness in the HUD grant application process; and
- | Make system change and policy development recommendations.

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SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri