



Agenda Date: 10/9/2007  
Agenda Placement: 6E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randolph F. Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst, 253-4720  
**SUBJECT:** Agreement with The Center for Common Concerns, Inc.

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chair to sign an agreement with The Center for Common Concerns, Inc., for a maximum of \$23,172 for the term October 9, 2007 through September 30, 2008 to develop a funding application to the U.S. Department of Housing and Urban Development (HUD) to address homelessness in Napa County.

### **EXECUTIVE SUMMARY**

Approval of the requested action will allow The Center for Common Concerns to assist HHSA in the development of a grant application to address homelessness in Napa County that Napa County will be submitting to the U.S. Department of Housing and Urban Development (HUD). The Housing Authority of the City of Napa has agreed to reimburse the County for the Authority's share of this agreement and the Authority will also pay for HUD's grant application fee. The revenue agreement with the Housing Authority will be presented to the Board in November.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This agreement is discretionary in that there is no mandate to engage a consultant to assist in the preparation of Napa County's grant application. Approval of the agreement with The Center for Common Concerns (Center) will enable the Center to assist HHSA in the preparation of the grant

	application. HHSA's current staff does not have the necessary expertise nor time to develop the application by itself.
Is the general fund affected?	Yes
Future fiscal impact:	Although the agreement with the Center for Common Concerns terminates September 30, 2008, it contains an automatic annual renewal provision, which provides the County the option to continue these services in the following fiscal year, in which case, the corresponding appropriation will be included in the Agency's requested budget for Fiscal Year 2008-2009.
Consequences if not approved:	If the agreement with The Center for Common Concerns is not approved, Napa County's grant application may not be competitive and may result in Napa County's failure to receive HUD funding to address homelessness.
Additional Information:	The cost of the agreement with The Center for Common Concerns (\$23,172) is included in the Agency's Fiscal Year 2007-2008 authorized budget. HHSA will be presenting a revenue agreement with the Housing Authority of the City of Napa (HACN) to the Board in November. The County's share of the agreement (after the Board has acted on the revenue agreement with HACN) with The Center will be \$10,981.

### **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**

For the past eight years, Napa County has annually received \$143,389 in HUD funding. However, over the years, the U.S. Department of Housing and Urban Development's (HUD) grant funding has become more and more competitive each year as HUD's budget has declined. With each succeeding application, HUD has required more information from the communities it funds. To score as highly as possible in the competition for available funds, it is essential for Napa County to focus on HUD's priorities. Staff thus recommends the County employ an expert consultant to assist in the development of the application, focusing on HUD's priorities:

- | increase homeless individuals' access to mainstream benefits;
- | improve governmental institutional discharge planning mechanisms; and
- | ensure communities know how many individuals are homeless in their area (a requirement to count homeless persons), what housing and service gaps exist, and the development of a plan for meeting those needs (the goal of Napa County's local ten-year plan is to end chronic homelessness).

The Center for Common Concerns, Inc. (Center), a team of lawyers and public policy experts, has worked with Napa County over the past seven years. The Center has assisted in the preparation of Napa County's applications to HUD for grant funds to help address homelessness in Napa. Aside from focusing the County's application on HUD's priorities, the Center's proposed work plan includes developing strategic steps to implement Napa's local ten-year plan, drafted in 2005.

A revenue agreement with The Housing Authority of the City of Napa (HACN) to reimburse the County for the

HACN's share of the agreement with the Center will be presented to the Board in November. HACN's reimbursement will also include payment of HUD's grant application fee.

The Center is not a health care provider for purposes of HIPAA. Thus, a Business Associate agreement for this provider is not required.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita