



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 11/22/2016

Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for HOWARD HIMES - Director  
Health & Human Services Operations

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Amendment No. 6 to 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 Chairman to sign Amendment No. 6 to Agreement No. 7774 with The Center for Common Concerns, Inc., to rescind Specific Terms and Conditions 3.4 provision that limits the number of automatic renewals, incorporate Addendum 6 to the Scope of Work (Exhibit A), and incorporate Addendum 6 to the Compensation exhibit (Exhibit B).

### **EXECUTIVE SUMMARY**

The Center for Common Concerns (the Center) has provided consultation and technical assistance to the County since 2000. In September 2015, the Center was selected through an Request for Proposals process to continue assisting the County in:

1. Preparation of the overall application for Housing and Urban Development (HUD) grants. This application is the umbrella under which a number of agencies including HHSA and the Housing Authority of the City of Napa (HACN) submit individual applications for HUD grants. HHSA has a revenue agreement with HACN to help pay for this portion of the contract;
2. Provide support for the 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.

In addition, the Center recently assisted the County in the preparation of applications for the Emergency Solutions Grant program. The proposed contract amendment rescinds the provision that limits the number of automatic renewals and updates the Scope of Work so that the County can choose which tasks it would like the Center to complete. Given the changes happening in the Homelessness Delivery System, including hiring the new

Homeless Services Coordinator, it is likely that the County will not need the Center's assistance with all of the tasks. However, during this transition period, this agreement provides flexibility to utilize the Center's services when needed. There is no change to the contract annual maximum of \$98,794.

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

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **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 Center for Common Concerns (the Center) has provided consultation and technical assistance 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 in three main areas:

1. Preparation of the overall application for Housing and Urban Development (HUD) grants. This application is the umbrella under which a number of agencies including Health and Human Services Agency (HHSA) and the Housing Authority of the City of Napa (HACN) submit individual applications for HUD grants. HHSA has a revenue agreement with HACN to help pay for this portion of the contract;
2. Provide support for the 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; and
3. Make system change and policy development recommendations.

Respondents to the RFP had the option of proposing services for area one, areas two and three or just for areas one and two. HHSA received four responses to the RFP. The Center was the strongest candidate to provide area one and two services; HHSA has contracted with the Corporation for Supportive Housing to deliver area three services. In 2016 the Center also assisted the County in responding to the Emergency Solutions Grant program.

The proposed contract amendment rescinds the provision that limits the number of automatic renewals and updates the Scope of Work so that the County can choose which tasks it would like the Center to complete. Given the changes happening in the Homelessness Delivery System, including hiring the new Homeless Services Coordinator, it is likely that the County will not need the Center's assistance with all of the tasks. However, during this transition period, this agreement provides flexibility to utilize the Center's services when needed.

The tasks that the County may ask the Center to do include:

1. Continuum of Care's Annual HUD Notice of Funding Availability (NOFA): Support County's and the CoC's work to end homelessness by overseeing the yearlong community planning process, the process to prioritize uses of funding, and supporting submission of the annual application for McKinney-Vento Continuum of Care (NOFA) funding including attendance and facilitation of monthly CoC and CoC Board meetings.
2. Point-in-Time Count: Support the County and the CoC in conducting the 2017 Point-in-Time Count and complying with required HUD reporting.
3. Homeless Emergency Assistance and Rapid Transition To Housing Act (HEARTH) Implementation: Support the County and the CoC in complying with HEARTH Act and related requirements including attendance and facilitation of monthly HEARTH Workgroup meetings, as requested.
4. Emergency Solutions Grants Program Process: Support the County and the CoC in community planning, prioritizing uses of funding, and annual application(s) for Emergency Solutions Grants from the State of California.
5. Grant writing for Emergency Solutions Grants Program: Support the County with grant-writing services to respond to the Emergency Solutions Grants Program. Staff providing services under Task 5 will be segregated from staff providing services under Task 4.

There is no change in the contract annual maximum of \$98,794.

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#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula