



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/20/2016

Agenda Placement: 6I

## 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:** Agreements related to the Home to Stay program

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chairman to sign the following agreements for the term January 2, 2017 through January 1, 2018, and each automatic renewal thereof:

1. Community Action of Napa Valley, Inc. for a maximum of \$121,615 to provide services for the County's Home to Stay program to secure housing for homeless adults and to issue rental assistance payments;
2. Napa Emergency Women's Services, Inc. for a maximum of \$26,639 to provide services for the County's Home to Stay program to secure housing for homeless adults; and
3. City of Napa for a maximum of \$24,726 to provide services for the County's Home to Stay program to secure housing for homeless adults.

### **EXECUTIVE SUMMARY**

The Home to Stay program (also known as Transitional Residential Alliance and Integrated Network i.e. TRAIN) is a Housing and Urban Development (HUD) grant-funded program providing rapid rehousing rental assistance and crucial supportive services to individuals and families who are homeless and chronically homeless in Napa County. Rapid Rehousing is a critical need in Napa County as identified by the Napa Continuum of Care (CoC). The program is designed to assist people experiencing homelessness, in combination with substance abuse, mental health, co-occurring disabilities, and domestic violence. The project focuses on moving people from homelessness into rapid rehousing using the Housing First model.

The County sub-contracts with Community Action of Napa Valley, Inc. (CANV), Napa Emergency Women's Services, Inc. (NEWS), and the City of Napa to perform required street outreach, housing location, case management., and rental assistance

CANV, NEWS and the City of Napa are local vendors.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Administration
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action is discretionary in that there is no mandate to contract with Community Action Napa Valley Inc., The City of Napa, or Napa Emergency Women's Services Inc. Contracting with these agencies provides the necessary resources towards Napa County's goal of engaging and ending homelessness in Napa County.
Is the general fund affected?	No
Future fiscal impact:	This contract will auto-renew and be included in future budgets.
Consequences if not approved:	If not approved, the County of Napa will lack sufficient resources to address homelessness and associated issues. Additionally, Napa County will be required to find replacing agencies to fulfill the tasks associated with the Housing and Urban Developments grant-funded program (known as Home to Stay in Napa). Insufficient use of funds will result in de-obligation and possible reduction in future funding awards.

Additional Information:

### **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 Home to Stay program (also known as Transitional Residential Alliance and Integrated Network i.e. TRAIN) focuses on moving people from homelessness into rapid rehousing using the Housing First model. Whenever possible, the project assists participants in obtaining employment, health and recovery services, and permanent housing. The rental assistance provided through this program is time-limited (target of 3 to 6 months with a maximum of two years). The objective is for the household to remain in the unit after the subsidy has ended through an increase in household income as a result of obtaining employment, education, and/or other income and benefits. An important component of the Home to Stay program is street outreach to homeless individuals and families and this is the primary focus of the City of Napa agreement.

The County has subcontracted for many years with Community Action of Napa Valley, Inc. (CANV) Napa Emergency Women's Services, Inc. (NEWS), and the City of Napa to perform required street outreach, housing location, case management, and provide rental assistance to homeless individuals and families. The Office of Management and

Budget (OMB) released new guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which has been dubbed the "Super Circular." Approval of the recommended action will incorporate the OMB requirements into these contracts as each of these vendors have been identified as a subrecipient or "pass through" entity receiving federal funding.

The County previously contracted with the Housing Authority of the City of Napa to issue rental assistance checks for individuals and families assisted through this program. Staff recommends transferring this responsibility to CANV, which currently provides this service for the County's CalWORKs housing assistance program.

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### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula