



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 6/18/2019

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Shelli Brobst for Jennifer Yasumoto - Director  
Health & Human Services Administration

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

**SUBJECT:** Amendment No. 1 to Agreement No. 170681B with City of Napa (Homeless Outreach and Jail In-Reach Services)

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### **RECOMMENDATION**

Director of Health and Human Services and Director of Housing and Homeless Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 170681B with the City of Napa increasing the amount by \$18,387 for a new annual maximum of \$43,113 commencing April 29, 2019 through June 30, 2019 and each automatic renewal thereof, revising the Administrative Section, Scope of Work, and the Compensation exhibit to provide homeless outreach, housing location and case management duties in support of the Home to Stay rapid rehousing program.

### **EXECUTIVE SUMMARY**

In January 2017 the Board approved an agreement with the City of Napa ("City") for the City to provide homeless outreach, housing location and case management services to support the Home to Stay rapid rehousing program. The purpose of today's requested action is to approve an amendment to this Agreement to:

1. Increase the annual contract maximum to \$43,113 commencing April 29, 2019 through June 30, 2019 and each automatic renewal thereof;
2. Amend the Contract Administration Section 1.7 to revise the source of funding for this Agreement which is Community Based Transitional Housing Funds awarded by the California State Department of Finance;
3. Amend the Contract Administration Section 1.8 to remove the requirement that the City comply with Agreement No. 170634 with the Department of Housing and Urban Development since it no longer applies;
4. Add Specific Term and Condition 3.5 to delegate authority to the director of Health and Human Services and/or the Director of Housing and Homeless Services to approve future amendments to the Exhibits of this Agreement excluding any amendments to Exhibit B (Compensation) and/or changes to the contract maximum;

5. Replace Exhibit A with Addendum No.1 to Exhibit A to revise the Scope of Work to update the duties and add a new service for jail in-reach; and
6. Replace Exhibit B with Addendum No.1 to Exhibit B to incorporate a new budget.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Housing and Homeless 20008-01 through June 30, 2019, County Executive Office thereafter.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This amendment will auto-renew and is included in the Health & Human Services Housing and Homeless budget through June 30, 2019, thereafter this contract will transition to the County Executive Office.
Consequences if not approved:	If this contract is not approved the County of Napa will forgo outreach services that support enhanced community security for those experiencing homelessness as well as jail in-reach to ensure continuity of services.
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**

Outreach to persons experiencing homelessness is a crucial component to Napa's homeless system of care. Engaging those experiencing homelessness, particularly those living unsheltered, is essential to linking vulnerable community members to the resources they need. Having trained outreach workers regularly engaging and following up with homeless residents where those residents are located leads to better health and housing outcomes for them. The goal of homeless outreach is to build trust and rapport with clients, and to link them to community resources.

Many residents experiencing homelessness have a history of criminal justice involvement, and there are often few resources available to support the type of discharge planning needed for homeless residents exiting jail to successfully link to housing and services resources. Further, when clients (on existing homeless services caseloads) enter jail, it is difficult to maintain service continuity with them to help support their reentry. Jail in-reach is an effective tool to both maintain service continuity and support discharge planning for homeless clients.

Pursuant to this Agreement the City of Napa will:

- | Establish contact with and provide outreach services to homeless individuals and families living on streets, vehicles, encampments, under bridges/freeways and any other location where homeless individuals reside/congregate in places not meant for human habitation;
- | Provide outreach services including -
  - a. discovering clients living in any place not meant for human habitation and working to develop rapport and engage community members
  - b. providing basic needs items (clothing, food) that clients may need immediately where they are living, as resources allow
  - c. working with clients to establish client-centered goals to meet their individual needs and documenting these goals in individualized case/service plans
  - d. educating clients on available resources in the community to meet identified needs and goals
  - e. linking clients to such resources in the community
- | Partner with Napa County staff, Homeless Continuum of Care (CoC) service providers, and other outreach providers to coordinate outreach services, case management, and care coordination
- | Partner with temporary (shelter, transitional housing, residential care) and permanent housing providers in the community to connect clients to short and long-term housing options
- | Provide problem-solving support to clients to help them find housing options outside of the homeless system. This includes family reunification and facilitation of housing opportunities with friends and family within the client's support system
- | Administer CoC's Coordinated Entry System prioritization tool and input data into the community's Homeless Management Information System (HMIS). Administer this tool to clients that have not had this assessment completed in the past year. Refer clients to Napa's Coordinated Entry System via the Community Queue in the HMIS database. Work in partnership with County Probation and Jail staff to provide case management services to homeless inmates in jail who agree to enroll in the jail in-reach program, and who have anticipated jail stays of one week or more
- | Provide guidance to clients to set short- and long-term services goals and inform clients on available resources to them in that moment and upon discharge. Prepare service plans for every client served
- | Collaborate with jail staff and community partners to support and plan post-release community care services, including linking the inmate to housing, primary and behavioral health, benefits, and employment services
- | When possible, support client through the preparation of applications, releases and other service program paperwork to expedite linkage to resources
- | Act as liaison between the inmate and partner staff, such as housing navigators, to support inmate communications regarding housing opportunities and facilitating housing paperwork as needed and as possible.

## **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri