



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/11/2020

Agenda Placement: 10C

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mary Booher for Minh Tran - County Executive Officer  
Housing and Homeless Services  
**REPORT BY:** Molly Rattigan, Deputy County Executive Officer - 253-4112  
**SUBJECT:** Project Homekey Application

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### **RECOMMENDATION**

Director of Housing and Homeless Services requests the following actions regarding a Project Homekey grant application for the purchase of an apartment complex to create approximately 14 permanent supportive housing units by December 30, 2020:

1. Adoption of a resolution authorizing a joint grant application with Burbank Housing Development Corporation in the amount not to exceed \$2,800,000; and
2. Approval of and authorization for the Chair to sign a Memorandum of Intent outlining the proposed obligations and responsibilities of each party.

### **EXECUTIVE SUMMARY**

On June 30, 2020, Governor Gavin Newsom announced Project Homekey. The program includes \$600 million in grant funding for local public entities, to purchase housing including hotels and motels, apartment buildings and other buildings and convert to permanent housing for the homeless impacted by COVID-19. The Notice of Availability Funding was issued on July 16, 2020 with the first round of applications due by August 13, 2020. Escrow must close by December 30, 2020.

Today's action seeks approval of a resolution authorizing the Director of Housing and Homeless Services to submit a joint application for Project Homekey with Burbank Housing Development Corporation and authorization for the Chair to sign a Memorandum of Intent (MOI) outlining the roles and responsibilities during the application process.

### **PROCEDURAL REQUIREMENTS**

1. Staff reports

2. Public comment
3. Motion, second and vote on item

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	State Funds from Project Homekey
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This item is discretionary in that there is no mandate to submit a grant application for Project Homekey. These funds would pass through Napa County to Burbank Housing for the acquisition, rehabilitation and management of the property. This would result in approximately 14 deed restricted affordable housing units for clients exiting homelessness.
Is the general fund affected?	No
Future fiscal impact:	None. Acquisition must occur by December 30, 2020.
Consequences if not approved:	If this item is not approved, Napa County and Burbank Housing will not have the opportunity to apply for Project Homekey funds.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
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**

On June 30, 2020, Governor Gavin Newsom announced Project Homekey. Building on the success of Project Roomkey, Project Homekey is the next phase in the State's response to protecting Californians experiencing homelessness who are at high risk for serious illness and are impacted by COVID-19. The program includes \$600 million in grant funding for local public entities, to purchase housing including hotels and motels, apartment buildings and other buildings and convert to permanent housing for the homeless impacted by COVID-19. The Notice of Availability Funding was issued on July 16, 2020 with the first round of applications due by August 13, 2020. Escrow must close by December 30, 2020.

Today's action seeks approval of a resolution authorizing the Director of Housing and Homeless Services to submit a joint application for Project Homekey with Burbank Housing Development Corporation and authorization for the Chair to sign a Memorandum of Intent (MOI) outlining the roles and responsibilities during the application process. The MOI outlines the responsibilities Burbank Housing as the developer and the County provides support services through subcontractors to place clients through the Coordinated Entry System. It also calls for the County to match eligible rental and case management subsidies available to the County with each placed client.

Burbank Housing is in the process of identifying a property in the City of Napa for possible acquisition under the Project Homekey program. Under the proposed MOI, Burbank Housing would be responsible for acquisition, any necessary rehabilitation, facilitating any required relocation of existing tenants, and long term ownership and property management. Napa County will be responsible for assisting in the identification of matching funds through local philanthropic sources and/or homeless services program funds and referring all tenants through the Coordinated Entry System. To the extent possible, Napa County will also match referred clients with available housing subsidies and facilitate any case management through the County's housing services providers that are linked to those housing subsidies.

Napa County and Burbank Housing will continue to work on finalizing the details of a possible acquisition and the submission of all related grant documents before September 29, 2020.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi