

**NAPA COUNTY AGREEMENT NO. 170374B
AMENDMENT NO. 9**

THIS AMENDMENT NO. 9 TO NAPA COUNTY AGREEMENT NO. 170374B is effective this _____ day of _____, 2022 by and between NAPA COUNTY, hereinafter referred to as "COUNTY," and **THE CENTER FOR COMMON CONCERNS, INC.**, a California corporation doing business as **HOMEBASE**, whose mailing address is 870 Market Street, Suite 1228, San Francisco, CA 94192, hereinafter referred to as "CONTRACTOR."

RECITALS

WHEREAS, on or about July 1, 2012, COUNTY and CONTRACTOR entered into Napa County Agreement No. 7774, also known as Agreement No. 170374B (hereinafter referred to as the "Agreement") for CONTRACTOR to provide consultation and development of a grant application submission to the U.S. Department of Housing and Urban Development; and

WHEREAS, the parties have amended the Agreement from time to time for various reasons, including but not limited to revisions involving the scope of work, compensation, revisions to exhibits, and amendments to other contract provisions; and

WHEREAS, prior amendments were made through Agreement Amendments Nos. 1 through 8; and

WHEREAS, the parties wish to further revise the scope of work under the Agreement.

TERMS

NOW THEREFORE, the parties amend the Agreement as follows:

1. Exhibit "A" shall include "Addendum 9 to Exhibit A" attached hereto and incorporated by reference herein, and all references in the Agreement to "Exhibit A" shall include "Addendum 9 to Exhibit A" on and after the effective date of this Amendment No. 9 to the Agreement.
2. Exhibit "B" shall include "Addendum 9 to Exhibit B" attached hereto and incorporated by reference herein, and all references in the Agreement to Exhibit "B" shall include "Addendum 9 to Exhibit B" as of the effective date of this Amendment No. 9 to the Agreement.
3. Except as provided above, the terms and conditions of the Agreement shall remain in full force and effect as originally approved and last amended.

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IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 9 to Napa County Agreement No. 170374B as of the date first above written.

THE CENTERS FOR COMMON CONCERNS, INC.

By _____
NIKKA RAPKIN, Executive Director

By _____
BETH THERIAULT, Administrator

“CONTRACTOR”

NAPA COUNTY, a political subdivision of the State of California

By _____
RYAN GREGORY
Chair of the Board of Supervisors

“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>S. Darbinian</u> Deputy County Counsel</p> <p>Date: April 11, 2022</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____ Processed By: _____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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ADDENDUM 9 TO EXHIBIT A
SCOPE OF WORK
July 1, 2021 – June 30, 2022
(and each automatic renewal thereof)

CONTRACTOR may, at the specific request of COUNTY, provide COUNTY and its community partners, including the organizations within the Napa County Continuum of Care (CoC), with training, technical assistance, and consultation related to:

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. **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
3. **Monitoring of Continuum of Care Funded Agencies:** Support County by providing a series of one-on-one, on-site programmatic and fiscal monitoring visits to all CoC funded agencies in Napa County and when applicable will include analysis of sub-recipients and contracted programs.
4. **System of Care Support:** Support the County in building an effective and efficient homeless system of care, with tasks that may change year to year.
5. **Coordinated Entry Evaluation: Lead and implement the HUD-mandated Coordinated Entry evaluation process, provide a report to the CoC, make recommendations for process improvements and support implementation efforts.**

Task 1: Continuum of Care’s Annual HUD NOFA

The CoC Program competition is an annual opportunity for Napa CoC to evaluate its progress and identify strategic actions to achieve systems change goals. Through past successful competitions, Napa CoC has expanded its permanent housing. CONTRACTOR may support the CoC’s annual CoC Program competition response preparation and submission process, either by managing and leading the process or providing support to County staff, as directed by COUNTY in writing. Anticipated deliverables may include:

- **Competition Preparation**
 - Register the CoC in e-snaps for the McKinney-Vento competition, as directed by HUD.
 - Review and support submission of the Grant Inventory Worksheet (GIW).
 - Conduct an evaluation of existing CoC projects with respect to HUD performance measures and implementation of CoC performance measures
 - Facilitate and lead strategic discussions, in advance of the NOFA release, to enable the CoC to make a determination as to which projects will submit applications in the annual HUD NOFA
 - Attendance and facilitation of monthly CoC and CoC Board meetings throughout the term of the agreement.

- **CoC Application (Exhibit 1) Preparation**
 - Prepare and submit the CoC Consolidated Application, including the CoC Application, Project Applications, and all required attachments.

- **Project Applications (Exhibit 2) Preparation**
 - Conduct a Technical Assistance workshop for all prospective applicants to assist with the preparation of Project Applications (Exhibit 2).
 - Facilitate the local competition/Review and Rank process, including training application reviewers, developing scoring tools, and resolving any appeals.
 - Provide one-on-one assistance and coaching to applicants during NOFA process to ensure accurate and timely submission of Project Applications (Exhibits 2).
 - Provide planning and support to prospective Bonus Funding applicants, as needed.

Task 2: Emergency Solutions Grants Program Local Process

CONTRACTOR may support the CoC in responding to the Emergency Solutions Grants (ESG) Balance of State funding opportunity through the California Department of Housing and Community Development (HCD) NOFA, either directly or by supporting County staff, as directed by the COUNTY. This work may include:

- Lead and facilitate the CoC in an ESG strategy session to maximize grant awards and identify providers qualified to deliver eligible activities
- Support the development of and facilitation of a fair and open rank and review of proposed ESG-funded projects for both the non-competitive Rapid-Rehousing allocation and the regional competition under the Balance of State Allocation. This will include at least one community meeting to create the process and create the rating criteria to be used during the process, and one meeting of a review and rank panel
- Provide technical support to agencies writing applications (e.g. answer questions, provide guidance) and write/prepare any CoC-related documents, attachments or application materials that are required by HCD (e.g. regarding priority, the CoC as a whole, coordinated entry, performance standards) as part of an application packet
- Provide a threshold review of all applications in advance of submission to ensure they are complete, the proposed activity is eligible pursuant to Section 8408 of the State Regulations and will be operated consistent with Core Practices pursuant to Section 8409.

TASK 3: Monitoring CoC Funded Agencies: CONTRACTOR will provide a series of one-on-one, on-site programmatic and fiscal monitoring visits to all CoC funded agencies in Napa County and when applicable will include analysis of sub-recipients and contracted programs.

The reviewed agencies and projects will include:

- HHP – PSH I, II, and HMIS and Coordinated Entry
- Buckelew PSH
- Home to Stay RRH
- Housing Authority PSH
- HHP – ESG Rapid Rehousing
- Subrecipients of the above programs

The primary goals of monitoring visits are to:

1. Fulfill the requirement of a grant recipient and of the CoC to monitor CoC- and ESG-funded recipients and subrecipients;
2. Improve program performance, effectiveness and efficiency;
3. Increase knowledge and capacity among CoC- and ESG-funded agency and contract staff regarding CoC compliance and financial management;
4. Help agencies prepare for HUD monitoring by reviewing agency documents and client files for compliance, and assist agencies in remediating any issues;
5. Create monitoring plans and protocols for HHP staff for future years;
6. Identify opportunities and gaps for additional trainings or one-on-one meetings regarding these topics.

Planning/Preparation for Each Project

Homebase and HHP staff will work together to plan and execute monitoring. To prepare for the monitoring visits, Homebase will review and analyze background documents, files and forms for CoC compliance, as well as financial management information. Agencies will be asked to provide Homebase with documents from their CoC- and ESG-funded programs leading up to the meetings, including:

- Agency policies and procedures;
- HUD monitoring reports and agency responses associated with the CoC- and ESG-funded projects;
- Grant agreements or contracts with HUD or the CoC;
- Match letters for CoC Program grants currently in effect;
- Most recent invoice and drawdowns sent to HUD for each project;
- Most recent financial audit.

On-Site Monitoring

Homebase will conduct programmatic and fiscal monitoring to assess compliance with HUD regulations and identify areas for improving program effectiveness and efficiency. Monitoring will include a desk review of each project's materials and files, including:

- Files and documents outlined above;
- Client file, including electronic files;
- Grant files;
- Financial reports and associated backup documentation as they pertain to relevant funds;
- Any other documents necessary to verify contract compliance.

Follow-up Plans for Agencies:

After each visit, Homebase will follow up with each agency to identify key concerns and requirements which have not been met, and describe any corrective action that should be taken. Homebase may also include suggestions for improvements. If concerns are identified, Homebase will request a response from the agency that outlines how the agency will take corrective action. Homebase will work with HHP and/or provide copies to HHP to ensure follow-up action.

Follow-up Plans for HHP/CoC:

At the conclusion of monitoring visits, Homebase will create reports for HHP of its subrecipient findings and for the CoC on the overall outcomes of monitoring. Included among those reports will be a Monitoring Plan, and schedule for follow up and future action.

Task 4: System of Care Support. CONTRACTOR may provide technical assistance and support to COUNTY in creating a more effective homeless system of care. In 2021-2022 contract year, this work may include:

Facilitating a community process to evaluate and create a strategy to implement targeted funding toward youth homelessness programming. This process will include providing a plan to engage key stakeholders, provide examples of innovative practices and support the County planning processes.

- Evaluate and propose changes to HHP, CoC, and subrecipient written policies and procedures for needed updates.
- Analyze system performance and community data to monitor strategic plan implementation progress and identify area for improvement
- Providing additional training to increase capacity of staff at HHP, subrecipients, and CoC providers
- Engaging with CoC Program recipients, subrecipients, CoC members, and other key stakeholders to implement best practices that will put Napa CoC on the path to ending homelessness. CONTRACTOR's approach will be tailored to offer the community-based method of engagement that will best effect change. This work may include the following tasks, either undertaken directly or by supporting County or subrecipient staff or CoC Board chairs, as directed by the COUNTY:
 - Attendance and support of monthly Continuum of Care meetings
 - Take and produce minutes
 - Support agenda and content development for CoC meetings and trainings
- Improve system-wide and program-level performance objectives and the process for the CoC to review performance and progress on ending homelessness.
- Conducting one-on-one meetings with agencies and stakeholders as needed
- Attendance and facilitation of committee meetings as needed
- Provide on-call technical assistance for questions regarding HUD documentation requirements such as APRs, SPMs, and others.
- Other tasks as requested.

Task 5: Coordinated Entry Evaluation. CONTRACTOR will conduct qualitative and quantitative evaluations of the CoC Coordinated Entry Systems in compliance with HUD Notice CPD 17-01. The evaluation process will include:

- Convening a Coordinated Entry Workgroup to direct the process and determine the scope and specific focus of the evaluation.
- Surveying participating providers as well as unhoused or recently housed individuals
- Auditing and evaluating HMIS and CES data
- Providing evaluation of data and its implications for the system of care
- Preparing a report for presentation to the Workgroup and CoC that includes action steps and implementation plan
- Other tasks as requested.

Task 6: Homeless Action Plan. CONTRACTOR will prepare a Homeless Action Plan (HAP) as required by the Homeless Housing, Assistance and Prevention Round 3 (HHAP-3) requirements. This process will include:

- Environmental Scan: research and review of key documents and data related to the current homeless system to identify existing gaps and priorities related to both housing and homelessness.
 - Research and review of key documents and data (50 hours estimate).
 - Creation of a steering committee, bi-monthly client check-ins, weekly steering committee check-ins (130 hours estimate).
 - Production of a work plan timeline and information matrix (50 hours estimate)
 - Timeline parameters established for surveys and stakeholder feedback.
- Stakeholder Input: identify and coordinate with relevant stakeholders of the homeless system to gather information needed to fill gaps in analytical data vis a vis community needs and proposed strategies. Collect feedback on proposed strategies and goals by hosting 4 focus/community groups identified by the steering committee.
 - Identification and execution of key stakeholder interviews and focus groups (8-10 individual or group meetings).
 - Creation and distribution of community survey (40 hours estimate).
 - Attendance at additional meetings, as identified by the steering committee (10 group meetings maximum, 80 hours estimate)
 - Possible stipends for focus groups participants (10-15 individuals with lived experience).
- Analysis and HAP Plan Development and Drafting: analysis and review information gathered through the environmental scan and stakeholder input phases. Develop a HAP based on this analysis in compliance with HHAP-3 requirements (210 hours estimate).
 - Initial HAP draft completed by April 22, 2022.
 - Public draft of HAP completed by May 10, 2022.

**ADDENDUM 9 to EXHIBIT B
COMPENSATION**

**From the effective date of this agreement through June 30, 2022
(and each automatic renewal thereof)**

Task	Deliverables	Amount Per Task, Not to Exceed
Task 1: CoC's Annual HUD NOFA	Pre-CoC Application Preparation <ul style="list-style-type: none"> - Registration - GIW - Project Evaluation - Monthly CoC and CoC Board meetings 	\$50,000
	CoC Application	
	Project Applications <ul style="list-style-type: none"> - Review & Rank of CoC Projects 	
Task 2: Emergency Solutions Grants Program	Assist in review and selection of CoC applications to California HCD for the Emergency Solutions Grants program	\$14,000
Task 3: Monitoring CoC Funded Agencies	Provide programmatic and fiscal on-site monitoring of CoC funded projects Create follow up plans	\$20,000
Task 4: System of Care Support	Provide technical assistance and support to COUNTY in creating a more effective homeless system of care; including facilitating CoC and HEARTH Act meetings and other workgroups/meetings as required.	\$80,000
Task 5: Coordinated Entry Evaluation	Conduct qualitative and quantitative evaluations of the CoC Coordinated Entry Systems in compliance with HUD Notice CPD 17-01.	\$20,000
Task 6: Homeless Action Plan	Coordination and development of a Homeless Action Plan (HAP) as required by HHAP-3 funding (560 hours)	\$64,769

CONTRACTOR shall submit an invoice to COUNTY in acceptable form along with supporting source documents. The invoice shall include budgeted task, staff person's name, hours worked, and

hourly rate. The supporting source document shall be a system generated payroll report or check stub. For non-staff costs, the invoice shall include a description and copies of supporting receipts.