

## **SUBMISSION PORTAL OVERVIEW**

**Is the Application a "Test" Submission?**

No, this is my official Submission.

# Part 1: ADMINISTRATIVE INFORMATION

## Application Window

This application is being submitted in the following application window:  
Window #1, 12/1/2022 - 2/28/2023

## Eligible Applicant

Select the eligible applicant's jurisdiction type.  
City

What is the name of the city or county?  
City of Napa

## Implementing Organization

Implementing Organization  
City of Napa

Specific Unit or Office Within the Implementing Organization  
City Manager's Office

Implementing Organization's Address  
955 School Street

<b>City</b> Napa	<b>Zip Code</b> 94559	<b>County</b> Napa
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Implementing Organization's Tax ID  
Number  
94-6000380

## Project Director

**Name**  
Molly Rattigan

**Title**  
Deputy City Manager

<b>Phone</b> (707) 258-7858	<b>Email</b> mrattigan@cityofnapa.org
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## Grant Administrator

**Name**  
Molly Rattigan

**Title**  
Deputy City Manager

<b>Phone</b>	<b>Email</b>
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(707) 258-7858

mrattigan@cityofnapa.org

## Contact Person for Application

**Name**

Molly Rattigan

**Title**

Deputy City Manager

**Phone**

(707) 258-7858

**Email**

mrattigan@cityofnapa.org

## Authorized Representative

**Name**

Steve Potter

**Title**

City Manager

**⚠️ This Application uses character limits ⚠️**

**Reaching these limits is not required. Competitive responses may fall well short of these limits.**

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## **Part 2: PROPOSAL OVERVIEW**

### **People Served**

**Number of people currently residing in prioritized encampment site**

87

**Of people currently residing in prioritized encampment site, how many will be served by this proposal?**

87

**Given the potential for inflow of people into the prioritized encampment site, how many people are projected to be served across the entire grant period?**

120

**Of people projected to be served across the entire grant period, number of people projected to transition into interim shelters**

120

**Of people projected to be served across the entire grant period, number of people projected to transition into permanent housing**

80

**Is the prioritized encampment site part of a larger encampment area?**

No

### **Encampment Information**

**1. Briefly describe the characteristics of the people residing within the prioritized encampment site. The description must include demographics and may include household compositions, disabilities, and projected service and housing needs. (1500 character limit)**

A census was completed by Outreach and Intervention staff the week of January 16, 2023. A total of 87 unique individuals were counted during this census period, with ages ranging from 22 to 76 years of age, and an average age of 41. Over 90% are single person households. Approximately 30% of the clients counted identify as female, and 70% identify as male. Approximately 40% were identified as primarily

Spanish speaking. Those residing on Caltrans properties (40 unique individuals) have been in place for shorter periods of time (six months or less) and have often refused congregate shelter options when camps were previously cleaned. At least 7 of the clients identified have pending housing opportunities and may be placed prior to this project commencing. A majority of the clients expressed interest in housing services or non-congregate sheltering options. Those individuals residing in Kennedy Park (47 unique individuals) have been in place for longer periods of time, the City of Napa has not previously attempted to clear Kennedy Park but has taken steps to remove fire hazards and other unsanctioned structures in the past. The census indicated a broad range of needs from housing navigation, support with applying for income and other benefit programs, mental health needs, medical needs, and substance abuse needs. The proposed motel is anticipated to accommodate those with mobility needs.

**2. Briefly describe physical characteristics of the prioritized encampment site in which the people you are proposing to serve are residing. The description must include the specific location, physical size of the area, the types of structures people are residing in at the site, whether vehicles are present, and any other relevant or notable physical characteristics of the site. (1000 character limit)**

The prioritized encampments are a series of Caltrans properties and Kennedy Park (see maps) in the City of Napa. The Caltrans properties run along the Highway 29 corridor and under the Maxwell Bridge (Highway 221/121). Kennedy Park is located in South Napa immediately adjacent to a golf course and Napa Valley College. Kennedy Park is a picnic and event space with playgrounds, boat launches, a skate park, and other public amenities. The identified Caltrans properties total 20 acres, and the camping area of Kennedy Park is approximately 20 of the 171-acre park. All locations are in immediate proximity to walking paths, creeks or rivers, bridges and overpasses, and other public amenities like sports fields. The structures are generally tents, canopies, or interim structures built with pallets or other wood materials. Tarps and fencing materials were also noted in the area. Some clients' own vehicles and/or campers or trailers, but they are generally parked away from the encampment.

**3. Why is this particular encampment site being prioritized? (1000 character limit)**

This proposal prioritizes a series of publicly owned properties in the City of Napa, including Caltrans owned properties. These properties total approximately 40 acres. These collective properties are near or along waterways or public walking trails, and often result in trash, and human and animal waste being discarded in very public areas. Additionally, runoff from rainstorms run the risk of moving debris and other materials into the waterways. The areas often generate public complaints from the community and local businesses. There are walking paths adjacent to many of the camping areas that are a source of complaints of garbage, and concerns about safety for walking in areas, particularly children going to school. The safety of the unsheltered community is a priority to the City of Napa. Between the period of 1/1/21 and 11/30/22, the Fire Department ran 210 calls to the Caltrans properties and 52 calls were to Kennedy Park.

**Attachment: Map**

GIS-Kennedy Park-City of Napa Property.pdf

GIS Map-Caltrans-221-121 Maxwell Bridge East.pdf

GIS-Caltrans 221-121-Maxwell Bridge.pdf

GIS Map-Caltrans-Napa Creek at Coffield.pdf

GIS Map-Caltrans-Highway 29 and Trancas.pdf

Caltrans-Map of Trancas Pump House.pdf

Caltrans-Map of Encampment-Napa Creek.pdf

Caltrans-Map of Maxwell bridge.pdf

Caltrans-Map of Highway 29.pdf

**4. Is the prioritized site on a state right-of-way?**

Yes - partially

**Attachment: Caltrans Letter of Support**

CalTRANS-City of Napa Letter of Commitment.pdf

## **Proposal's Outcomes**

**5. What are the outcomes this proposal seeks to accomplish by the grant close (6/30/2026)? If funded, what are the primary activities you are planning to implement to achieve the proposal's outcomes? (1000 character limit)**

This proposal seeks to immediately decrease the number of individuals living unsheltered in the City of Napa by leasing a motel for 3 years to provide non-congregate sheltering for at least 65 single individuals/households at any one time, and a total of 120 individuals. This is a 64% increase in the community's year-round shelter beds for single adults and allows for a 33% decrease of the unsheltered population per the 2022 PIT Count.

This proposal seeks, over a 3-year period, to place at least 80 clients from non-congregate sheltering to permanent housing that meets the individualized long term needs of each client. This would result in 16% of clients counted in the 2022 PIT to be placed in permanent housing.

In addition to being provided safe interim and permanent housing, clients would be provided case management including housing navigation and placement, linkages to health, mental health, and social services, food security, and assistance obtaining income and benefits.

**6. How will the applicant measure progress towards the proposal's outcomes? (1000 character limit)**

The City of Napa and Abode Services are participants in the local Homeless Management Information System and the Encampment Resolution Program will be set up as a project within HMIS. This will allow the City of Napa to measure progress by tracking the number of clients served by the program, the length of stay, and the outcome of each individual that enters the program. The City of Napa will also coordinate regular check-in meetings with Abode Services (service provider) and the County of Napa (CoC and CES Administrator) to discuss individual clients, their progress and needs, and bring in resources like healthcare case management and mental health on an as-needed basis. Additionally, the Mental Health Outreach Worker will be available to provide mental health support to those that would benefit. Quarterly reports that include the number of clients enrolled and served in the program and the disposition of each client will be made available.

**7. Are there any local ordinances, resources, or other factors that may hinder achieving the proposal's outcomes? If so, how will the applicant navigate these challenges? (1000 character limit)**

There are no anticipated local laws, ordinances or other factors that are anticipated to hinder the proposal's outcomes. The Encampment Resolution Program is consistent with the City's vision to continually work to reduce unsheltered homelessness in the community with the primary goal of creating permanent housing opportunities with the appropriate support services and tenancy care.

**8. Is this proposal a standalone project or part of a larger initiative?**

Larger initiative

**8. a) How would this larger initiative be categorized?**

Part of a larger initiative

**Please describe. (1000 character limit)**

The Napa City Council has identified "housing and homelessness" as one the City's top priorities, and has

increased resources to mitigate the impacts to those experiencing homelessness and the general community, as well as increasing housing stock, with an emphasis on permanent supportive housing. The City of Napa has restructured all homeless and housing initiatives within one division of the City Manager's Office under a Deputy City Manager. The City is represented on the local CoC and has a cooperative agreement with the County of Napa to identify the financial commitments, roles and responsibilities of each agency, including the seeking of funding sources to advance the offering of shelter and permanent housing services, consistent with best practices including a Housing First model and prioritization of Permanent Supportive Housing. The community was a Whole Person Care Pilot project and has been working collectively to implement CalAIM case management and community benefits.

## **Part 3: IMPLEMENTATION**

### **Core Service Delivery and Housing Strategies**

**9. Describe the proposed outreach and engagement strategy, case management, and / or service coordination for people while they are continuing to reside within the encampment site. Quantify units of service to be delivered including the ratio of staff to people served, frequency of engagement, and length of service periods. (2000 character limit)**

Abode Services' Napa outreach team consists of an Outreach Manager, who oversees a team of 6 outreach staff: 4 outreach workers, 1 family outreach worker, and 1 Mental Health Outreach Worker. This outreach team services all of Napa County, though the majority of its outreach efforts are performed in the City of Napa. There is essentially one Outreach Staff for every 50 unsheltered clients in the community. Abode's Outreach Team works with any individual experiencing unsheltered homelessness in Napa, and makes weekly rounds to all homeless encampments to engage participants, visiting some camps almost daily. When engaging with participants, Abode uses a low-barrier, harm reduction approach. Its principal goals include: (1) enrolling new participants into Abode's Outreach program, which includes conducting a VI-SPDAT in order to get them enrolled in Napa's Coordinated Entry system; (2) connecting them to a shelter bed if they are open to it; (3) connecting them to health care services as well as mental health services; (4) assisting clients to obtain essential documents necessary for housing or to obtain employment; and (5) responding to crises and trauma when these situations arise. The Outreach Team will play a critical role in messaging the availability of the Encampment Resolution program and assisting clients with the transition to the program as the program launches and interim housing beds become available. We expect that the Outreach Team will continue to have weekly connections with any unsheltered client, and remain a resource for those that enter the program as they work on their permanent housing placements.

**10. Describe the role of Coordinated Entry in the context of this proposal and how Coordinated Entry policies or processes will support and / or hinder the implementation of this proposal. (1000 character limit)**

As a participating member of the local CoC, the City of Napa adheres to the local Coordinated Entry System (CES) policies and processes and works closely with the County of Napa to ensure decisions are made and programs are enacted with regard to the CES system. Caltrans properties will be the first prioritized within this ERF program, then Kennedy Park, then other public properties. While there is sufficient space for all those on Caltrans properties, the CES and related VI-SPDAT assessment tool will determine the order for offering interim housing beds available at the motel. Additionally, while all clients enrolled in the program will be provided case management and housing services, the CES system will be utilized for prioritizing clients when units within the system become available. During the term of the ERF program, we expect at least two projects to open and provide units through the CES system. The CES system will continue to positively support our community.

**11. Please describe the interim shelter and permanent housing opportunities proposed to support this proposal and provide evidence of the applicant's demonstrated ability and commitment to deliver permanent housing for people residing in the prioritized encampment. (2000 character limit)**

This proposal includes the 36 month lease of a hotel in the City of Napa. The motel has 58 rooms with an estimated capacity of 65 clients. The hotelier has provided a commitment letter that is included in this application. If the City of Napa is awarded funds by April 30, 2023, occupancy will begin in June 2023 with full occupancy completed no later than August 2023. Comprehensive case management services will be provided onsite with a heavy emphasis on housing navigation, including assisting clients with assembling the necessary documents to apply for housing units and programs. Staff will be onsite 24/7 to provide services, referrals and support to clients with a focus on housing. The timing of this proposal aligns with the construction of Heritage House/Valle Verde, a 90-unit housing development that includes 44 units of permanent supportive housing funded by No Place Like Home. These units are expected to begin leasing



in early 2024. The additional 46 units in this development may also be available to clients exiting homelessness. In addition, the County of Napa is committed to provide increased one-time landlord incentive payments and implement a Landlord Risk Mitigation Program to further support the expanded number of units needed to support the needs of this targeted program. The City of Napa is currently working on possible Project Homekey-Round 3 applications for an additional 56 units of permanent supportive housing or housing for clients exiting homelessness. Jamboree Housing is in escrow to purchase a parcel in the City and is working with the City of Napa on entitlements and funding for 44 units of permanent supportive housing that will likely be available by mid-2026. The CoC system is the recipient of competitive dollars for scattered permanent supportive housing units and services, as well as Tenancy Care services funded through a variety of sources including CalAIM. There are currently over 80 clients in the system on the Section 8 list.

**12. Describe how this proposal is tailored to meet the needs and preferences of people residing within the prioritized encampment. (1500 character limit)**

The City of Napa has shelter beds available, however, one of the most common pieces of feedback we receive is that clients are not interested in congregate settings. Outreach staff recently completed a census at the prioritized encampments and offered clients available shelter beds. While many clients indicated an interest in continued outreach services and housing navigation, they declined congregate shelter opportunities. This program will interim non-congregate shelter opportunities and provide wraparound services focused on permanent housing. Abode Services has been the service provider for the Napa community for five years. The staffing proposal was developed based on Abode’s local experience on the needs of clients in the field, at the Day Center, and in a shelter environment. Services are culturally competent, including providing services in Spanish to meet the language preferences of the clients. Abode uses a low-barrier, harm reduction approach. Goals include: (1) enrolling new participants into Abode’s Outreach program, which includes conducting a VI-SPDAT in order to get them enrolled in Napa’s Coordinated Entry system; (2) connecting them to a shelter bed if they are open to it; (3) connecting them to health care services as well as mental health services; (4) assisting clients to obtain essential documents necessary for housing or to obtain employment; and (5) responding to crises and trauma when these situations arise.

**Table 1: Projected Living Situations Immediately Following the Encampment**

<b>Briefly Describe Each Projected Living Situation Immediately Following the Encampment</b>	<b>Is This Permanent Housing?</b>	<b>Quantify The Capacity (e.g., number of beds/units, frequency of bed/unit availability)</b>	<b>Prioritized or Set-Aside for ERF-2-R?</b>	<b>Is this living situation funded by ERF-2-R and / or Leveraged Funds?</b>	<b>% of Served Persons Projected to Fall Within This Living Situation</b>
Interim Non-Congregate Shelter at Motel 6	No	58 motel rooms for a 3 year lease period. One motel room may need to utilized as office space/ADA accessible shower	Prioritized	ERF-2-R	95

**Table 2: Projected Housing and Service Pathways to Permanent Housing**

Describe Projected Housing and Service Pathway to Permanent Housing	Quantify the Capacity of the Housing and Service Pathway	Is this Housing and Service Pathway Funded by ERF-2-R and / or Leveraged Funds?
Heritage House/Valle Verde	At least 44 Permanent Supportive Housing Units through No Place Like Home in 2024	Leveraged
Jamboree Housing Project	Approximately 40 Permanent Supportive Housing Units tentatively planned for late 2025.	Leveraged
Housing Choice Vouchers	Over 80 clients currently experiencing homelessness are on the HCV list. We expect the list to reopen for the lottery in 2024 and staff will assist applicants in applying for the lottery.	Leveraged
CoC Funding	The County of Napa receives over \$800,000 in annual funding from Federal CoC Competition for permanent supportive housing or rapid rehousing.	Leveraged
Project Homekey Round 3	The City of Napa plans to submit for at least one Project Homekey 3 program with approximately 40 units. The County	Leveraged

	has committed \$1 Million from HHIP funds to support this project and the City has reserved \$2.8 million in ARPA funds for this project
Expanded Landlord and Risk Mitigation Program	\$4,000 in damages, \$2,000 for first lease, \$1,000 for second lease

### Table 3: Strategies to Mitigate Displacement

Strategy	Is this Strategy Funded by ERF-2-R and / or Leveraged Funds?
The Services Coordinators will provide case management services, including providing linkages to medical services, providing individualized services plan setting forth key goals, housing navigation services to secure permanent housing.	Mostly Leveraged
Programs at the County of Napa, America's Finest, Abode, and CARE Network provide services to connect clients with SSI/SDI income, other entitlement benefits, and other temporary housing programs.	Leveraged
The City of Napa is implementing a Diversion program in 2023 using HHAP funds. Housing Specialists will assist clients that want to reconnect with family or friend supports with opportunities to seek housing with these supports.	Leveraged
At the end of the 2026, if extension opportunities are not available, other available shelter beds will be prioritized for clients that have not yet secured permanent housing.	Leveraged

### Table 4: Strategies to Mitigate Returns to Unsheltered Homelessness

Strategy	Is this Strategy Funded by ERF-2-R and / or Leveraged Funds?
CalAIM Housing Tenancy and Sustaining Services- clients are assigned a Case Manager to assist with ongoing service needs to support maintaining stable housing.	Leveraged
CalAIM Enhanced Case Management- clients are assigned a Case Manager to assist with ongoing service needs, including maintaining stable housing.	Leveraged
PSH Services-clients are assigned a Case Manager to assist with ongoing service needs, including maintaining stable housing. Rent is paid through this program	Leveraged

Prevention and Diversion-clients have opportunities for short-term prevention needs and diversion opportunities to prevent return to unsheltered homelessness Leveraged

Integration with Self Sufficiency-clients are connected to eligible Self-Sufficiency programs and services Leveraged

Integration with Behavioral Health-clients are connected to Behavioral Health services, case managers are also available through Full Service Partnership Leveraged

SOAR Programs- SOAR case managers assist with creating and appealing SSI and other income claims to ensure clients are connected with income resources. Leveraged

Project Based Vouchers are connected to PSH units to ensure rent stability. Leveraged

**13. Describe how this proposal considers and plans for the dynamic nature of encampments including potential inflow of people into the geographically served areas. (1000 character limit)**

This proposal has been developed in coordination with Caltrans and prioritizes Caltrans right of ways. All clients in encampments on Caltrans property will be offered the opportunity to relocate to the project within the first 30-45 days. The intent is then to keep the area closed to new encampments through a Maintenance Agreement with Caltrans. While the goal is to also relocate all clients in Kennedy Park to the program, this may not happen quickly. Therefore we understand that as a result of Caltrans properties closing, Kennedy Park may see an initial increase in clients in the park. We will continue to work with these clients on enrollment and transition to available services, and work with them within the City's Administrative Regulation to ensure that the park remains as safe as possible for those using the park as a place to camp. Additionally, we will continue to work on permanent housing and interim sheltering options, as well as prevention and diversion opportunities.

**14. Describe how this proposal will support individuals with continued access to and / or the storage of their personal property. (1000 character limit)**

In partnership with the County of Napa and Abode Services, the City already has an established budget for private storage units for clients entering shelter or impacted by encampment changes. This proposal includes additional funds for storage, including the purchase of storage units onsite so clients have private storage and access to their belongings on their terms. The Motel 6 has already identified space on property where locked storage units could be placed for client belongings. The benefit of on-site storage is it allows shelter staff to work with guests to minimize the amount of possessions they bring into their rooms to avoid potential cluttering situations. If the amount of belongings exceeds what is available on site, we will fund private storage units in the community for clients in the program.

**15. Describe how this proposal will support individuals with service animals and/or pets. (1000 character limit)**

Service animals and comfort animals will be permitted on site. The existing Outreach Team and staff will assist clients with obtaining the necessary paperwork, vaccinations, and spaying/neutering to safely live onsite. The County of Napa was recently awarded a Pet Assistance Support (PAS) Grant that will also assist with the purchase of items to support pets on site (i.e. kennels, etc) and provide a pet trainer when necessary to assist clients with overseeing their pets' behavior.

## **Budget and Resource Plan**

**16. State the total amount of ERF-2-R funds requested.**

\$15,000,000.00

**17. State the estimated dollar value of secured, non-ERF-2-R resources that will help meet this proposal's outcomes.**

\$5,051,876.48

**18. Identify and describe these non-ERF-2-R resources. (1000 character limit)**

CalAIM Program funds designed to assist Medi-Cal beneficiaries with case management and other support services- \$1,990,000

HHIP Funding from managed care plans for program gaps- \$750,000

City and County General Funds- \$1,365,000

Housing Homeless Assistance Program Funds- \$450,000

Variety of other grant funds and sources to support outreach and other services to support program: \$526,876.48

All additional funds are estimates based on housing navigation, placement, and tenancy care services.

**19. Describe how the proposal is a prudent and effective use of requested funding relative to the number of people it seeks to serve and the types of services and housing to be provided in the proposal. Include an explanation of how the requested ERF-2-R amount was determined. (1000 character limit)**

The estimated cost per client is \$125,000 and is based on the operational costs to provide interim shelter, meals, wraparound case management services, and housing navigation services with the goal of transitioning all clients to a permanent housing. Interim shelter is costly and requires the lease of an existing motel that would otherwise be earning revenue, the necessary security for the project, and operational costs like food and client supplies for clients that may not have income currently or be enrolled in services or available programs. We followed a cost model similar to running our year-round shelter and experience of running Project Roomkey. Like all programs within our CoC, we will seek to leverage existing resources where possible to provide the best services to clients and the best value to providing this type of program. This program, within 3 months, seeks to provide interim shelter to 65 individuals which will immediately decrease our unsheltered population by 33%.

**Attachment: Standardized Budget**

ERF-2-R Budget Template\_City of Napa.xlsx

## **Key Entities and Staff**

**20. First, describe the implementing organization and specific unit or office within the implementing organization that would administer ERF-2-R. Then, describe their role and primary responsibilities for this proposal. Finally, if these entities have managed a complex homelessness project or grant, describe how those experiences informed this proposal. (1500 character limit)**

The City of Napa consolidated all homeless and housing services under the City Manager's Office. A Deputy City Manager manages the coordination of the internal and external response to homeless

services, management and oversight of housing choice vouchers for the entire County, and the management of all other affordable housing programs and activities for the City of Napa and subcontracted jurisdictions. This has created a synergy between homeless services and housing, and the City has led efforts to develop Project Homekey and No Place Like Home sites, issuing emergency housing vouchers, and the development of affordable housing in coordination with the County, CoC and CES systems. Abode Services has been Napa’s provider for homeless support services for over 7 years. Abode’s mission is to end homelessness by assisting low-income, un-housed people, including those with special needs, to secure stable, supportive housing, and to advocate for the removal of the causes of homelessness. Abode Services currently provides the following for the Napa Community: Street Outreach/Mobile Engagement, Management of Emergency Shelters, and Housing Placement and Tenancy Care Services. Abode Services approaches its work with the aim of honoring the dignity and vulnerability of its participants. Community connection is key to this approach, because it knows that people will be more successful in maintaining their housing when they live in a community that supports and celebrates that success

**Table 5: Key Staff**

<b>Title</b>	<b>Currently Filled Position?</b>	<b>FTE of Staffing for This Proposal</b>	<b>Funded by ERF-2-R and / or Leveraged Funds?</b>	<b>Brief Description of Duties</b>
Deputy City Manager	Yes	0.25	Leveraged	Oversight and management of grant program and homeless services in the City of Napa. Contract and fiscal management and compliance.
Director of Housing and Programs- Abode	Yes	0.30	Both	Direct Management of program staff executing program.
Program Manager-Abode	No	1.0	ERF	Responsibility for overall day to day management of program and staff.
Homeless Program Manager- County of Napa	Yes	0.2	Leveraged	Provides general support to homeless services system and client specific needs.
HMIS Analyst- County of Napa	Yes	0.3	Leveraged	Provides management of HMIS and all programs using and entering data
Coordinated Entry Manager- County of Napa	Yes	0.2	Leveraged	Provides management and oversight of CES process.

**21. First, describe key partners that will collectively pursue the proposal's outcomes. Then, describe their role and primary responsibilities for this proposal. Finally, if these entities have managed a complex homelessness project or grant, describe how those experiences informed this proposal. (1500 character limit)**  
 Abode Services will provide services and operational support at the proposed motel 24 hours a day for 365

days a year. These services will include guest services and support connected to the facility itself; case management support services to all guests with the principal aims of assisting guests to obtain housing, increasing and/or maintaining their income, and improving health and wellness outcomes; and coordinating with the property management team and other local stakeholders to minimize negative impacts to the facility and local community while maximizing positive outcomes for all motel guests.

While the County of Napa Housing & Homeless Services will not be the recipient of these grant funds, they are a trusted partner, having operated several non-congregate, Project Roomkey sites as part of their COVID-19 pandemic response. This included contracting with several hotels throughout the City of Napa to provide rooms for individuals experiencing homelessness who were medically vulnerable or elderly. In addition to hotel rooms, these County-run Project Roomkey programs provided onsite staffing, meals and housing-based case management services, delivered by Abode Services. Between March 2020 and June 2021, 78 individuals were served. Of those 78 individuals, 52 individuals exited to permanent housing destinations.

**22. Describe specific examples of how Local Jurisdiction(s) and the CoC have collaborated on the design and implementation of this proposal. (1000 character limit)**

Napa County Housing and Homeless Services provides staffing support to the CoC, the Homeless Management Information System, and the Coordinated Entry System. This is funded by CoC grants and the County General Fund. Napa County Housing and Homeless Services is a collaborative partner with the City of Napa, Abode Services, and other partner agencies in the homeless services system of care in the community. Napa County is the recipient and administrative agent of many of the grant funds that will be layered or braided with this funding source to provide support to clients.

**Optional Upload: Evidence of Cross-Jurisdictional Collaboration**

Support Letters-City of Napa.pdf

Commitment Letter-Motel 6 City of Napa Proposal Jan 2023.pdf

City of Napa and County of Napa-Cooperative Agreement.pdf

**23. Identify any entities that have a right to and/or control of the property upon which the encampment site resides and discuss whether each of these entities committed allowing the implementation of this proposal. If they have not committed, please explain how you have or plan to engage with this entity to implement your proposal. Additionally, describe how you collaborated with Caltrans on your program design, implementation plans, and timeline. (1000 character limit)**

The California Department of Transportation (Caltrans) maintains control and right of way the encampments identified as the highest priority in this application. A letter from Caltrans supporting this proposal is included as an attachment. Additionally, City staff is in discussion with the Caltrans Maintenance Division to identify opportunities to enter in Maintenance Agreements to ensure that the cleared encampment areas remain clear.

## Centering People

**24. How were persons with lived experience meaningfully incorporated into the planning and proposed implementation of this proposal? Please identify whether any perspectives were incorporated from persons that are currently unsheltered and / or formerly or currently residing within the prioritized encampment. (1000 character limit)**

Napa County Housing and Homeless Services staff recently held six focus groups for clients currently experiencing homelessness to get a better sense of why people do and do not utilize shelter services. Focus groups were broken down into those currently utilizing shelter services, those recently housed and those currently not utilizing shelter services. Focus groups were held at multiple community locations, including Kennedy Park, which is a prioritized encampment.

Questions included:

What their reasons were for not utilizing shelter services?

What they feel works and does not work in the current shelter settings?

What changes would increase their likelihood of utilizing shelter services?

The majority of the responses received indicated the current shelter offerings were not ideal due to being congregate in nature. There were many questions asked by clients about how to access motel rooms for non-congregate sheltering.

**25. Briefly describe how the proposal exemplifies Housing First approaches as defined in Welfare and Institutions Code section 8255. (1000 character limit)**

The Outreach Team will be a key intake point to assist with moving clients into interim sheltering. Abode uses a low-barrier, harm reduction approach and focuses on opportunities for clients to enroll in services and obtain available shelter. Services are currently provided in the prioritized encampments on a weekly basis and will continue until the encampments can be closed due to relocation to the project. Clients on Caltrans properties will have immediate access to motel rooms and the Outreach Team will begin working as funds are awarded to prepare clients for the opportunity and transition. Outreach will also provide services to clients in Kennedy Park on a weekly basis and prepare individuals to transition as motel rooms become available. The Police Department employs two Homeless Intervention Coordinators that visit encampments daily to assist with safety and mental health issues, respond to low level calls, and communicate the importance of engaging with outreach and services.

**26. Briefly describe how this proposal will center an individual's choice and provide trauma informed services and supports. (1000 character limit)**

Abode's services are trauma-informed, empowering, and respectful. We create a trauma-informed culture, founded on the principles of participant empowerment, choice, collaboration with participants, safety, and trust. Through initial and ongoing staff training, clinical supervision, and informal supervisory channels, we reinforce this culture by 1) ensuring all staff are aware of the widespread impact of trauma and how it can impact and inform recovery, 2) recognizing the signs of trauma among participants and ensuring their physical and emotional safety while they seek services; 3) working to avoid re-traumatizing participants, and 4) empowering participants to set their own treatment goals and action steps, at their own pace.

**27. Describe how this proposal will operationalize harm reduction and provide services that improve a person's health, dignity, and safety while they continue to reside within the prioritized encampment site. (1000 character limit)**

The Outreach Team will be a key intake point to assist with moving clients into interim sheltering. Abode uses a low-barrier, harm reduction approach and focuses on opportunities for clients to enroll in services and obtain available shelter. Services are currently provided in the prioritized encampments on a weekly basis and will continue until the encampments can be closed due to relocation to the project. Clients on Caltrans properties will have immediate access to motel rooms and the Outreach Team will begin working as funds are awarded to prepare clients for the opportunity and transition. Outreach will also provide services to clients in Kennedy Park on a weekly basis and prepare individuals to transition as motel rooms become available. The Police Department employs two Homeless Intervention Coordinators that visit encampments daily to assist with safety and mental health issues, respond to low level calls, and communicate the importance of engaging with outreach and services.

**28. For encamped locations that are objectively dangerous, describe how the proposal will seek to prevent harm for people experiencing unsheltered homelessness in these locations. (1000 character limit)**

This proposal prioritizes encampments on Caltrans property and at Kennedy Park, owned by the City of Napa. All those on Caltrans property will be offered interim, non-congregate shelter and based on discussions with Caltrans, those encampment areas would close immediately after a transition period. While some campers at Kennedy Park will be able to relocate immediately, others may need to wait for turnover of clients exiting the motel for permanent housing. Kennedy Park currently has restroom access and is visited daily by either Park Rangers, the Homeless Intervention Team, or the Abode Outreach



Team. Safety issues are reported to the Napa Police Department or the City Manager's Office for further assessment and follow-up.

**29. Identify what controls are or will be in place to ensure that all ERF-2-R funded parties will not penalize homelessness. The term "penalize homelessness" means to impose, by a governmental unit, criminal or civil penalties on persons who are homeless in a manner that is related to those persons' engagement in necessary human activities, including sleeping, resting, and eating. (1000 character limit)**

The City of Napa complies with all federal and state case law and regulations. The City of Napa has an Administrative Regulation that identifies how the City will make decisions about addressing encampments, providing notice if an encampment were to be removed, and how personal items are stored for retrieval. As a member of the local Continuum of Care, the City of Napa does not make arrests simply because an individual is homeless. No other agency funded by this proposal has an enforcement component that could penalize homelessness.

**30. Describe how this proposal considers sanitation services for people residing in the prioritized encampment. This may include but is not limited to non-intrusive, curbside waste removal and access to clean and available bathrooms. (1000 character limit)**

This proposal prioritizes encampments on Caltrans property and at Kennedy Park, owned by the City of Napa. All those on Caltrans property will be offered interim, non-congregate shelter and based on discussions with Caltrans, those encampment areas would close immediately after a transition period. Therefore, no sanitation services will be necessary. Portable toilets, restroom access and dumpster service are currently offered at Kennedy Park. These services will continue to be offered until all clients at Kennedy Park have transitioned to housing or this program. Any client experiencing homelessness in the community may access the day center for showers, meals, and case management services.

## **Accelerated Timeline**

**31. How is your community currently supporting and / or engaging with people residing within the prioritized encampment? (1000 character limit)**

Abode Services' outreach team uses a low-barrier, harm reduction approach to engage with individuals residing in the prioritized encampments. Abode's Outreach Team visits encampments weekly, as part of its regular rounds, and when meeting with individual participants for appointments or check-ins. Its goals include (1) enrolling new participants into Abode's Outreach program, which includes conducting a VI-SPDAT in order to get them enrolled in Napa's Coordinated Entry system; (2) connecting them to shelter beds when they are open to it; (3) connecting them to health care services, including mental health services; (4) assisting clients to obtain essential documents necessary for housing and/or employment; and (5) responding to crises and trauma and/or physical health when these situations arise. Additionally, the Homeless Intervention Team, Fire Department, and Park Rangers regularly visit the area and check in on a weekly basis with the Abode Outreach team to discuss any client needs

**32. If this proposal is selected, in advance of receiving funding, what steps will your community take to support the people living in the encampment and swift implementation of this proposal? (1000 character limit)**

The City of Napa has secured commitments to this project from our system services provider, Abode Services, and from Motel 6 in the City of Napa and is actively discussing the prioritized encampments with Caltrans. Once we receive notification that we have been selected for funding, we would begin preparing the contracts necessary to bring the program to launch phase. We expect to be able to fully complete the contracts or prepare necessary RFPs within 30 days and prepare to seek the necessary staffing and launch the program within 45-60 days. If allowed by HCD, the City of Napa is prepared to incur expenditures pending the release of funds. Once we finalize contracts, we will utilize existing Outreach Staff to begin messaging the opportunity to clients and preparing clients for the transition by obtaining storage, pet preparedness, and other case management services.

## Table 6: Projected Milestones

Outreach to the people residing in the prioritized encampment site began / will begin in month ____.	This proposal will reach full operating capacity in month ____.	The first planned exit of a person or household from the prioritized encampment will occur in month ____.	The last planned exit of a person or household from the prioritized encampment will occur in month ____.
May	August	June	August

**Attachment: Standardized Timeline**

ERF-2-R Project Timeline Template\_City of Napa.xlsx

*Applicants must use the [ERF-2-R Timeline Template](#) available on [box.com](#)*

# **CERTIFICATION**

Before certifying, applicants are strongly encouraged to review the NOFA.

*I certify that all information included in this Application is true and accurate to the best of my knowledge.*

**Name**

Molly Rattigan

**Title**

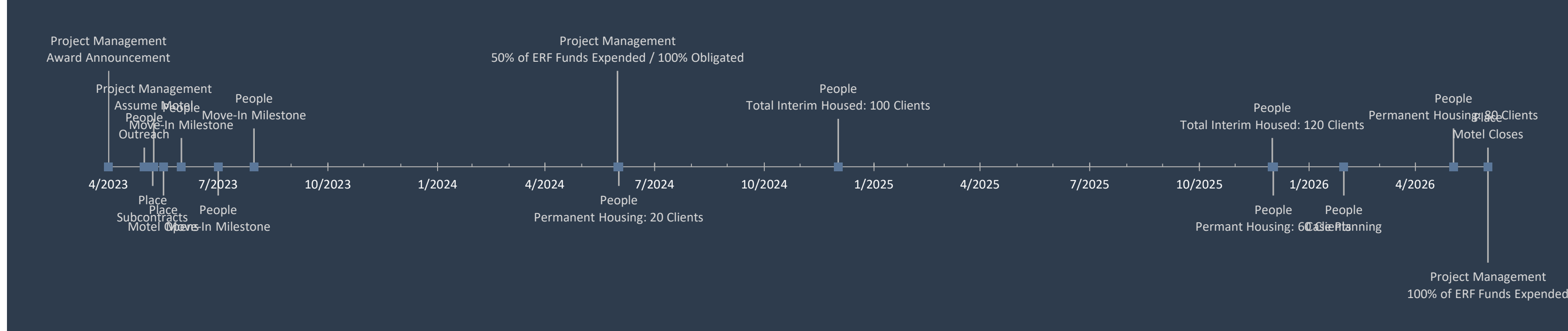
Deputy City Manager

**Email**

mrattigan@cityofnapa.org

# ERF-2-R Project Timeline

# JURISDICTION



## Project Milestones

Date	Milestone	Category	Vertical Position	Additional Detail for Milestone
4/30/2023	Award Announcement	Project Management	50	
5/30/2023	Outreach	People	10	Begin Outreach and Notification of Clients
6/6/2023	Subcontracts	Place	-10	Complete execution of subcontract for Motel 6 and Services
6/7/2023	Assume Motel	Project Management	25	Begin standing up motel for clients to move in
6/15/2023	Motel Opens	Place	-15	Motel Opens for client move in
6/30/2023	Move-In Milestone	People	15	First 20 clients move into interim housing location
7/31/2023	Move-In Milestone	People	-15	Second 20 Clients move into interim housing location
8/30/2023	Move-In Milestone	People	20	Motel fully occupied
6/30/2024	50% of ERF Funds Expended / 100% Obligated	Project Management	50	Statutory Deadline for 50% of ERF funds to be spent and 100% Obligated
7/1/2024	Permanent Housing: 20 Clients	People	-10	20 Total Clients Moved to Permanent Housing
1/1/2025	Total Interim Housed: 100 Clients	People	25	100 Total Clients Received Interim Housing
1/1/2026	Total Interim Housed: 120 Clients	People	-15	120 Total Clients Received Interim Housing
12/31/2025	Permant Housing: 60 Clients	People	15	60 Total Clients Moved to Permanent Housing
3/1/2026	Case Planning	People	-15	Begin Case Planning for Clients without Permanent Housing Identified
6/1/2026	Permanent Housing: 80 Clients	People	20	80 Total Clients Moved to Permanent Housing
6/30/2026	Motel Closes	Place	10	Motel Closes
6/30/2026	100% of ERF Funds Expended	Project Management	-50	Statutory Deadline for 100% of ERF funds to be spent

### PROJECT TIMELINE TIPS

- Fill in the light blue cells to customize this template with your project's specific milestones.
- Insert entire rows to the Project Milestones table to add additional milestones.
- Column B should be a date
- Column C should be the milestone name- however your team refers to it.
- Column E Indicates the *Vertical Position* of milestone markers in the Project Milestones table at the top of the sheet. Changing this number allows you to change the vertical position of the milestone relative to the horizontal axis. Use positive numbers to position them above the axis and negative numbers to position them below.
- Column F is a space to provide additional context, detail, or description for a specific milestone.

	ELIGIBLE USE CATEGORY	<5 WORD DESCRIPTION	NAME OF ENTITY OR PART OF PROPOSAL				ERF-2-R PROPOSED BUDGET	LEVERAGED FISCAL SUPPORT	2 SENTENCE DESCRIPTION	Notes/Questions
				SALARY	FTE	MONTHS				
<p><i>This budget template may be slightly modified to meet local needs. If awarded funding, this budget, once approved, will serve as your community's official project budget. Any changes to this budget must be authorized through the change request process.</i></p> <p><b>Principle:</b> Cal ICH should be able to navigate only your submitted budget and understand the general parameters of the proposal and how it may be funded.</p>										
				SALARY	FTE	MONTHS				
Interim Sheltering	Interim Sheltering	Director of Housing and Services	Abode Services	95,680.00	0.30	36	86,112.00	-	Supervision and support of Program Manager	
		Clinical Supervisor	Abode Services	124,800.00	0.10	36	37,440.00	-	Provide Clinical Support to Staff	
Interim Sheltering	Services Coordination	Program Manager	Abode Services	85,280.00	1.00	36	127,920.00	19,500.00	Oversee operations, manage staff, manage security, hotel and neighborhood relationships	
		Program Coordinator	Abode Services	74,880.00	1.00	36	224,640.00	-	Supervision of shelter monitors	
									Two per shift, 24/7 coverage-adhering to hotel rules, maintaining cleanliness of space, coordinating meals, linking to housing and other resources/services	
Services Coordination	Services Coordination	Shelter Monitors	Abode Services	49,755.00	10.00	36	1,492,650.00	-	The Services Coordinators will provide case management services to guests living in the shelter, which will include providing linkages to medical services, providing individualized services plan setting forth key goals, housing navigation services to secure permanent housing. They will also support guests to ensure their successful stay at the shelter.	
Services Coordination	Services Coordination	Service Coordinators	Abode Services	68,640.00	3.00	36	205,920.00	411,840.00	Will process, manage, and provide administrative oversight of billing of services to Cal Aim. Will interface with Partnership Health as needed around billing, referrals, and renewals.	
Systems Support	Systems Support	Billing and Administrative Specialist	Abode Services	62,400.00	1.00	36		187,200.00		
Services Coordination	Services Coordination	Fringe Benefits	Abode Services			36	480,802.50	107,835.00	Benefits for staff	
Interim Sheltering	Interim Sheltering	Fringe Benefits	Abode Services			36	62,868.00	-	Benefits for staff	
Systems Support	Systems Support	Fringe Benefits	Abode Services			36		46,800.00	Benefits for staff	
Street Outreach	Street Outreach	Outreach Manager	Abode Services	63,392.00	0.2	36		38,035.20	Outreach Staff to engage with clients in encampments and relocate to Interim Shelter and Services	
Street Outreach	Street Outreach	Mental Health Outreach Worker	Abode Services	64,363.00	0.2	36		38,617.80	Outreach Staff to engage with clients in encampments and relocate to Interim Shelter and Services	
Street Outreach	Street Outreach	Lead Outreach Worker	Abode Services	52,682.00	0.2	36		31,609.20	Outreach Staff to engage with clients in encampments and relocate to Interim Shelter and Services	
Street Outreach	Street Outreach	Street Outreach Workers (2 FTES)	Abode Services	103,253.00	0.2	36		61,951.80	Outreach Staff to engage with clients in encampments and relocate to Interim Shelter and Services	
Street Outreach	Street Outreach	Peer Outreach Workers	Abode Services	46,357.00	0.2	36		27,814.20	Outreach Staff to engage with clients in encampments and relocate to Interim Shelter and Services	
Street Outreach	Street Outreach	Fringe Benefits	Abode Services			36		49,507.05	Benefits for staff	
Street Outreach	Street Outreach	Homeless Intervention Coordinators	City of Napa	161,882.70	0.2	36		97,129.62	Outreach and Diversion staff to engage clients in services and seek diversion and prevention opportunities	
Street Outreach	Street Outreach	Fringe Benefits	City of Napa			36		33,995.37	Benefits for staff	
Systems Support	Systems Support	Deputy City Manager	City of Napa	202,592.14	0.2	36		121,555.28	Project Director	
Systems Support	Systems Support	Fringe Benefits	City of Napa			36		42,544.35	Benefits for staff	
Services Coordination	Services Coordination	Housing Specialists ( HHIP 2 FTES)	County of Napa (via Contract with Abode)	42,189.00	3.5	36		442,984.50	Housing Specialist staff to engage with landlords and locate units for clients. (HHIP)	
Services Coordination	Services Coordination	Tenancy Care, HHIP, ( 1 FTE)	County of Napa (via Contract with Abode)	51,917.00	1	36		155,751.00	Service Coordinate staff to engage with clients once housed, to ensure housing stability	
Services Coordination	Services Coordination	Housing Navigators (CalAIM, 3FTE)	County of Napa (via Contract with Abode)	57,952.00	3	36		521,568.00	Housing Navigation staff to engage with clients to locate housing	
Services Coordination	Services Coordination	Housing Navigators (HHAP, 1 FTE)	County of Napa (via Contract with Abode)	57,952.00	1	36		173,856.00	Housing Navigation staff to engage with clients to locate housing	
Services Coordination	Services Coordination	Tenancy Care, CalAIM, 2 FTES	County of Napa (via Contract with Abode)	51,917.00	2	36		311,502.00	Service Coordinate staff to engage with clients once housed, to ensure housing stability	
Services Coordination	Services Coordination	Tenancy Care, HHAP, 1 FTE	County of Napa (via Contract with Abode)	51,917.00	1	36		155,751.00	Service Coordinate staff to engage with clients once housed, to ensure housing stability	
Systems Support	Systems Support	Fringe Benefits	County of Napa (via Contract with Abode)			36		440,353.13	25% Benefit Rate for staff (via Count of Napa Contract with Abode)	
Systems Support	Systems Support	Coordinated Entry Manager	County of Napa Staff	155,000.00	0.2	36		93,000.00	County CES Management Staff	
Systems Support	Systems Support	HMIS Analyst	County of Napa Staff	130,000.00	0.3	36		117,000.00	County HMIS Administration	
Systems Support	Systems Support	Homeless Programs Manager	County of Napa Staff	185,000.00	0.2	36		111,000.00	County Homeless Programs Contractor Coordination & Supervision	
<b>Subtotal - Personnel Costs</b>							<b>\$ 2,718,352.50</b>	<b>\$ 3,838,700.50</b>		
<b>NON-PERSONNEL COSTS</b>				<b>UNIT</b>	<b>RATE</b>	<b>TIME</b>				
Interim Sheltering	Interim Sheltering	Motel (Non-Congregate Shelter)	Motel 6	58 Rooms	\$175,000/Month	36.5 Months	6,387,500.00		Three Year Lease of Motel, includes maintenance and housekeeping	
Operating Subsidies	Operating Subsidies	Security Costs-2 Guards 24/7	AVT/Gruppe or RFPed	Annual	\$1,000,000/Year	36 Months	3,000,000.00		Security Cost-Two Guards 24/7 and One Supervisor to assist with room entry, safety of clients and community, provide patrol checks to assist neighboring businesses with concerns related to program	
Operating Subsidies	Operating Subsidies	Information Technology Costs	Abode Services			36 Months	25,000.00		Information Technology Set-Up and Maintenance	
Operating Subsidies	Operating Subsidies	Office Set-Up and Supplies	Abode Services			36 Months	45,000.00		Furniture, office supplies, and equipment needed to manage an on-site office, including the on-going maintenance of said equipment and supplies.	
Operating Subsidies	Operating Subsidies	Photo Copy Machine Lease	Abode Services			36 Months	5,000.00		Ongoing cost to ensure there is on-site access to a copy machine.	
Services Coordination	Services Coordination	Client Gap Funds	Abode Services			36 Months	100,000.00		Clothing, hygiene, move-in housing support, transportation, etc.	
Services Coordination	Operating Subsidies	Program Supplies	Abode Services			36 Months	60,000.00		Supplies and services needed to support the program: cleaning supplies, paper goods, PPE, medication storage, shredding, walkie talkies, Sharps containers and service to maintain them	
Operating Subsidies	Operating Subsidies	Recruiting and Staff Development	Abode Services			36 Months	20,000.00		Job postings, onboarding, and on going training for staff.	
Operating Subsidies	Operating Subsidies	Telephone	Abode Services			36 Months	12,000.00		Purchasing of cell phones for the staff as well as monthly cell phone bills.	
Operating Subsidies	Operating Subsidies	Travel/Mileage	Abode Services			36 Months	20,000.00		Staff mileage/client transportation	
Operating Subsidies	Operating Subsidies	Building Maintenance Reserves	City of Napa	58.00	\$100/month/room	36 Months	208,800.00		Pool of funds for repair or damages	
Operating Subsidies	Operating Subsidies	Operating Reserve	City of Napa			36 Months	82,804.87		General Operating Reserve for unanticipated expenditures	
Operating Subsidies	Operating Subsidies	Food Costs	To be RFP'ed	65 People/Day	\$20/day/person	36 Months	1,404,000.00		Meal Delivery 2x per day, site does not have storage or kitchen space to cook onsite, other food support	
Operating Subsidies	Operating Subsidies	Storage Costs	To be RFP'ed	20 Units	\$150/month/unit	36 Months	50,000.00	50,000.00	Storage units for client belongings	
Operating Subsidies	Operating Subsidies	Security Cameras	NapaCAMS			36 Months	150,000.00		Security cameras through NapaCAMS to support businesses concerned about security in area	
Interim Sheltering	Interim Sheltering	Pet Assistance Funds	County of Napa			36 Months		208,000	Dog Training, vaccinations, basic pet care, kennels and pet supplies	
Systems Support	Systems Support	HMIS Contract	County of Napa	\$ 200,000	0.3	36 Months		180,000	HMIS platform and technical assistance for HMIS administration.	
System Support	System Support	Risk Mitigation Funds	County of Napa (via Contract with Abode)	\$ 50,000	1	36 Months		150,000	Risk Mitigation Pool for Landlords to secure units for high-risk clients	
System Support	System Support	Client Move-In Funds	County of Napa (via Contract with Abode)	\$ 50,000	1	36 Months		150,000	Move-in Funds to establish a basic household (up to \$2500 per client)	
System Support	System Support	Landlord/Move-in Funds (HHIP)	County of Napa (via Contract with Abode)	\$ 50,000	1	36 Months		150,000	Landlord incentives for securing units for high-risk clients	
Systems Support	Systems Support	DEIB Training (HHIP/HHAP)	County of Napa	\$ 50,000	1	36 Months		150,000	Annual Diversity, Equity, Inclusion and Belonging Training- CoC-wide	
<b>Subtotal - Non-Personnel Costs</b>							<b>\$ 11,570,104.87</b>	<b>\$ 1,038,000.00</b>		
Administrative Costs	Administrative Costs	Direct Services Administration	Abode Services			36 Months	\$ 458,302.88	175,175.98	Direct Services Administration for Abode Services-15% of Abode Costs	
Administrative Costs	Administrative Costs	Contract Oversight and Implementation	City of Napa			36 Months	\$ 253,239.75		Staff time to manage grant, sub contracts, and program; unanticipated operating costs	
<b>Subtotal - Administrative Costs</b>							<b>\$ 711,542.63</b>	<b>\$ 175,175.98</b>		
<b>TOTAL BUDGET</b>							<b>\$ 15,000,000.00</b>	<b>\$ 5,051,876.48</b>		

## California Department of Transportation

OFFICE OF THE DIRECTOR  
P.O. BOX 942873, MS-49 | SACRAMENTO, CA 94273-0001  
(916) 654-6130 | FAX (916) 653-5776 TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



February 24, 2023

Attn: Jeannie McKendry, Grants Development Section Chief  
California Interagency Council on Homelessness  
801 Capitol Mall, Suite 601  
Sacramento, CA 95814  
[calich@bcsh.ca.gov](mailto:calich@bcsh.ca.gov)

**RE: Letter of Commitment for the City of Napa's application for funding for the Encampment Resolution Funding Program**

Dear Chief Jeannie McKendry:

On behalf of the California Department of Transportation (Caltrans) I want to express our support and partnership for the City of Napa's application to the Encampment Resolution Funding Program. We are supportive of the City's decision to focus this effort on serving people on Caltrans-owned properties along Highway 29, Highway 121/221 Maxwell Bridge, and Highway 12 Imola Avenue.

This proposal seeks to immediately decrease the number of individuals living unsheltered in the City of Napa by leasing a motel for 3 years to provide non-congregate sheltering for at least 65 single individuals/households at any one time, and a total of 120 individuals. This is a 64% increase in the community's year-round shelter beds for single adults and allows for a 33% decrease of the unsheltered population per the 2022 PIT Count.

This proposal seeks, over a 3-year period, to place at least 80 clients from non-congregate sheltering to permanent housing that meets the individualized long term needs of each client. This would result in 16% of clients counted in the 2022 PIT to be placed in permanent housing.

In addition to being provided safe interim and permanent housing, clients would be provided case management including housing navigation and placement, linkages to health, mental health, and social services, food security, and assistance obtaining income and benefits.

Ms. Jeanie McKendry  
Grants Development Section Chief  
February 24, 2023  
Page 2

Caltrans is committed to only take action on encampment sites in the proposal in collaboration with and with at least two weeks-notice to the ERF grantee (unless critical circumstances exist when an encampment poses an imminent threat to life, health, safety, or infrastructure and must be immediately addressed).

We are committed to continuing our partnership with the City to serve the unhoused community members living in publicly owned properties in the City, including Caltrans owned properties. I fully support the City of Napa's application for the State of California Encampment Resolution Funding Grant. These state resources will be instrumental to serving unsheltered people along Highway 29, 121/221, and Highway 12.

Thank you,

*Leah Budu*

Leah Budu  
District Director, Maintenance Division

Cc: Molly Rattigan. Deputy City Manager, City of Napa, [mrattigan@cityofnapa.org](mailto:mrattigan@cityofnapa.org)



January 20, 2023

To: Molly Rattigan, City of Napa

RE: Encampment Resolution and Navi Haveli Inc DBA Motel 6 Napa

Motel 6 Napa located on 3380 Solano Ave in Napa is proposing a short term occupancy agreement with the City of Napa for their program. This occupancy agreement will be for no fewer than 36 months from time of take over at the date to be determined at a later date with completion of the occupancy agreement to be around June 2026. With at least a 6 month notice this term can be extended. Along with the motel's has 58 occupancy units, City of Napa will have full access to the lobby, storage rooms where motel supplies are kept along with full occupation of the grounds.

We propose a Occupancy Agreement rate of \$175,000 per month for entire property. Rooms will have either one double bed or one king bed in the room, some room, approximately 10 or another count specified, will have two double beds. The motel staff will maintain access to the property as a whole and will maintain the property for the tenants. Motel will pay all cost associate with operating the property, this includes rent, utilities, business license/city fees etc.

Motel and its staff will provide clean linen and towel to guest and fresh up the rooms during the stay. Fresh linen will be provided 3 times and month to guest as long as soiled linen is returned to staff for cleaning. Beds will not be made and full housekeeping services will not be provided while guest are staying in the rooms. Motels staff will clean and make sure room in order between stays. Motel staff will make normal repairs to the hotel rooms such as minor plumbing repairs, normal electrical issues, pest control, pool maintenance, landscaping service and other such services. Any repairs that need to be done to the rooms that goes beyond the scope of normal wear and tear that the hotel staff cannot perform will be billed as part of the Occupancy Agreement, examples of this include broken FFE, major plumbing repairs, damage to the building or room beyond superficial blemishes and safety repairs. If a guest is not maintaining the room by not removing garbage, keeping old food in fridge, not cleaning room, creating a pest issues - motel staff will remove the fridge and microwave to avoid a insect and pest issues for guest in neighboring rooms. These types of issues will be mutually communicated between motel and City of Napa staff.

Motel will not have 24 staff onsite but will have staff available to make on-site during normal business hours to resolved and housekeeping or maintenance issues. Contact information for the lead staff and ownership will be available to the City of Napa staff for emergency use. City of Napa staff will be trained on how to make keys and guest rooms and even program locks if needed.

All guest rooms will have small fridge, microwave and TV with basic 45 channels. Each room will have bed with appropriate linen for one person, if more than one person is staying in the room, extra towels can be provided. Motel will not provide soap and shampoo, but will provide toilet paper and trash can liners. The hotel has central air but each room has an independent heater.

Motel will maintain appropriate coverage of Building and Property, General Liability and Workers Comp insurance for their staff. As far as the motel is concerned, this is still a functioning motel for long-term guest, the motel is not operating as a corrugated living facility or shelter.

Sincerely,



Amit Patel  
President  
Navi Haveli Inc, DBA Motel 6 Napa  
[amitpat910@gmail.com](mailto:amitpat910@gmail.com)  
415-999-5499 cell

Motel 6 - #4688  
3380 Solano Ave  
Napa, CA 94558  
Tel: 707 257 6111  
Fax: 707 252 2702





# CALIFORNIA LEGISLATURE

STATE CAPITOL  
SACRAMENTO, CALIFORNIA  
95814

January 19, 2023

California Interagency Council on Homelessness  
Submitted via email to City of Napa: [mrattigan@cityofnapa.org](mailto:mrattigan@cityofnapa.org)

To Whom It May Concern:

We are writing in strong support of the City of Napa's Encampment Resolution Funding Application to lease a motel for a period of three years to transition unsheltered community members from encampments to interim non-congregate shelter, and then to permanent housing.

This proposal seeks to immediately increase the number of interim shelter beds in the community by 64%, which will result in the provision of non-congregate sheltering units to approximately 33% of the County's current unsheltered population. Intensive case management services will be provided onsite with the goal of transitioning at least 70% of clients served by this program to permanent housing. These goals align with the recently established goal by the U.S. Interagency Council on Homelessness to reduce homelessness by 25% by 2025, and Governor Newsom's call for communities to invest in aggressive actions to address homelessness.

As the Assemblymember and State Senator representing Napa County, we commend the efforts the City of Napa is taking to assist the unhoused community. The Napa City-County Continuum of Care is a robust network of government and nonprofit organizations that work collaboratively to address local needs and challenges. We are confident in the ability of the City of Napa to manage this program with the support of the County of Napa and the numerous community-based organizations.

We thank you in advance of your consideration. If you have any questions, please contact Assemblymember Aguiar-Curry at 707-224-0440 or Senator Dodd at 707-224-1990.

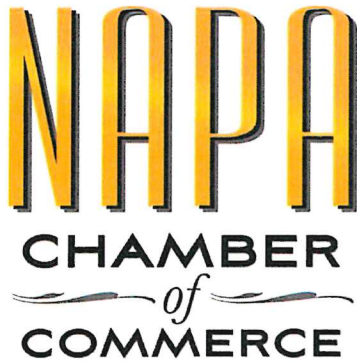
Sincerely,



Cecilia Aguiar-Curry  
Assemblymember, 4<sup>th</sup> District



Bill Dodd  
Senator, 3<sup>rd</sup> District



**Board of Directors**

*Chair, Christi Coors Ficeli* Goosecross Cellars  
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*Mike Murray*, Napa Recycling & Waste  
*George Nielson*, Nielson Construction  
*Richard Rybicki*, Rybicki & Assoc.  
*Kevin Teague*, Holman Teague

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1556 First Street  
Napa • CA • 94559

E [admin@napachamber.com](mailto:admin@napachamber.com)  
O 707.226.7455

---

**President & CEO** Jeri Hansen  
E [Jeri@napachamber.com](mailto:Jeri@napachamber.com)  
O 707.254.1146

**V.P. of Operations** Philippa Perry  
E [Philippa@napachamber.com](mailto:Philippa@napachamber.com)  
O 707.254.1145

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*Napa Chamber of Commerce is a 501(c)6,  
Not-for-Profit Organization*

**Tax ID#** 94-0705300

January 20, 2023

California Interagency Council on Homelessness  
Submitted via email to City of Napa: [mrattigan@cityofnapa.org](mailto:mrattigan@cityofnapa.org)

To Whom It May Concern:

The Napa Chamber of Commerce supports the City of Napa's Encampment Resolution Funding Application to lease a motel for a period of three years to transition unsheltered community members from encampments to interim non-congregate shelter, and then to permanent housing.

This proposal seeks to immediately increase the number of interim shelter beds in the community by 64%, which will result in the provision of non-congregate sheltering units to approximately 33% of the County's current unsheltered population. Intensive case management services will be provided onsite with the goal of transitioning at least 70% of clients served by this program to permanent housing. These goals align with the recently established goal by the U.S. Interagency Council on Homelessness to reduce homelessness by 25% by 2025, and Governor Newsom's call for communities to invest in aggressive actions to address homelessness.

As the collective voice for the business community, the Napa Chamber of Commerce is keenly aware of the wraparound and strategic services necessary to meet the needs of our unhoused population. And it is critical that unhoused members of our community are put on a path to stable and sustainable housing. We support the effective and focused use of funds to this end and encourage the continued coordination between the City of Napa and the State of California on this particular program and other programs and services that leverage these efforts to achieve goals.

One of the pride points in our community is our level of collaboration amongst our organizations. We are confident in the ability of the City of Napa to manage this program with the support of the County of Napa and the numerous community-based organizations. We look forward to continuing to support the City of Napa in making this an equitable community for all.

Sincerely,

*Jeri Hansen* (via email)

Jeri Hansen  
President and CEO

Cc: Napa Chamber of Commerce Board of Directors



Community Health Investment  
3448 Villa Lane  
Suite 102  
Napa, CA 94558  
(707) 251-2000  
providence.org

January 25, 2023

California Interagency Council on Homelessness  
Submitted via email to City of Napa: [mrattigan@cityofnapa.org](mailto:mrattigan@cityofnapa.org)

To Whom It May Concern:

On behalf of the Providence Queen of the Valley Community Health Investment CARE Network, I am writing to express support for the City of Napa's Encampment Resolution Funding Application to lease a motel for a period of three years to transition unsheltered community members from encampments to interim non-congregate shelter, and then to permanent housing.

This proposal seeks to immediately increase the number of interim shelter beds in the community by 64%, which will result in the provision of non-congregate sheltering units to approximately 33% of the County's current unsheltered population. Intensive case management services will be provided onsite with the goal of transitioning at least 70% of clients served by this program to permanent housing. These goals align with the recently established goal by the U.S. Interagency Council on Homelessness to reduce homelessness by 25% by 2025, and Governor Newsom's call for communities to invest in aggressive actions to address homelessness.

Providence QOV CARE Network is a member of the Napa City-County Continuum of Care and I have been a board member for the last 2 years. The CARE Network provides Community Based Comprehensive Care Management Services. This includes services to individuals experiencing homelessness and co-occurring Mental Health and Substance Use Disorders. Our team consist of Social Workers, Community Health Workers, RN Care Managers, and Mental Health Counselors. We currently provide services to clients that are staying in the shelter system, post hospitalization housing/respice, and those that are living in encampments or in their cars. The CARE Network will provide comprehensive care management services to clients referred while working in collaboration with other agencies to ensure wrap around intensive services are provided.

One of the pride points of our local CoC is our level of collaboration amongst our organizations. We are confident in the ability of the City of Napa to manage this program with the support of the County of Napa and the numerous community-based organizations.

Sincerely,

*Aura M. Silva*

Aura Silva  
Manager, Care Management, CARE Network  
Providence Queen of the Valley



# *Progress*

---

## FOUNDATION

*Innovative Mental Health Services*

17 January 2023

California Interagency Council on Homelessness  
Submitted via email to City of Napa: [mrattigan@cityofnapa.org](mailto:mrattigan@cityofnapa.org)

To Whom It May Concern:

On behalf of PROGRESS FOUNDATION, I am writing to express support for the City of Napa's Encampment Resolution Funding Application to lease a motel for a period of three years to transition unsheltered community members from encampments to interim non-congregate shelter, and then to permanent housing.

This proposal seeks to immediately increase the number of interim shelter beds in the community by 64%, which will result in the provision of non-congregate sheltering units to approximately 33% of the County's current unsheltered population. Intensive case management services will be provided onsite with the goal of transitioning at least 70% of clients served by this program to permanent housing. These goals align with the recently established goal by the U.S. Interagency Council on Homelessness to reduce homelessness by 25% by 2025, and Governor Newsom's call for communities to invest in aggressive actions to address homelessness.

PROGRESS FOUNDATION is a member of the Napa City-County Continuum of Care. Our Crisis residential treatment program (CRU) in Napa serves homeless adults experiencing a psychiatric crisis. The challenges of being unsheltered/homeless is one of the Social Drivers of Health that continues to foster turmoil among this population and more shelter/housing options for placement would help mitigate the "revolving door" of behavioral health interventions and homelessness that many of these individual's experience.

One of the pride points of our local CoC is our level of collaboration amongst our organizations. We are confident in the ability of the City of Napa to manage this program with the support of the County of Napa and the numerous community-based organizations.

Sincerely,



Steven M. Boyd, L.C.S.W.  
North Bay Clinical Director  
PROGRESS FOUNDATION

COPY

**COOPERATIVE JOINT POWERS HOMELESS SERVICES AGREEMENT**

Between the County of Napa and the City of Napa

County of Napa Contract Number

23 0140 B

City of Napa Contract Number

2022-209

This Cooperative Joint Powers Homeless Services Agreement (this "Agreement") between the City of Napa, a California charter city ("City") and the County of Napa, a political subdivision of the State of California ("County"), for the administration and operation of cooperative homeless outreach and housing systems is made and entered into under the joint exercise of powers provisions of the Government Code of the State of California, California Government Code Section 6500-6536, as of this 1st day of July 2022 ("Effective Date"). City and County are public entities organized and operating under the laws of the State of California and each is a public agency as defined in California Government Code Section 6500. City and County may be referred to collectively as "the Parties."

**RECITALS**

- A. Historically, City and County have partnered with each other to address the needs of individuals and families experiencing homelessness within Napa County. City has funded police department intervention activities (formerly called outreach activities) as well as 50% of year-round shelter operation costs for individuals and families experiencing homelessness. County has funded specialty mental health services for people with a serious mental illness, alcohol and drug recovery services for vulnerable individuals and families, as well as 50% of year-round shelter operation costs and 100% of temporary, pandemic-response and seasonal shelter operation costs.
- B. In 2016, City and County expanded their efforts to address the community's homelessness and supportive housing crisis. These efforts have led to joint initiatives to gather stakeholder feedback, the completion of a comprehensive homeless systems analysis, and the development of data-driven recommendations for new, innovative change strategies for the City and County's homeless housing and services system. The Parties agree that ensuring the experience of homelessness in Napa is rare, brief and non-recurring is a priority that cannot be achieved without full participation by both jurisdictions, as well as other key stakeholders.
- C. In 2017, County was awarded Whole Person Care Pilot Program funds which provided funding for certain outreach services, housing navigation, and tenancy care for Medic-Cal beneficiaries who were experiencing or at-risk of experiencing homelessness. The Whole Person Care Pilot Program concluded on December 31, 2021.
- E. The Parties intend that, beyond the funding provisions set forth in this Agreement, they shall continue their historical funding of programs and initiatives that have been pursued by each respective Party. County intends to continue its funding of specialty mental health services for people with a serious mental health illness, and alcohol and drug recovery services for vulnerable individuals and families, as well as both one-time and recurrent funding of various consultants to provide support for the initiatives and homeless support and placement systems described in this Agreement. City intends to fund outreach and diversion programs and continue its funding of homeless intervention initiatives and homeless encampment clean up.

- F. The Parties wish to continue their historical partnership to jointly lead efforts to reduce or eliminate homelessness to the greatest extent possible, and to act as partners in developing and implementing homeless system policy changes and efforts to transform and restructure the management of outreach, intake, facilities and placements of homeless individuals and families within Napa County. The Parties agree on the following priorities:
1. Diversion
  2. Street Outreach
  3. Housing Navigation
  4. Shelter Operations
  5. Tenancy Care
- G. The Parties wish to rescind and replace the Cooperative Joint Powers Homeless Services Agreement (County of Napa Contract Number 180225B, City of Napa Contract Number C2018 023) with this Agreement in order to set forth necessary cooperative procedures and protocols for the administration and operation of cooperative homeless outreach and housing systems, to set forth the respective obligations and payment responsibilities of the Parties, to provide for a reimbursement of costs from City to County for a portion of the cost of services already contracted for by the County, and to provide for mutual cooperation in the administration and implementation of cooperative efforts to address homelessness within the City and County.

NOW, THEREFORE, in consideration of the mutual covenants and conditions identified herein, the parties hereby agree as follows:

1) DEFINITIONS.

For purposes of this Agreement, the following capitalized terms shall have the meanings ascribed to them in this Section:

“Agreement” means this Cooperative Joint Powers Homeless Services Agreement.

“City” means the City of Napa, a California charter city. “Continuum of Care” or “CoC” means the system developed by the United States Department of Housing and Urban Development that is intended to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness, promoting access to and effective utilization of mainstream programs by homeless individuals and families, and optimizing self-sufficiency among individuals and families experiencing homelessness.

“Coordinated Entry System” means the process and system to connect homeless individuals and families with the most appropriate housing and services resources as recommended by the U.S. Department of Housing and Urban Development and utilizing standardized assessment tools and processes, participation by all regional stakeholders and coordination amongst relevant agencies and organizations, which the Parties shall utilize as the primary referral mechanism.

“County” means the County of Napa, California, a political subdivision of the State of California.

“Effective Date” means the date identified in the first paragraph of this Agreement, which represents the date that this Agreement was fully executed by the required signatories of each Party.

“Fiscal Year” means the period of 12 consecutive months that commences on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

“HACN” means the Housing Authority of the City of Napa.

“Homelessness Management Information System” or “HMIS” means the database used to confidentially aggregate data on homeless populations served by the Parties, used to record and store client-level information on the characteristics and service needs of homeless individuals and families.

“HUD” means the United States Department of Housing and Urban Development.

“Initial Term” means the period from the Effective Date until June 30, 2025.

“Intervention and Enforcement” means the mobile field services designed to connect clients to services but also have a role in enforcing municipal codes, local ordinances, and other state and federal laws.

“Renewal Term” means each successive period of one (1) year that this Agreement is automatically renewed pursuant to the provisions of Section 5 of this Agreement.

“Shared Shelter Operations” means the annual management, maintenance, and operation of the Shelter System.

“Shelter System” means the Year-Round Emergency Shelter and Homeless Crisis Response System, the system of shelter facilities (including the Day Center, the South Napa Shelter, and Rainbow House) and associated cooperative crisis response protocols that shall be used to provide homeless individuals and families with shelter and beds and crisis response. Shelter System does not include the Winter Shelter Operations.

“Street Outreach and Engagement Services” means the mobile field services designed to engage clients with case management and connect to shelter, housing, and other case management services. While there are many organizations that might provide outreach and engagement activities, for the purposes of this Agreement, this definition is intended to refer to services that focus on client advocacy without policy or legal enforcement.

“Term” means the Initial Term and, if applicable, any Renewal Term.

“Winter Shelter Operations” means the management, maintenance and operation of temporary homelessness shelters and appurtenant facilities for the Winter months from November through March.

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2) COUNTY OBLIGATIONS. County shall be responsible for the following:

- a) Seeking out new and renewal funding opportunities that align with the priorities described in this Agreement. Examples of appropriate funding resources include but are not limited to: Federal Funding via HUD Continuum of Care, State Funding available through HCD (California Emergency Solutions Grants, CDBG-CV, etc.), CalICH (HHAP, HHIP, etc), Medi-Cal Waiver funding for housing and sheltering services, and other appropriate Federal, State and local sources as they become available.
- b) Using existing or new funds to provide case management and housing-based support services.
- c) Contracting or hiring staff to run all shelter operations, housing navigation and other case management services, housing placement and related rental assistance, and tenancy care services. County will assume responsibility for the management, monitoring and other activities related to the oversight of these contracts and services. County shall assign a County staff person to be the primary point of contact for these contracts.
- d) Contracting with consultants for one-time and on-going support for CoC Administrative Entity responsibilities, for as long as the County remains the designated CoC Administrative Entity, including development of the annual HUD Continuum of Care Notice of Funding Availability (NOFA) process and development of the Emergency Solutions Grant application process. Additional areas of technical assistance support under contract may include support with various aspects of CoC Administration, such as development and refinement of Governance Policies and Procedures;
- e) Providing staffing for oversight, implementation, and operation of the Coordinated Entry System.
- f) Participating actively with City and other community partners to create an ongoing housing inventory.
- g) Attending regular meetings with the City, consultants, and other stakeholder groups, as needed.
- h) Reviewing outcomes and other reports created by consultants or service providers.
- i) Requiring participation in HMIS by all County contractors that serve homeless households.

3) CITY OBLIGATIONS. City shall be responsible for the following:

- a) Seeking out new and renewal funding opportunities that align with the priorities described in this Agreement. Examples of appropriate funding resources include but are not limited to: Federal Funding via HUD Continuum of Care, State Funding available through HCD (California Emergency Solutions Grants, CDBG-CV, etc.),



CalICH (HHAP, HHIP, etc) ), Medi-Cal Waiver funding for outreach, encampment resolution and prevention and diversion services, Emergency Rental as well as Section 8 housing vouchers and other appropriate Federal, State and local sources as they become available. and.

- b) Assigning a City staff person to be the main point of contact for all homeless services programs and needs.
- c) Participating in the Continuum of Care.
- d) Leading efforts on homeless encampment clean-ups on properties owned by the City of Napa.
- e) Leading efforts to communicate with property owners in the City of Napa where homeless encampment clean-ups may be necessary.
- f) Leading efforts to provide low level interventions and enforcement to assist law enforcement and fire agencies with individuals experiencing unsheltered homelessness. The primary goal of intervention and enforcement is to connect clients with the outreach team or other case management services.
- g) Contracting or hiring staff to run all street outreach and engagement services to connect clients to CalAIM, shelter, all housing, and other case management services. City will assume responsibility for the management, monitoring and other activities related to the oversight of these contracts and services. City shall assign a City staff person to be the primary point of contact for this contract.
- h) Contracting for or hiring staff to run a Diversion Program to provide rapid resolution to prevent or exit homelessness. City will assume responsibility for the management, monitoring and other activities related to the oversight of these contracts and services. City shall assign a City staff person to be the primary point of contact for this contract.
- i) City will transfer all open and existing clients being provided housing navigation or housing tenancy care to County and/or its subcontractors by July 31, 2022, unless HACN or City has a direct contract for services (i.e. Diversion, Section 8 Vouchers, Shelter Plus Care, Tenant Based Rental Assistance).
- j) Participating actively with the County and other community partners to create permanent supportive housing inventory.
- k) Attending regular meetings with the County, consultants, Shelter System Operator, and housing services providers as needed.
- l) Reviewing outcomes and other reports created by consultants, contractors, and County.
- m) Requiring participation in HMIS by all City staff and contractors that serve homeless households. All encounters should be entered within 72 hours.
- n) Collaborating with HACN with the goal of:
  - 1. Identifying potential special purpose vouchers or set-asides of Housing Choice Vouchers for homeless referrals from the CES system.

2. Identifying potential funding opportunities for the homeless system which may include funding for permanent supportive housing, rapid rehousing, and housing-based support services.
3. Including unit designated for homeless referred by the CEST system as part of project-based vouchers (PBVs) in rental projects.
4. Continuing HACN participation in the Continuum of Care
5. Participating in meetings with the County and City on housing and homeless systems efforts, as requested.
6. Seeking to collaborate to remove unnecessary barriers for homeless to participate in the Housing Choice Voucher program.

4) APPORTIONMENT OF COSTS FOR PROVISION OF HOMELESSNESS SERVICES.

- a) County shall pay for the full cost of Winter Shelter Operations.
- b) City shall pay County an amount not to exceed \$765,000 in Fiscal Year 2022-2023 as reimbursement for 50% of costs of Shared Shelter Operations not otherwise covered by a grant or assigned funding source. Each Fiscal Year thereafter during the Term, the City shall pay County 50% of costs of Shared Shelter Operations in an amount not to exceed \$765,000 per Fiscal Year, unless the Parties otherwise agree in writing, in which case the City shall pay the agreed upon amount. City shall make payments in accordance with Section 6.
- c) City and County agree to work cooperatively on a fiscal year basis to establish the annual budget for Shared Shelter Operations that shall be shared equally, absent other funding sources. By no later than April 1, 2023 and each April 1<sup>st</sup> thereafter during the Term, City and County shall agree in writing on a proposed budget for Shared Shelter Operations to be provided to the contracted Shelter Operator for the following Fiscal Year.
- d) By separate agreements, the City and County may enter cost sharing or grant fund sharing arrangements to support the priorities of this Agreement and the homeless services system.

5) TERM. The Initial Term of this Agreement shall be from the Effective Date until June 30, 2025, unless earlier terminated in accordance with Section 7. At the end of the Initial Term, this Agreement shall automatically renew each Fiscal Year (July 1- June 30) unless otherwise terminated in accordance with Section 7. The obligations of the Parties under Paragraph 9 (Insurance) and Paragraph 10 (Indemnification) shall survive the expiration or earlier termination of this Agreement in relation to acts or omissions occurring prior to such expiration or earlier termination.

6) METHOD OF PAYMENT. County shall invoice City quarterly during the Initial Term and any Renewal Terms of this Agreement. Such payments will be made by City within 30 days after receipt of any invoice from the County.

7) TERMINATION OF AGREEMENT. This Agreement may be terminated as follows: 1) without cause by either party after providing not less than six (6) months written notice of the terminating party's intent to terminate to the other party, with the termination to be effective as of

the beginning of the following Fiscal Year; or 2) for cause, if either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within ten (10) days of receipt of written notice from the non-defaulting party describing the nature of the breach.

8) **NOTICES.** All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in the United States mail, by certified mail, postage prepaid, return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give to the other party shall be addressed to the other party at the address set forth below. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

<b>COUNTY</b> County Executive Officer 1195 Third Street, Suite 310 Napa, CA 94559	<b>CITY</b> City Manager P.O. Box 660 Napa, CA 94559
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9) **INSURANCE.** City and County shall each maintain in full force and effect throughout the Term of this Agreement and thereafter as to matters occurring during the term of this Agreement the following insurance coverage:

a) **Workers' Compensation Insurance.** City and County shall each provide, to the extent required by law, workers' compensation insurance in the performance of all duties under this Agreement.

b) **General Liability Insurance.** Any services performed by the Parties under this Agreement shall be covered by general liability coverage and the Parties shall maintain adequate liability coverage during the term of this Agreement. County acknowledges that City maintains a self-insured retention of \$150,000 which amount is subject to change at any time by action of the City of Napa City Council.

10) **INDEMNIFICATION.**

To the fullest extent permitted by law, County shall indemnify, defend and hold City and its elected and appointed officials, officers, employees and agents harmless from any and all loss, claims or liability asserted against or incurred by City by reason of any act or omission of County or any employees of County during the term of this Agreement. To the fullest extent permitted by law, City shall indemnify, defend and hold County and its elected and appointed officials, officers, employees and agents harmless from all loss, damage, claims or liability asserted against or incurred by County by reason of any act or omission of City or any employee of City during the term of this Agreement.

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11) INDEPENDENT ENTITIES

Although this Agreement is a Joint Powers Agreement as authorized by California Government Code 6500 *et seq*, City and County are independent entities, and City and County and the respective officers, agents and employees of City and County are not, and shall not be deemed, employees of the other agency for any purpose, including but not limited to worker's compensation and employee benefits.

12) PRIVILEGES, IMMUNITIES AND OTHER BENEFITS

In accordance with California Government Code section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Parties when performing their functions within the territorial limits of their respective public agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties associated with performance of this Agreement.

13) THIRD PARTY BENEFICIARIES. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

14) GENERAL PROVISIONS.

a) Headings. The heading titles for each paragraph of this Agreement are included only as a guide to the contents and are not to be considered as controlling, enlarging, or restricting the interpretation of the Agreement.

b) Severability. If any term of this Agreement (including any phrase, provision, covenant, or condition) is held by a court of competent jurisdiction to be invalid or unenforceable, this Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect; provided, however, this paragraph shall not be applied to the extent that it would result in a frustration of the parties' intent under this Agreement.

c) Governing Law, Jurisdiction, and Venue. The interpretation, validity, and enforcement of this Agreement shall be governed and interpreted in accordance with the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of Napa.

d) Attorney's Fees. In the event any legal action is commenced to enforce or interpret this Agreement, the prevailing party is entitled to reasonable attorney's fees, costs, and expenses incurred, whether or not such action proceeds to judgment.

e) Assignment and Delegation. This Agreement, and any portion thereof, shall not be assigned or transferred, nor shall any of the duties be delegated without the written consent of the other party to this Agreement. Any attempt to assign or delegate this Agreement without the written consent of the other party shall be void and of no force or effect. A consent to one assignment shall not be deemed to be a consent to any subsequent assignment.

f) Modifications. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both Parties.

g) Waivers. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.

h) Entire Agreement. This Agreement, including all documents incorporated herein by reference, comprises the entire integrated understanding between the parties concerning the services described herein. This Agreement supersedes all prior negotiations, agreements, and understandings regarding this matter, whether written or oral, including the Cooperative Joint Powers Homeless Services Agreement dated October 1, 2017 (County of Napa Contract Number 180225B, City of Napa Contract Number C2018 023). The documents incorporated by reference into this Agreement are complementary; what is called for in one is binding as if called for in all.

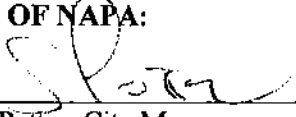
(i) Signatures. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the City and the County.

**[signatures on following page.]**

\_\_\_\_\_  
C. [Illegible]  
[Illegible]  
[Illegible]  
[Illegible]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the Effective Date.

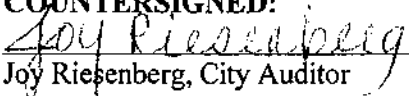
**CITY OF NAPA:**

  
\_\_\_\_\_  
Steve Potter, City Manager

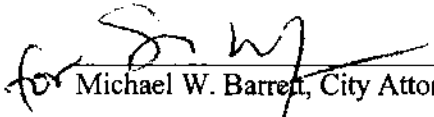
**ATTEST:**

  
\_\_\_\_\_  
Tiffany Carranza, City Clerk

**COUNTERSIGNED:**

  
\_\_\_\_\_  
Joy Riesenber, City Auditor


**APPROVED AS TO FORM:**

 for Michael W. Barrett, City Attorney  
**Sabrina S. Wolfson, Deputy City Attorney**

**NAPA COUNTY:**

By   
\_\_\_\_\_  
RYAN GREGORY, Chair of the Board of Supervisors

**ATTEST:**

  
\_\_\_\_\_  
Neha Hoskins, Clerk of the Board of Supervisors

**APPROVED AS TO FORM:**

S. Darbinian  
Silva Darbinian, Deputy, County Counsel's Office

**APPROVED** September 13, 2022

**NAPA COUNTY BOARD OF SUPERVISORS**

**CLERK OF THE BOARD**

BY: Ulwa Kice, Deputy

City of Napa GIS Portal | General Viewer | <https://giswebint.cityofnapa.org/generalviewer/>

### General Viewer

ASMT, site address, place r

Napa

Area: 16.9 Acres

1060

Board Rd

California Northern Railroad

Board Rd

Kaiser Rd

Kaiser Rd

200ft

+122.282 38.258 Degrees

County of Napa, Maxar | Esri Community Maps Contributors, County of Napa, County of Solano, California St... esri

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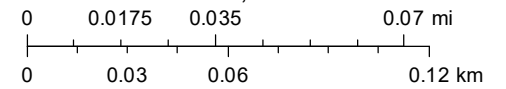
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February 10, 2021

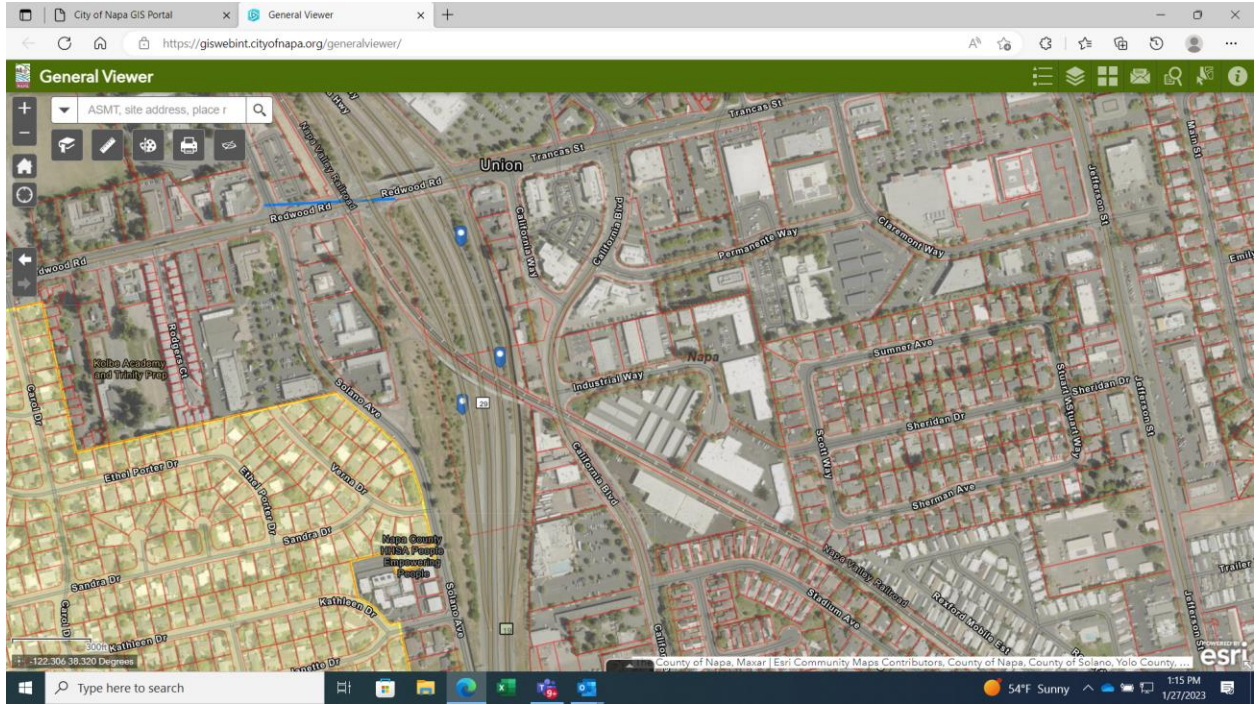
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| User drawn lines | CAD    | Wireless Lease Sites | Maintenance Facilities | Fee      |
| Postmiles        | Traced | Park and Ride        | Fee - Not Recorded     | Easement |

1:2,257



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





Markers indicate Caltrans lands with encampments.





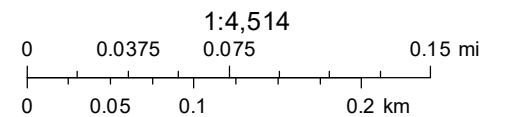


# D4 | CTrip



August 22, 2022

- User drawn points
- Postmiles
- Right-Of-Way Boundary**
- CAD
- Raster
- Proposed Relinquishments (9/30/2020)
- Assessor Parcels (Last update October 2020)



Assessor\_Parcels  
Esri, HERE, Garmin, (c) OpenStreetMap contributors



City of Napa GIS Portal | General Viewer | <https://giswebint.cityofnapa.org/generalviewer/>

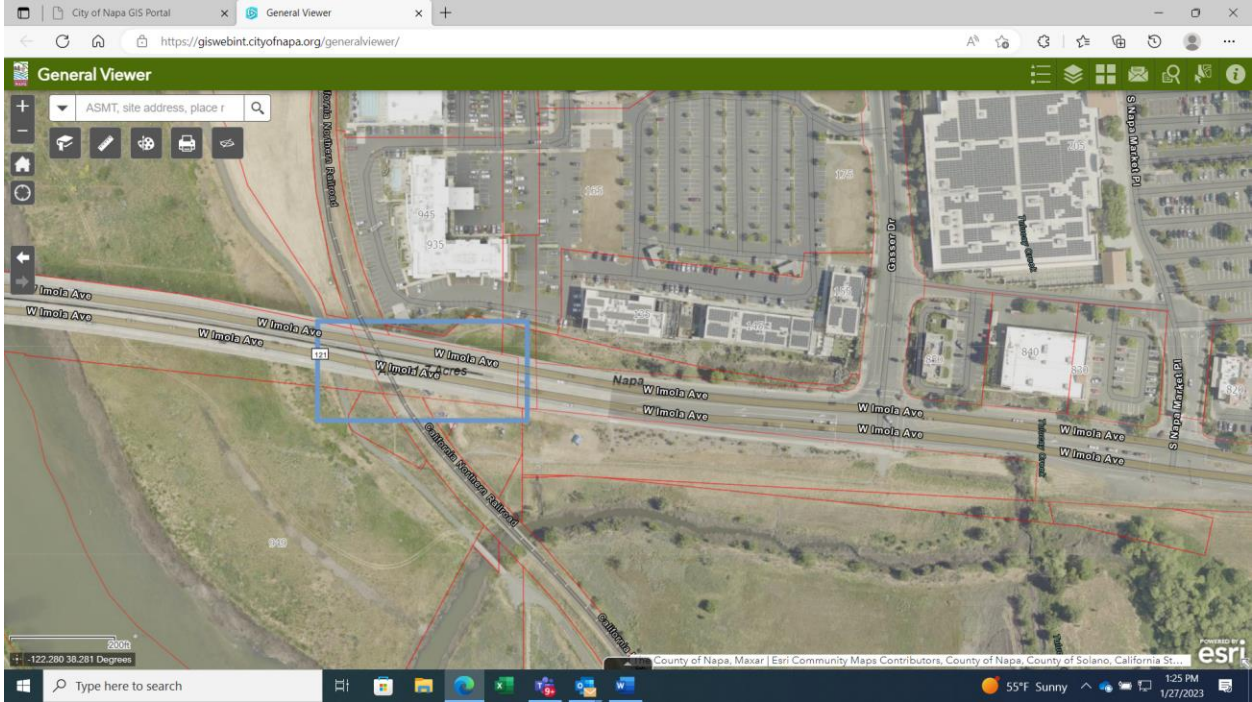
### General Viewer

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Area: 4.4 Acres

County of Napa, Maxar | Esri Community Maps Contributors, County of Napa, County of Solano, California St... esri

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City of Napa GIS Portal | General Viewer

https://giswebint.cityofnapa.org/generalviewer/

### General Viewer

ASMT, site address, place r

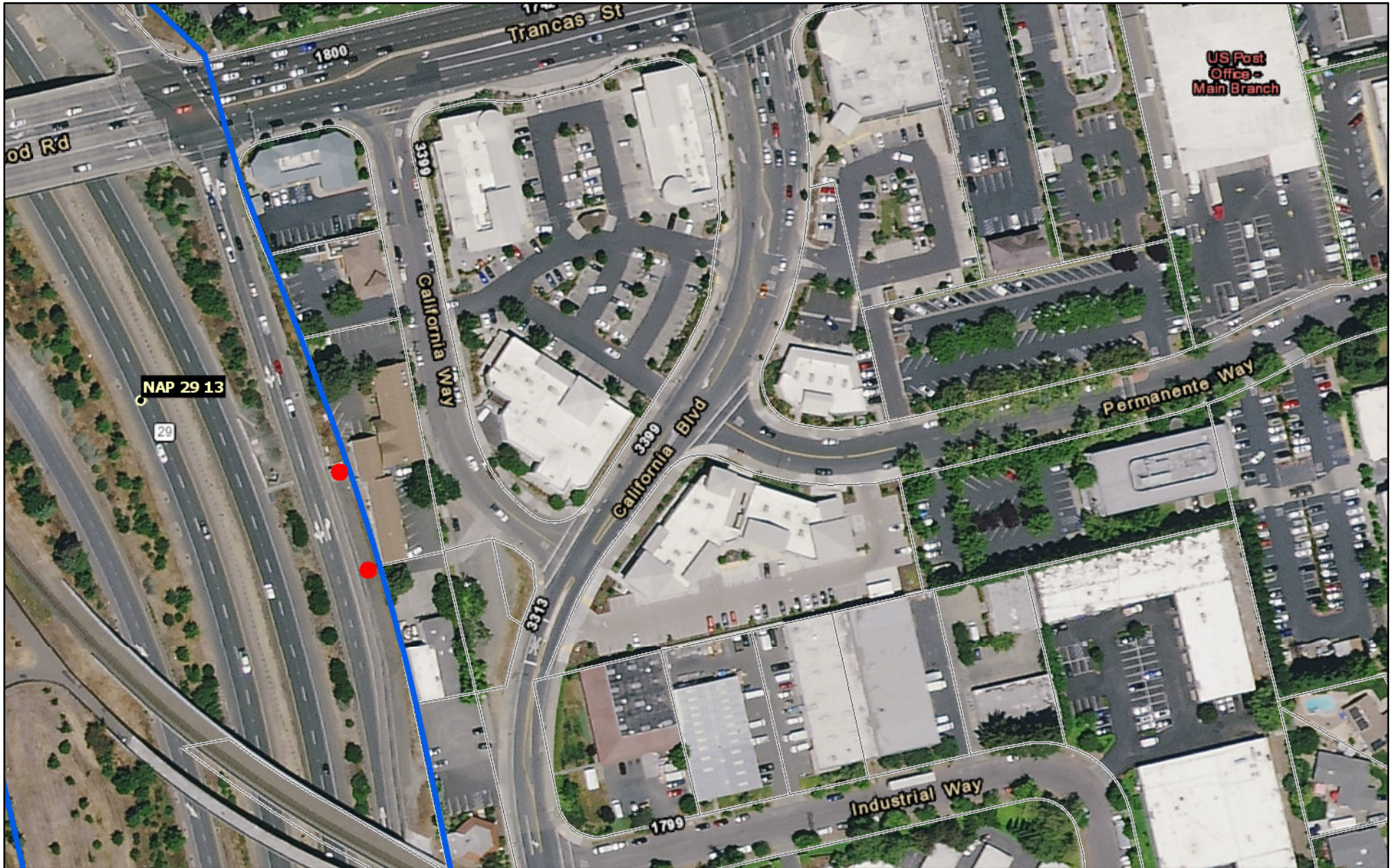
County of Napa, Maxar | Esri Community Maps Contributors, County of Napa, County of Solano, California St... esri

55°F Sunny 1:18 PM 1/27/2023

Type here to search



# D4 | CTrip



August 22, 2022

- |  |  |   |
|--|--|---|
| <span style="color: red;">●</span> User drawn points | <span style="color: black;">■</span> Postmiles   | <span style="background-color: orange; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Maintenance                          |
| <b>Right-Of-Way Boundary</b>                         | <b>Agreements</b>  | <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Proposed Relinquishments (9/30/2020) |
| <span style="color: blue;">—</span> CAD              | <span style="border-left: 1px dashed green; border-right: 1px dashed green; display: inline-block; width: 15px; height: 10px;"></span> Cooperative | <span style="border: 1px dashed gray; display: inline-block; width: 15px; height: 10px;"></span> Assessor Parcels (Last update October 2020)                    |
| <span style="color: green;">—</span> Raster          | <span style="border-left: 1px dashed purple; border-right: 1px dashed purple; display: inline-block; width: 15px; height: 10px;"></span> Freeway   |   |

