



AGENDA REPORT

Community Development

DATE:	December 20, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Lina Velasco, Director of Community Development Jesus Morales, Housing Manager
SUBJECT:	Contract Amendment No. 1 with The Center for Common Concerns, Inc. dba Homebase
FINANCIAL IMPACT:	Funding for this contract amendment is available in fiscal year 2022-2023 Planning Professional Services budget (Account String - 15061219-400201)
PREVIOUS COUNCIL ACTION:	November 2, 2021
STATEMENT OF THE ISSUE:	City staff is requesting City Council authorization to execute a contract amendment no. 1 with The Center for Common Concerns, Inc. dba Homebase, to increase the contract amount by \$40,000 and extend the term through June 30, 2023, to continue to provide additional services related to preparation of the City's Homelessness Strategic Plan to reduce and prevent homelessness in our city and strengthen the physical health, mental health, and social service supports for our unhoused residents in Richmond.
RECOMMENDED ACTION:	APPROVE contract amendment no. 1 with The Center for Common Concerns, Inc. dba Homebase, to increase the contract limit by \$40,000, for a total amount not to exceed \$140,000, and extend the term through June 30, 2023, to provide additional services related to preparation of the City's Homelessness Strategic Plan – Community Development Department (Lina Velasco/Jesus Morales 510-620-6706).

DISCUSSION:

On November 2, 2021, the City Council approved a competitively bid \$100,000 contract with The Center for Common Concerns, Inc. dba Homebase to assist the City in developing a Homelessness Strategic Plan (HSP). A portion (\$50,000 of the \$100,000) of the HSP is being paid by All Home, a regional non-profit that works across regions and sectors to advance coordinated, innovative service delivery and build coalition-supported momentum to challenge the long-standing systems that perpetuate homelessness. The City is funding its portion using Planning funds.

Due to the complexity of the homelessness issue, the timeline for forming the Steering Committee, whose role it is to guide the Strategic Planning work and engagement strategy, extended beyond initial estimates in the original scope of work. Homebase team members worked closely with City of Richmond staff to ensure that the Steering Committee was representative of various backgrounds, professional experiences, and perspectives. Thoughtful recruitment of members was time consuming but essential to the success of the planning process. Delays in the formation of the Steering Committee extended the timeline of the work more generally, by approximately three months.

At the request of the Steering Committee and with permission of City staff, Homebase expanded Stakeholder Engagement significantly for unhoused individuals. The original scope of work contemplated one virtual focus group, while the team executed 24 in-person interviews, in multiple locations across encampments and shelters. This involved more planning, travel, facilitation time, and time to code/analyze qualitative data trends.

A study session with the City Council to provide input and direction on priorities identified in the draft plan is proposed, along with a Community Workshop to present the draft plan and receive feedback. Homebase will design and facilitate this meeting as well as incorporate feedback into the Strategic Plan. This extra unhoused and community engagement to receive input and feedback necessitates that the contract funds be increased.

DOCUMENTS ATTACHED:

Attachment 1 – Amendment No. 1

Attachment 2 – Standard Contract