



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/20/2014

Agenda Placement: 7E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Teresa Zimny for HOWARD HIMES - Director  
Health & Human Services Fiscal  
**REPORT BY:** Shelli Brobst, Contracts Analyst - 253-4720  
**SUBJECT:** Agreement with Allen, Shea & Associates

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization for the Chairman to sign an Agreement with Allen, Shea & Associates for a maximum of \$10,000 for the term February 12, 2014 through June 30, 2014 to provide consultation and assistance with the submission of a grant to the U.S. Department of Justice for the Adult Drug Court Discretionary Grant Program.

### **EXECUTIVE SUMMARY**

Approval of the recommended action will enable the contractor to provide consultation and assistance to the County's Health and Human Services Agency's Alcohol and Drug Services Division with the submission of a grant to the U.S. Department of Justice for the Adult Drug Court Discretionary Grant Program.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Alcohol & Drug Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	While approval of this agreement is not mandatory it allows the Alcohol and Drug Division to contract with Allen, Shea & Associates to assist in the writing of a grant application for the Drug Court program.

Is the general fund affected? No

Future fiscal impact: None; this agreement terminates on June 30, 2014.

Consequences if not approved: If this agreement is not approved, HHSA will not be able to utilize the contractor's expertise to apply for a grant that will enhance Drug Court services.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Allen, Shea & Associates provides consultative services to Napa County HHSA divisions to assist with grant writing, planning and implementation. An opportunity to apply for a U.S. Department of Justice grant for the enhancement of Napa County's existing Drug Court program and services became available recently. If awarded, the requested \$200,000 grant will be used to fund much needed mental health care for Drug Court clients, increase the capacity of the program from 15 to 40 over two years, and enhance data collection and the ability to measure outcomes. There was a short time frame in which to apply and Allen, Shea & Associates is known to deliver well-written grants, on time, with high success rate of grants awarded.

Approval of the agreement will allow Allen, Shea & Associates to deliver a completed grant package to Napa County Alcohol and Drug Services Division for submission to the Federal grant system.

Allen, Shea & Associates is a local vendor.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Collins