



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

CAP Solano JPA
Attention:
Kathy Lawton-Caesar,
Chair/Executive Director
701 Civic Center Blvd.
Suisun City, CA 94585

2016 ANNUAL REPORT

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707.428.7798
www.capsolanojpa.org

JPA Board of Directors

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1. Introduction from the Chair

Dear Community Stakeholders,

On behalf of the Board of Directors of the Community Action Partnership of Solano, Joint Powers Authority (the JPA), I am pleased to present this report covering the activities of this body to coordinate homeless and safety net services during the 2016 calendar year.

In 2016, the jurisdictions comprising the JPA came to realize that a regional approach was necessary to respond effectively to the salient issue of homelessness both immediately and in the long-term. As such, the JPA commissioned the development of a five-year regional strategic action plan to respond to homelessness in Solano. This report details the steps taken this year to synthesize national best practices with public input and our region's unique assets to recommend a path that is impactful, economical, and singularly-fitting for our communities.

The past year also has been one of growth. In 2016 we built new partnerships with local businesses; health care providers; volunteer groups; veterans, youth, seniors, disability, and survivors advocates; faith-based organizations; and state and local government agencies. We expanded our online presence, making it easier than ever before to join upcoming events, review meeting minutes, sign up for news alerts, and send us your feedback. We also offered technical assistance to help our partners succeed: grant writing workshops, one-on-one technical assistance, guest speakers, issue briefings, and more.

In December, the U.S. Department of Housing and Urban Affairs announced a \$1,288,063 award to our region in its annual Continuum of Care competition. This award, the largest Solano has ever received, is a testament to both the hard work of our providers and the leadership of the JPA in coordinating our community's resources and efforts to serve those in need.

The Board of Directors is grateful for the opportunity to serve the people of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, and Solano County. Thank you for your continued support and engagement as we work to prevent and address homelessness so that every individual and family in our region might have a fair and equal chance to achieve and maintain an affordable, safe, and stable place to call home.

Sincerely,



Kathy Lawton-Caesar
Chair/Executive Director
Community Action Partnership of Solano, Joint Powers Authority

2. Community Action Partnership of Solano, Joint Powers Authority (JPA) Overview

The JPA is a combined governmental agency formed by a memorandum of understanding between the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo and the County of Solano to coordinate efforts to reduce poverty and homelessness in Solano County. Representatives from these governments serve on the JPA Board and meet at least monthly to fulfill their duties as Solano County's Community Action Agency. The JPA is also the Collaborative Applicant for Solano County's Continuum of Care (CoC) and the Homeless Management Information System (HMIS) Lead.

3. Community Action Agency Report

Community Action Agencies are non-profit private and public organizations established under the Economic Opportunity Act of 1964 to fight America's war on poverty. These agencies help people in achieving self-sufficiency. Some of the services that may be provided include: child care, education, energy assistance, emergency assistance, financial and legal services, food programs, health services, housing services, prevention programs, self-reliance programs, and youth services.

As the Community Action Agency for Solano County, the JPA administers funds through the Community Services Block Grant Program.

A. Community Services Block Grant Program

The CAP Solano, JPA is the entity responsible for administering Solano County's allocation of annual funding under the Community Services Block Grant program (CSBG), an initiative of the U.S. Department of Health and Human Services. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers,

JPA Vision

All families and individuals in Solano County have equal access to community resources that lead to and support self-sufficiency.

JPA Mission

To strengthen agencies working to end poverty and homelessness. The objective is to provide services and resources in coordination with existing service providers, including but not limited to non-profit organizations and faith-based providers, to promote and encourage self-sufficiency for the most vulnerable members of the community.

and elderly low-income individuals and families in attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency.

In the spring of 2015, the JPA conducted a community-wide needs assessment to inform a Community Action Plan (Plan) for 2016 and 2017 for the CSBG funding. The 2016-2017 Plan identifies and assesses poverty related needs and resources in Solano County and guides how the JPA delivered CSBG-funded services to individuals and families most affected by poverty in 2016. The Plan is required by the federal Community Services Block Grant Act and California Government Code 12747.

The 2015 needs assessment identified the high cost of housing, lack of employment opportunities, lack of education and training for jobs, and mental and other health issues as the primary causes of poverty in Solano County. In response, the JPA chose to prioritize 2016 and 2017 CSBG funding for increasing access to permanent housing, including financial assistance, housing search assistance, and supportive services for housing. As a second funding priority area, the JPA chose to prioritize increasing access to employment, including both employment search assistance and job training and education.

B. 2016 Community Services Block Grant Program

In 2016, the JPA distributed \$221,547 in direct services funding through its annual allocation, as well as an additional \$32,078 in funding for a targeted initiative to increase access to permanent housing.

1. Annual Allocation

The JPA distributed \$221,547 in direct services funding through its 2016 Annual Allocation as follows:

Organization	Award	Program Description
Berkeley Food & Housing Project	\$35,000	Employment: Expansion of SSVF Program; employment program includes workshops, referrals to training programs, interview training and attire, job placement, and case management.
Caminar Solano	\$41,000	Housing: Assists individuals in leasing apartments including rental and deposit assistance, furnishings, and housing essentials.
Community Action North Bay	\$65,547	Housing: Rapid re-housing and homeless prevention, including rental assistance, housing search assistance, and supportive services to maintain housing.
Children's Network of Solano County; SparkPoint Fairfield & Vallejo	\$55,000	Employment: Helps clients obtain self-sustaining employment through transportation, childcare, tuition, fees for training and certifications, short-term paid work experience, financial skill training, and resume building.
House of Purpose	\$25,000	Housing: Permanent Supportive Housing for homeless dual diagnosis individuals without income in a shared living situation. Program also provides case management services.

Program outcomes were as follows:

2016 Annual Funding Status

\$390,477.00 (Of which \$243,830.45 was Direct Service Awards)
390,468.72 Spent as of May 31, 2017

\$. 8.28 Remaining

At the direction of the Board, Children’s Network of Solano County estimated what the program could spend through May 31, 2017 and reallocated funds. This resulted in an additional \$2,600 to CANB and \$123 to Caminar. All financial and program reporting is due to the California Department of Community Services and Development by September 30, 2017.

As of May 31, 2017, the following were to be submitted to the State:

Agency Name: Berkeley Food and Housing Project		Agency/Project Representative: Terrie Light																																																																									
Contract Number: 16F-5045		Contract Term: February 1, 2016 – May 31, 2017																																																																									
Amount Awarded: \$40,491.76		Amount Expended: \$40,491.76																																																																									
Expected Outcome/Goal:		Actual Outcome/Results:																																																																									
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All reports submitted on time		Y																																																																									
All expenses submitted on time		Y																																																																									
		Notes																																																																									

Agency Name: Caminar		Agency/Project Representative: Tranine Chisom																																					
Contract Number: 16F-5045		Contract Term: February 1, 2016 – May 31, 2017																																					
Amount Funded: \$55,828.65		Amount Expended: \$55,828.65																																					
Expected Outcome/Goal:		Actual Outcome/Results:																																					
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Item	Submitted on Time		Notes																																				
Monthly Reports	Y																																						
Monthly Expenditures	Y																																						

Agency Name: Children's Network of Solano		Agency/Project Representative: Alan Kerzin	
Contract Number: 16F-5045		Contract Term: February 1, 2016 – May 31, 2017	
Amount Awarded: \$24,638.86		Amount Expended: \$24,638.86	
Expected Outcome/Goal:		Actual Outcome:	
National Performance Indicator (NPI)		National Performance Indicator (NPI)	
Goal 1		Goal	
Number of low-income participants who		Number of low-income participants who	
1.1 A. Unemployed and obtained job	20	1.1 A. Unemployed and obtained job	15
1.1 B. Employed and maintained job for at least 90 days	18	1.1 B. Employed and maintained job for at least 90 days	14
1.1 C. Employed and obtained and an increase in income and/or benefits	20	1.1 C. Employed and obtained and an increase in income and/or benefits	14
1.1 D. Achieved a "living wage" employment and/or benefits	15	1.1 D. Achieved a "living wage" employment and/or benefits	2
1.2 A. Obtained skills/competencies required for employment		1.2 A. Obtained skills/competencies required for employment	
20		22	
1.2 C. Completed post-secondary education program and obtained certificate or diploma		1.2 C. Completed post-secondary education program and obtained certificate or diploma	
1		4	
1.2 H. Obtained and/or maintained affordable housing		1.2 H. Obtained and/or maintained affordable housing	
7		17	
1.2 I. Obtained food assistance		1.2 I. Obtained food assistance	
20		22	
1.3 D. Number and % of participants demonstrating ability to complete and maintain a budget for over 90 days		1.3 D. Number and % of participants demonstrating ability to complete and maintain a budget for over 90 days	
50		22 / 100%	
Item	Submitted on Time	Notes	
Monthly Reports	Y		
Monthly Expenses	Y	Some of the original grant amount reallocated	

Agency Name: House of Purpose		Agency/Project Representative: Altheia Lindsey																																																																																					
Contract Number: 16F-5045		Contract Term: February 1, 2016 – May 31, 2017																																																																																					
Amount Awarded: \$39,703		Amount Expended: \$39,703																																																																																					
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1.1 A. Unemployed and obtained job	1																																																																																						
1.1 B. Employed and maintained job for at least 90 days	1																																																																																						
1.2 A. Obtained skills/competencies required for employment	1																																																																																						
1.2 B. Completed ABE/GED and received certificate or diploma	1																																																																																						
1.2 H. Obtained and/or maintained affordable housing	4																																																																																						
1.2 I. Obtained food assistance	4																																																																																						
1.3 D. Number and % of participants demonstrating ability to complete and maintain a budget for over 90 days	4																																																																																						
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6.1 B. Individuals with disabilities																																																																																							
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6.2 B. Emergency Fuel or utility payments	4																																																																																						
6.2 C. Emergency rent or mortgage payment	4																																																																																						
6.2 I. Emergency Transportation	4																																																																																						
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1.2 H. Obtained and/or maintained affordable housing	10																																																																																						
1.2 I. Obtained food assistance	10																																																																																						
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6.2 C. Emergency rent or mortgage payment	10																																																																																						
6.2 I. Emergency Transportation	10																																																																																						

Number of all parents in development or enrichment programs		Number of all parents in development or enrichment programs	
6.3 J. Parents and other adults learn and exhibit improved parenting skills	4	6.3 J. Parents and other adults learn and exhibit improved parenting skills	0
6.3 K. Parents and other adults learn and exhibit improved family functioning skills	4	6.3 K. Parents and other adults learn and exhibit improved family functioning skills	0
Low-income people who are unable to work		Low-income people who are unable to work	
6.4 E. Obtained and/or maintained safe and affordable housing	4	6.4 E. Obtained and/or maintained safe and affordable housing	10

Item	Submitted on Time	Notes
Monthly Reports	Y	
Monthly Expenses	Y	Expended all additional funding my 03/2017

2. Targeted Initiative Allocation

The JPA distributed \$32,078 in direct services funding through its 2016 Targeted Initiative as follows:

Organization	Award	Program Description
Vacaville Police Department – Family Resource Center	\$32,078	Housing: Assist low-income families in crisis so that they might maintain their living situation and access emergency assistance, family supports, and referral linkages.

Program outcomes were as follows:

The Vacaville Police Department Family Resource Center was able to assist clients with CSBG funding through May 31, 2017. The Fiscal Agent has received documentation of all but \$6,163.25 through April 2017 and is working on finalizing the expenditures for May 2017 to spend down all grant funds. All financial and program reporting is due to the California Department of Community Services and Development by June 30, 2017.

As of May 31, 2017, the following was to be submitted to the State:

<input type="checkbox"/> Work plan
<input checked="" type="checkbox"/> Progress Report

State of California

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

Discretionary Work Plan/Progress Report
CSD 626

Agency Name: Community Action Partnership of Solano, JPA	Agency/Project Representative: Emily Cantu
Contract Number: 16F-5522	Contract Term:06/15/2016 – 05/31/2017
Email: Emily.Cantu@CityofVacaville.com	Telephone Number: (707) 449-5688
Date: 06/20/2017	Signature:

Final Outcome

Make copies for each outcome/goal

Expected Outcome/Goal (Number 1 of 1): Low-income people achieve their potential by strengthening family & other supportive environments
<p>40 vulnerable individuals will receive services that allowed them to maintain an independent living situation</p> <p>40 low-income individuals will receive emergency assistance. Of those: 15 will receive emergency food assistance 15 will receive assistance with utility payments 10 will receive emergency transportation assistance 40 will receive emergency rent or mortgage assistance</p> <p>10 low-income persons who are unable to work will obtain and/or maintain safe and affordable housing</p> <p>40 low-income individuals will be provided information and referrals</p>
National Performance Indicator(s):
<p>NPI 6.1: Independent Living NPI 6.2: Emergency Assistance NPI 6.3: Child and Family Development NPI 6.4: Family Supports (Seniors, Disabled, and Caregivers)</p>

Activities/Services:

Staff of the Vacaville Family Resource Center made appointments or assisted walk in clients. They made sure they met the necessary guidelines of the grant. The activities include information and referral; case management; transportation, basic needs assistance, and emergency housing including rent and hotel lodging. Additionally, staff focused on linking clients to homeless shelters, substance use treatment programs, and county services.

Actual Results:

Fifty-one (55) unduplicated clients (both individual and families) received emergency assistance during this reporting period:

- Seventeen (17) received emergency food assistance
- Twelve (12) were assisted with utility payment
- Ten (10) received assistance with transportation which included gas and bus passes
- Nine (9) received emergency housing assistance, lodging at a motel

Eighteen (18) clients received more than one emergency assistance services.

Twenty-nine (29) clients were able to remain in their stable home with rental assistance.

Fifty-one (51) clients were provided information and referral services.

Duplicated clients: In addition to case management services, we assisted four (4) families with additional services such as emergency hotel stay, rent, work clothes, and transportation.

NPI 6.5: Service Counts

C. Tripartite Advisory Board

The Tripartite Advisory Board (TAB) was created in 2015 to guide the JPA Board in its capacity as the Community Action Agency. The TAB is responsible for assisting the JPA Board in conducting a community needs assessment, clarifying the JPA's mission, supporting long-range strategic planning and annual planning, assisting the JPA in implementing its programs, and evaluating the performance of JPA

initiatives under CSBG funding. The TAB meets on a quarterly basis.

The TAB consists of members from the public (elected officials or their representatives), private, and low-income sectors. In 2016, Scott Tonnesen served as Chair, and County Supervisor Erin Hannigan served as the Vice-Chair.

The following are the current TAB members as of December 31, 2016:

Representative Type	Name	Organization
Elected Official Sector	Tom Bartee	Office of Senator Bill Dodd
Elected Official Sector	Supervisor Erin Hannigan	Solano County Board of Supervisors
Elected Official Sector	Daniel Huerta	City of Vacaville
Elected Official Sector	Councilmember Katy Miessner	City of Vallejo
Low-Income Sector	Patrick Stasio	Solano County
Low-Income Sector	Keetra Welling	Community Action North Bay
Low-Income Sector	Lisa Martin	California Tribal TANF Partnership
Low-Income Sector	Paul Newman	Mission Solano
Private Sector	Joanie Erickson	Solano Coalition for Better Health
Private Sector	Laura Escobar	United Way
Private Sector	Scott Tonnesen	Superior Home Loans
Private Sector	Kay Tracey	Private Business

4. Homeless Management and Information Systems (HMIS) Lead Report

A. HMIS Overview

The HEARTH Act, enacted into law on May 20, 2009, requires that all communities have an HMIS with the capacity to collect unduplicated counts of individuals and families experiencing homelessness. The U.S. Department of Housing and Urban Development (HUD) and other planners and policymakers use aggregate HMIS data to better inform homeless policy and decision making at the federal, state, and local levels.

By the end of 2016, 13 agencies were using the CoC's HMIS to collect client-level data as well as data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Staff worked with those providers to improve data quality through a regular user group meeting, ongoing training, data checks, and clean ups. Because of this focus on data quality, the CoC submitted the first annual HUD-required report of its System Performance Measures on time utilizing HMIS data. This report demonstrates how the CoC is performing on seven different HUD-established criteria. In addition, the CoC pulled and analyzed HMIS data to submit the Annual Homeless Assessment Report, which looks at various subpopulations' homelessness over a 12-month period. HUD will only accept this data for each subpopulation if certain data quality benchmarks are met. Prior to the JPA taking over as HMIS Lead in 2015, Solano had no AHAR subpopulation reports accepted. Each year since, additional subpopulation data has been accepted due to improving data quality.

B. HMIS Lead Feedback

In October 2016, Housing First Solano conducted a survey to collect feedback on the performance of the JPA as HMIS Lead. Five responses were collected:

- Email Help Requests (3 responses): 2 found them very helpful/timely, 1 helpful/timely.
- Individualized Trainings (4 responses): 3 found them very helpful, 1 somewhat helpful.
 - Comments: all questions addressed quickly and professionally; sufficient time spent/level of training appropriate; all training excellent on all levels.
 - Training requested: running customized reports and HMIS additional functionality.
- User Group Meetings – 5 respondents attend user group meetings
 - 3 find them very helpful, 1 helpful, and 1 somewhat helpful
 - Users felt they have a voice and that the meetings are run effectively/efficiently; respondents also felt that the meetings were relevant and a good length.
 - Training/Topics requested: on the various program types, how to conduct interim updates and on service transactions would be useful.

- Whether the combination of on-call support, trainings, user group and materials helped agency be better prepared to comply with HUD requirements? – All 5-responded yes
 - Comments: much better than in the past; on-call support is invaluable (email and phone); support has helped a lot. Webinars might be a good addition in the future.
- Experience with ServicePoint System – 4 Good, 1 Excellent
 - Challenges? – 3 with none; 1 with some, but great support available; 1 noted that HMIS has been down occasionally during business hours.

5. Collaborative Applicant Report

The JPA serves as the Collaborative Applicant for Solano County’s Continuum of Care, known as Housing First Solano. Collaborative Applicant duties include: CoC administration; creating and operating a coordinated entry system; engaging the private sector on behalf of the CoC; promoting the visibility of the CoC; coordinating the CoC Annual Competition; making recommendations regarding performance measurement and improving outcomes; and coordinating the Point-in-Time Count.

A. 2016 Continuum of Care Competition

On December 20, 2016, HUD announced the awards for the FY2016 Continuum of Care (CoC) funding competition. The JPA submitted 17 project proposal and a planning grant proposal for a total request of \$1,318,782. Of those, 16 projects and the planning grant received funding for a total of \$1,288,063. The allocations were as follows:

Rank	Agency	Project Name	Type	New / Renewal	Amount Requested	Amount Awarded
N/A	JPA	Planning Grant	SSO	Renewal	\$36,633	\$36,633
1	Community Action North Bay	Living Self Sufficiently	PH	Renewal	\$68,951	\$68,951
2	Community Action North Bay	Housing Express	PH	Renewal	\$112,383	\$112,383
3	Caminar	Sereno Village Expansion	PH	Renewal	\$32,774	\$32,774
4	Caminar	Laurel Gardens	PH	Renewal	\$48,824	\$48,824
5	Caminar	Bonus Grant	PH	Renewal	\$32,121	\$32,121
6	Caminar	Sereno Village	PH	Renewal	\$80,163	\$80,163
7	Anka Behavioral Health	STOP Plus	PH	Renewal	\$164,977	\$164,977
8	Solano County H&SS	CalWORKS PSH	PH	Renewal	\$159,075	\$159,075
9	Solano County H&SS	CalWORKS PSH 2	PH	Renewal	\$55,478	\$55,478
10	Solano County H&SS	CalWORKS PSH 3	PH	Renewal	\$59,848	\$59,848
11	JPA	Coordinated Entry	SSO	Renewal	\$80,000	\$80,000
12	Community Action North Bay	Healthy Living Your Way	PH	Renewal	\$122,156	\$122,156
13	Community Action North Bay	Housing Express Expansion	PH	Renewal	\$110,304	\$110,304
14	Mission Solano	Rays of Hope	PH	Renewal	\$19,548	\$19,548
15	Reynnaissance	Reynnaissance Family Center	PH	Renewal	\$43,773	\$43,773
16	City of Fairfield	Restoration Project	PH	New	\$61,055	\$61,055
17	JPA	Coordinated Entry Expansion	SSO	New	\$30,719	\$0
Total					\$1,318,782	\$1,288,063

The award includes one new project: Restoration Project. This project will be supported by the City of Fairfield and operated by the Edge Community Church. It also includes 15 renewal projects, all of which are permanent supportive housing for Solano's homeless individuals and families. Like in 2015, the 2016 competition was very competitive. Unfortunately, HUD did not fund the lowest ranked project (Coordinated Entry Expansion). We had not necessarily expected it would be funded as it had only been submitted as part of a special supplementary funding competition that had to be held when a renewal project chose not to reapply.

While the JPA and CoC were disappointed not to have received funding for the new Coordinated Entry Expansion proposal, they were pleased to have received an overall funding award that increased the amount of funding to 103% of the 2015 award. The JPA hopes to leverage the capacity of its Coordinated Entry work instead by encouraging the cities of Solano County to fund additional system navigator positions.

B. Grant Writing Workshop

At the request of multiple providers, the JPA once again hosted a grant writing workshop on November 29, 2016, open to all Solano County community members. The two-hour workshop included a panel discussion, grant writing exercises, and audience question and answer. Participant handouts, including worksheets to assist with budget planning and narrative crafting, have been posted on the JPA and Housing First Solano websites.

Grant Writing Workshop panelists included:

- Tom Cashman, Executive Director, Catholic Charities of Solano
- Connie Harris, Chief Executive Officer of Solano Community Foundation
- Dawn La Bar, 2016 Chair, Community Action Partnership of Solano Joint Powers Authority; Legislative / Special Projects Manager, City Manager's Office, City of Fairfield
- Kathy Lawton-Caesar, Housing Manager, Suisun City Housing Authority

C. Collaborative Applicant Feedback

As with the HMIS Lead feedback survey, Housing First Solano circulated a survey to the CoC General Membership seeking stakeholder input on the JPA's performance as Collaborative Applicant. Twenty-two respondents submitted input:

Responsiveness of CoC Staff

- 15 Very Responsive, 5 Responsive, 2 Somewhat Responsive
- Level of Expertise demonstrated by CoC staff in meetings, TA, NOFA, etc.
 - 18 positive narrative responses ranging from very good, helpful, cooperative, to invaluable to additional details provided: demonstrate a high level of experience; are extremely knowledgeable about HUD regulations and processes; very professional and personable; respond swiftly and demonstrate expertise.
 - 4 comments with need for improvement/negative: adequate, they understand policy but *need direct service experience*, and as a small provider *I feel like they were unable or unwilling to help me*.
- Overall satisfaction with service provided by CoC Staff – 15 Very satisfied, 2 satisfied, 4 somewhat satisfied, 1 not satisfied

NOFA Services provided by CoC Staff

- 10 CoC Funded Agencies were provided TA throughout the process. 7 were Very Satisfied, 1 Satisfied, 1 Somewhat Satisfied
 - Comments Provided: *timeframe is too short*; would like some one-on-one assistance; need more than one TA workshop; need a list of Board members (is on website) and CoC members; and need more involvement from agencies outside Solano County.

For CoC meetings, did you/do you prefer any particular style or content?

- Respondents replied that they liked the meeting design/format in general, but some specific feedback: Several prefer/specifically mention valuing trainings on HUD requirements or that will enrich their ability to run their program; some mentioned enjoying having providers present at and/or have participatory role at the meetings; one mentioned a concern that the meetings are too formal and suggested using consensus style decision making.

Suggested topics/trainings for 2017:

- Formatting of budgets; applying for funding for small nonprofits; more HMIS training; additional HUD-related training; Coordinated Entry; NOFA training in advance; information about the breadth of services available in Solano County/resource guide; training on motivational interviewing.

Other comments or suggestions for change for CoC meetings:

- The diverse attendance is useful; the information on HUD guidelines and requirements is important; overall training opportunities important; meetings efficient and expeditious; it fine tunes what we do and helps assess

gaps; the networking and development of cohesiveness amongst service providers is key.

- Agendas at times seemed driven by work to complete NOFA and those deadlines; there was not enough solicitation from the CoC as to their needs.

Other Areas for emphasis in 2017:

- Collaboration with SSVF, Coordinated Entry, increase membership, more robust HMIS, improve notice provided for Committee meetings, capacity building for youth, landlord relationship-building and outreach.

Committee Meetings:

- 13 of 22 Respondents attended Committee Meetings.
- 14 Respondents felt the Committees were useful and brought positive changes to the CoC, whereas 2 did not (only one of those no answers had attended a meeting).
- Suggestions for future improvements were to identify outcomes of Committees, follow through with actions/decisions from Committee meetings, obtain more commitment to them/attendance at Committee meetings.

Was data from the PIT Count useful:

- 15 said yes, 2 said no; others did not respond.

Other feedback for the CoC/JPA:

- Solano needs more emergency shelter beds and some transitional housing beds.
- Solano needs need better organization of and training for PIT count in 2017
- Solano needs youth providers.

6. Coordinated Entry System Report

In 2016, the JPA continued to oversee the rollout of Coordinated Entry, energized by the announcement of an \$80,000 award from the 2015 Continuum of Care annual competition run by HUD to hire a full-time Coordinated Entry Specialist and part-time Housing Specialist/Case Manager for the system. Housing First Solano's Coordinated Entry System (CES) will coordinate the intake, assessment, matching, and referral process across the CoC and efficiently expand the CoC's ability to deliver the right resources to the right clients.

In 2016, a cross-functional and open-invitation Coordinated Entry Work Group, comprised of a wide variety of stakeholders, assembled nearly monthly to study

CES models and make recommendations that will be referred to the CoC for final approval. Recommendations made in 2016 include:

VI-SPDAT. The Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT) should serve as the Coordinated Entry System's assessment tool.

HMIS. HMIS should house VI-SPDAT scores and the by-name list.

System Entry. Solano's Coordinated Entry System should follow a Multiple Entry-Point model. To start, several providers should be designated as access points and be the exclusive locations where CoC clients are assessed for referral to homeless system resources. All access points will utilize standardized assessment procedures. Providers not designated as access points would no longer provide client assessments outside of those required by their own funding requirements.

Access points should possess the following characteristics:

- Capacity to perform all intakes and assessments;
- Geographic and physical accessibility;
- Adheres to Housing First principles;
- Possesses VI-SPDAT experience;
- Uses or willing to use HMIS; and
- Able to accommodate CES staff (private space for interviews, a waiting area, etc.).

Together, the access points should have demonstrated expertise in servicing all subpopulations: families with children, unaccompanied youth, survivors, veterans, people who are chronically homeless, people with mental illness and/or substance use disorders, persons with disabilities, and older adults.

211 or Other Like Services. Staff should be authorized to reach out to 211 to enlist the service in sharing current information about the Continuum of Care, including how to access services. At some future time when 211 is strengthened by additional resources, that service could be enlisted to provide prevention and diversion screening where appropriate. Staff should investigate other similar services.

As of December 31, 2016, JPA had not yet received the disbursement of the \$80,000 CoC award from HUD. Update: in February 2017, the JPA received the contract and will move forward with the RFP process.

7. Regional Strategic Plan

In 2016, the JPA commissioned the creation of a five-year regional strategic action plan to respond to homelessness in Solano County. The process builds consensus on common goals, facilitates group prioritization of key actions, fosters creativity and collaborative problem solving, and provides a platform for consideration of resource needs and opportunities.

A Working Group, composed of representatives from the County, each of the seven cities, and various service sectors (including law enforcement, Veterans Affairs, children and youth, affordable housing development) was convened to inform the design and content of the community engagement efforts and strategic plan draft. A complete draft of the plan with community goals and benchmarks to define success and ensure accountability is scheduled to be completed in March 2017.

To establish some baselines for the plan, an environmental scan for Solano County was conducted over the summer to identify the unique characteristics, strengths, challenges, and barriers throughout the County. Staff also gathered information to estimate the cost of homelessness in Solano County. This process is ongoing in 2017, and will require additional data and partnering with the County's jurisdictions.

In the effort's second phase, which centered around community engagement, the JPA staff held numerous consumer focus groups, community meetings and individual interviews throughout the summer and fall to ensure that a diverse and representative group of stakeholders, including those experiencing homelessness, informed the planning. Provider and consumer surveys to solicit feedback were also distributed in person and made available online.

Two day-long Issue Summits on topics relating to strategically and effectively responding to homelessness in Solano County were held on December 1 and December 5 in Suisun City and Vallejo, respectively. The Summits were attended by a total of approximately 120 people, including elected officials at the city, county, state, and federal levels; representatives of the County and Cities; a wide variety of faith-based, non-profit, and community-based organizations, agencies, and coalitions; and concerned residents, including some formerly homeless individuals. Focus areas included creative solutions to increase deeply affordable housing stock; improving navigation through the homeless system of care; and the specific needs of priority subpopulations of the homeless community: veterans;

people who are chronically homeless, people with mental illness and/or substance use disorders, families, children, and youth, and older adults.

Materials from the Issue Summits and information about the Strategic Planning process overall is available online at:

<https://tinyurl.com/SolanoHomelessStrategicPlan>.

8. Housing First Solano Continuum of Care (CoC) Report

A. Collaboration with JPA

Housing First Solano Continuum of Care (CoC) is the coordinating body for efforts to address homelessness in Solano County. The JPA provides funding for Housing First Solano CoC staff to ensure that it has the necessary capacity to discharge its attendant duties. Each jurisdiction has a seat on the CoC Board and actively participates in the planning activities and governance of the CoC. There are JPA Board members actively involved in CoC Committees, including the Performance and Evaluation Committee, the Coordinated Entry Workgroup, and Point-In-Time Committee.

B. CoC Visibility

The JPA was particularly visible in 2016 given its work to put together the Regional Strategic Plan. As part of the planning process, JPA staff held several consumer focus groups, community meetings, and key issue summits throughout the fall. Surveys were distributed widely to providers and clients in digital and hardcopy formats. Staff was invited to speak about the JPA and the Regional Strategic Plan at various city and county government meetings and general community events throughout the county. Overall, outreach included:

- Over ten community meetings held throughout the County with varied groups;
- Meetings with and presentations to the County Administrator and County Board of Supervisors, City Managers, and City Councilmembers;
- Focus groups and interviews with approximately 75 individuals experiencing homelessness;
- One-on-one interviews with over 25 key stakeholders (available to any interested stakeholders);

- Surveys created to solicit comments and input from providers as well as people experiencing homelessness in Solano County;
- An email listserv and regularly updated website to host and share information about the strategic planning process, community engagement opportunities, and plan goals and strategies, as well as to provide a forum for submitting feedback;
- Two day-long Issue Summits on topics relating to strategically and effectively responding to homelessness in Solano County. Attended by a total of approximately 120 people.

C. Private Sector Engagement

The JPA continued to work closely with the private sector in 2016. Business leaders were invited to engage in the creation of the Regional Strategic Plan and attended multiple stakeholder meetings throughout the fall. The region's commitment to connecting clients with employment also drove private sector partnerships. JPA staff participated in the Solano County Workforce Development Board meetings throughout the year, and all the providers funded as part of the 2016 Continuum of Care competition reported that they either offered job training and employment search services themselves or else had directly connected their clients with external workforce development providers.

D. Performance Measurement and Outcomes

In July of 2014, HUD released a document entitled *System Performance Measures: An Introductory Guide to Understanding System-Level Performance Measures*, which provides guidance on how to implement system-level performance measures to evaluate CoC performance as a coordinated system and to track community-level progress. In early 2016, Housing First Solano adopted the following HUD performance measures, as well as four local priorities.

Performance Measure	Housing First Solano Adoption
HUD Measure 1: Length of time persons remain homeless	HFS will run this measure quarterly to determine whether the length of time people remain homeless is decreasing.
HUD Measure 2a: The extent to which persons who exit homelessness to permanent housing destinations return to homelessness within 6 to 12 months	HFS will run this measure twice a year to determine the effectiveness of CoC permanent housing placements.
HUD Measure 2b: The extent to which persons who exit homelessness to permanent housing destinations return to homelessness within 2 years	HFS will run this measure twice a year to determine the effectiveness of CoC permanent housing placements.
HUD Measure 3: Number of homeless persons	HFS will run this measure twice a year to determine whether the number of people experiencing homelessness in the CoC is decreasing.
HUD Measure 4a: Employment and Income Growth For Homeless Persons in CoC Program-Funded Projects	HFS will run this measure twice a year to determine whether there is an increase in the percent of adults who gain or increase cash income over time.
Local Measure 4b: Employment And Income Growth For Homeless Persons In Other Federally-Funded Projects	HFS will run this measure twice a year to determine whether there is an increase in the percent of adults who gain or increase cash income over time.

HUD Measure 5a: Number of Persons Who Become Homeless for the First Time	HFS will run this measure twice a year to determine whether there is a reduction in the number of persons who become homeless for the first time
Local Measure 5b: Number of Persons Who Touch the System of Care for the First Time	HFS will run this measure twice a year to determine the need and change in need for prevention/diversion and other non-homeless-specific services.
HUD Measure 7a: Successful placement from Street Outreach	HFS will use this measure to assess street outreach efforts and will encourage additional street outreach projects to use HMIS
HUD Measure 7b: Successful placement in or retention of permanent housing	HFS will use this measure to assess street outreach efforts and will encourage additional street outreach projects to use HMIS
Local Measure 8a: How long Coordinated Entry participants stay on the by-name list, including subpopulations	HFS will monitor the average length of time all coordinated entry participants stay on the by-name list, as well as youth, people with substance abuse issues, people with criminal records, and other subpopulations as needed to determine the level of unmet need.
Local Measure 8b: Failed housing placements	HFS will track the number of clients who receive a housing placement through Coordinated Entry but cannot be found, do not show up at the sponsoring agency, or refuse the placement to determine what resources are needed for more successful housing placements.

As 2016 was the baseline year set by HUD for its performance measures, the CoC will begin to monitor trends in its outcomes against these measures going forward.

E. Homeless Point in Time Count

HUD requires each CoC to conduct an annual census, called a Point-In-Time (PIT) count, of sheltered people experiencing homelessness. For 2016 in Solano County, the sheltered-only PIT count was conducted on January 27, 2016 through the

collection of Provider Surveys from all emergency shelter and transitional housing providers. Additionally, 180 surveys administered to clients staying in emergency shelters or transitional housing projects on the night of the count were completed.

The 2016 sheltered PIT count found 323 total sheltered individuals, including 170 in emergency shelter and 153 in transitional housing – an increase of 36 sheltered people since 2015. This change is most likely due to the greater number of emergency shelter beds available with the re-opening of Christian Help Center.

	2014	2015	2016
Total Sheltered Homeless Population	406	287	323
Transitional Housing	228	179	153
Emergency Shelter	178	108	170

A summary of the 2016 sheltered PIT count can be found here:

<http://bit.ly/2lcaIDR>.

F. Housing Inventory Count

HUD also requires each CoC to conduct an annual inventory of housing dedicated for homeless people in each community, called the Housing Inventory Count (HIC), during the last ten days of January. The HIC report tallies the number of beds and units available on the designated night by project type, and includes beds dedicated to serve persons who are homeless in Emergency Shelter, Transitional Housing, and Permanent Housing. The category of Permanent Housing includes Permanent Supportive Housing (including HUD-VASH vouchers) and Rapid Re-housing.

In 2016, Solano County conducted the HIC by sending surveys to homeless housing providers in the County. The providers completed the surveys based on the information gathered on the night of the homeless count, January 27, 2016. Total housing stock was found to be as follows:

	Emergency Shelter			Transitional Housing			Permanent Housing		
	2015	2016	Chng	2015	2016	Chng	2015	2016	Chng
Total Number of Year-Round Beds	223	238	+15	241	181	-60	125	313	+188
Total Number of Seasonal Beds	N/A	50	+50	N/A	N/A	N/A	N/A	N/A	N/A

2016 saw a total increase of 143 beds. In 2015, there were a total of 589 beds recorded; in 2016 year there are 732 beds. This increase is due to three main factors: Christian Help Center re-opened their emergency shelter, and the CoC increased both HUD-VASH vouchers and Rapid Re-Housing beds.

A summary of the 2016 sheltered PIT count can be found here:

<http://bit.ly/2ln65cB>.

9. Conclusion

In 2016, the JPA oversaw progress in Solano’s efforts to strengthen its responses to poverty and homelessness. The JPA guided the investment of our resources toward coordinated, productive, capacity-building. These efforts include expansive outreach, Coordinated Entry planning and preparation for Coordinated Entry implementation, and community-wide technical assistance and training. There has been tangible progress, such as the development of system performance measures and the improvement of data quality for the Continuum of Care; the addition of 64 rapid rehousing units in the community; and the allocation of new funding – i.e. Emergency Solutions Grant and CalWORKs Housing Support Program funds. While this progress is encouraging, there is much work left to be done. The JPA’s investment in the five-year Regional Strategic Plan, set to be completed in the spring of 2017, will give the community strategies for leveraging shared resources to improve the quality of life in Solano County.