

Application Narrative Template

This section of the toolkit is to assist jurisdictions in thoroughly completing their application narrative document. Below you will find the questions that HHAP program staff will be ensuring are answered in each jurisdiction's narrative document. Applications will not be deemed complete if all the below questions are not addressed in a jurisdiction's narrative attachment. More information on these areas can be found in the [HHAP program guidance](#).

1. SUMMARY OF HOMELESSNESS IN THE COC, LARGE CITY, OR COUNTY

To successfully complete this section, applicants must:

A. Submit their CoC's complete HUD Longitudinal System Assessment (LSA) from October 1, 2017 – September 30, 2018.

See LSA Summary Attachment

B. Use the LSA data to provide (as defined by HUD):

1. Total number of households served in: (1) Emergency Shelter, Safe Haven and Transitional Housing, (2) Rapid Rehousing, and (3) Permanent Supportive Housing.
2. Total number of disabled households served across all interventions.
3. Total number of households experiencing chronic homelessness served across all interventions.
4. Total number of 55+ households served across all interventions.
5. Total number of unaccompanied youth served across all interventions.
6. Total number of veteran households served across all interventions.
7. Number of individuals served across all interventions who were: (1) Female, (2) Male, (3) Transgender, or (4) Gender Non-Conforming.
8. Total number individuals served across all interventions who were: (1) White, Non-Hispanic/Non-Latino (only), (2) White, Hispanic/Latino (only), (3) Black or African American (only), (4) Asian (only), (5) American Indian or Alaska Native (only), (5) Native Hawaiian/Other Pacific Islander (only) or (6) Multiple races

Housing First Solano CoC
 Longitudinal System Assessment
 Oct 1, 2017 – Sept 30, 2018

1. Total number of households served in	
(1) Emergency Shelter, Safe Haven and Transitional Housing	141
(2) Rapid Rehousing	189
(3) Permanent Supportive Housing	85
Total Numbers Served Across All Interventions	
2. Disabled households	284
3. Households experiencing chronic homelessness	95
4. 55+ households	139
5. Unaccompanied youth	17
6. Veteran households	106
7. Number Of Individuals Served Across All Intervention Who Were	
(1) Female	253
(2) Male	206
(3) Transgender	1
(4) Gender Non-Conforming	0
8. Total Number Individuals Served Across All Interventions Who Were	
(1) White, Non-Hispanic/Non-Latino (only)	148
(2) White, Hispanic/Latino (only),	31
(3) Black or African American (only)	197
(4) Asian (only)	5
(5) American Indian or Alaska Native (only)	22
(6) Native Hawaiian/Other Pacific Islander (only)	11
(7) Multiple races	39

2. DEMONSTRATION OF REGIONAL COORDINATION

To successfully complete this section, applicants must provide:

A. Coordinated Entry System (CES) Information

For CoC applicants:

1. Describe how your CES functions, including:
 - a. What entity is responsible for operating your CES?

The Coordinated Entry System in Solano County is known as Resource Connect Solano (RCS). Community Action Partnership Solano, JPA (CAP Solano JPA), Administrative Entity for the Vallejo/Solano CoC, has contracted with Caminar for Mental Health to operate Resource Connect Solano.

- b. What is the process for assessment and identification of housing needs for individuals and families that are experiencing or at risk of experiencing homelessness in your community?

RCS conducts all assessments using the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) and its various versions related to sub-populations (i.e. youth and families). All assessments are conducted using trauma-informed, client-centered methods. Assessment areas are continually assessed by Coordinated Entry staff for their safety and privacy to allow individuals to identify sensitive information or safety issues in a private and secure setting. The assessment component of the coordinated entry process is implemented in phases in order to capture information on an as-needed basis as participants navigate the process, recognizing that trauma-informed approaches are necessary throughout these phases. The assessment process, including information gathered from assessment tools, case workers, and others working with households, is designed to provide sufficient information to make prioritization decisions. Assessment phases include: 1. Determining veteran status; 2. Screening for survivors of domestic violence; 3. Assessing shelter and other emergency needs; 4. Screening for diversion or prevention; 5. Identifying housing resources and barriers; and 6. Evaluating vulnerability to prioritize for assistance.

Application of the VI-SPDAT may not produce the entire body of information necessary to determine a household's prioritization, either because of the nature of self-reporting, withheld information, or circumstances outside the scope of assessment questions. Therefore, case workers and others who work with households may provide additional information, through case conferencing or otherwise, that appear relevant to the CoC's written prioritization policies.

Assessments conducted in different phases shall build on each other and limit the frequency with which a participant must repeat a personal story so as to reduce trauma and improve system efficiency. Information collection related to prioritization ranking and program eligibility may also occur concurrently with these different phases, even though assessment generally occurs before referral.

Once connected to housing and services, project staff may conduct more sophisticated assessments to evaluate a participant's need for specialized services or resources. The phased assessment process used during coordinated entry is not intended to replace those more specialized assessments but rather to connect participants to the appropriate housing solution as quickly as possible. Similarly, the assessment process does not preclude the use of complementary assessments designed to support access to mainstream services that are made available during assessment or otherwise conveniently accessed.

c. How are people referred to available housing through CES?

RCS makes referrals to all projects receiving funding that requires participating, including emergency shelter, RRH, PSH, and transitional housing

(TH), as well as other housing and homelessness projects. Projects in the CoC that are dedicated to serving people experiencing homelessness fill all vacancies through referrals, while other housing and services projects determine the extent to which they rely on referrals from the coordinated entry process.

All mandated project recipients must use the coordinated entry process established by the CoC as the only referral source from which to consider filling vacancies in their housing and/or services. Programs that participate in the CoC's Coordinated Entry process accept all eligible referrals unless the CoC has a documented protocol for rejecting referrals that ensures that such rejections are justified and rare and that participants are able to identify and access another suitable project. RCS staff maintain and annually update a list of all resources that may be accessed through referrals from the coordinated entry process.

For victims of domestic violence, the CoC funded Victim Service Provider (VSP) case manager who conducted the assessment of the victim will safely refer the household to the identified VSP, preferably with a warm handoff including a phone call, transportation, or other transition determined to be a best practice by the VSP. A survivor of domestic violence may be referred to a different CoC geographic area to protect their health and safety and retain their Housing First Solano-funded rental assistance if the victim reasonably believe they are imminently threatened by harm from further domestic violence, dating violence, sexual assault, or stalking.

2. How do you promote the utilization of your CES? Specifically:

- a. What outreach do you conduct to ensure all individuals experiencing homelessness, including those with multiple barriers, are aware of the CES assessment and referral process?

Resource Connect Solano (RCS), Housing First Solano's CES, is linked to street outreach efforts so that people sleeping on the streets are able to access the CES and are prioritized for assistance in the same manner as any other person assessed through the coordinated entry process. RCS also affirmatively markets its housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach and maintains records of those marketing activities. RCS CES Operators are accessible by phone and email and RCS has a website. 211 is also used as a digital entry point to direct CES queries. RCS CES Operators have physical entry points throughout Solano County.

b. What is the grievance or appeal process for customers?

Any person participating in the coordinated entry process or interacting with programs in the Solano County homeless system of care has the right to file a grievance. Housing providers are required to make all participants in the Coordinated Entry System aware of their right to file a grievance. Resolution of grievances related to a particular service agency are attempted first through that agency's grievance procedure. Anyone who utilizes RCS (as a client or provider) can use RCS' grievance policy. Everyone accessing services receives an explanation of their rights upon intake or upon accessing services.

All providers taking referrals from RCS must ensure clients understand and can assert their rights under this grievance policy. The grievance may be anonymous but choosing not to submit personal information may reduce the CoC's ability to do further investigation of the grievance. The grievance should be received in writing, preferably on the standard grievance form. If the Complainant is identified, but wants the grievance to remain confidential, the CoC will only share the complaint with the necessary staff. Any form of retaliation as a result of grievance filing will not be tolerated.

c. How do you provide culturally responsive services to people experiencing homelessness?

All staff administering assessments use culturally and linguistically competent practices. Assessments shall include trauma informed culturally and linguistically competent questions for special subpopulations, including immigrants, refugees, and other first-generation subpopulations; youth; persons fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking; and LGBTQ persons.

3. What, if any, are the current challenges preventing successful CES operation in your jurisdiction, and how do you plan to address these challenges?

Neighbors Helping Neighbors: Forward Together, the 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County identified the following barriers:

- Lack of awareness;*
- Goals and objectives are not aligned;*
- Not helpful;*
- Coordination is too burdensome;*
- Lack of communication between providers;*
- Lack of funding;*

- Homeless easily discouraged by lack of housing and lose contact with social workers for follow-through services; and
- Consumer mental issues and/or lack of sophistication/education.

CAP Solano JPA surveyed service providers to ascertain some of the challenges with CES operation in the jurisdiction. Some of the challenges identified were:

- Inadequate housing options (quantity, quality, and affordability);
- Fully funded and trained network of service providers;
- Effective outreach and education of the CES and access;
- Efficient use of technology and software for data collection;
- Income restrictions on available funding; and
- Lack of community support.

CAP Solano JPA is currently working with Technical Assistance Collaborative (TAC) in receiving technical assistance for its coordinated entry system. CAP Solano JPA has facilitated focus groups with TAC to assess the current challenges in successfully operating CES in CAP Solano JPA's jurisdiction. TAC will provide CAP Solano JPA with a written assessment of the CES along with feedback from the CES operator, social services groups that make and receive referrals through the system, as well as recommendations and strategies to improve CES operation. CAP Solano JPA is anticipating receiving the report in April of this year.

B. Prioritization Criteria

C.

1. What are the criteria used to prioritize assistance for people experiencing homelessness in your jurisdiction?

Individuals and families are prioritized for a full continuum of housing and service interventions according to Housing First Solano's CoC and ESG Written Standards, which prioritize those who are most vulnerable and with the most immediate needs for referral and placement into appropriate housing interventions. Those with the highest VI-SPDAT scores are prioritized highest for longer-term housing solutions. The CoC uses the coordinated entry process to prioritize homeless persons within the CoC's geographic area for access to housing and supportive services.

The CoC makes decisions of prioritization based on the following scheme:

	PERMANENT SUPPORTIVE HOUSING	RAPID REHOUSING
PRIORITY 1	<ul style="list-style-type: none"> VI-SPDAT Score: 8+; Chronic Homelessness; and, Tri-Morbidity <ul style="list-style-type: none"> Physical Health Mental Health Substance Use 	<ul style="list-style-type: none"> VI-SPDAT Score: 4-7; and, Chronic Homelessness
PRIORITY 2	<ul style="list-style-type: none"> VI-SPDAT Score: 8+; Chronic Homelessness; and, 2+ HUD Disabling Conditions <ul style="list-style-type: none"> Physical Health Mental Health Substance Use Developmental Disability 	<ul style="list-style-type: none"> VI-SPDAT Score: 4-7; and, 1+ HUD Disabling Condition <ul style="list-style-type: none"> Physical Health Mental Health Substance Use Developmental Disability
PRIORITY 3	<ul style="list-style-type: none"> VI-SPDAT Score: 8+; Chronic Homelessness; and, <ul style="list-style-type: none"> 1 HUD Disabling Condition <ul style="list-style-type: none"> Physical Health Mental Health Substance Use Developmental Disability 	<ul style="list-style-type: none"> VI-SPDAT Score: 4-7
PRIORITY 4	<ul style="list-style-type: none"> VI-SPDAT Score: 8+; and, 1 HUD Disabling Condition <ul style="list-style-type: none"> Physical Health Mental Health Substance Use Developmental Disability 	<p><u>Other RRH Prioritization:</u> Clients scoring 8+ on the VI-SPDAT may be considered for RRH if:</p> <ul style="list-style-type: none"> The client meets other RRH criteria (e.g., chronic homelessness, disabling conditions, etc.); The client is referred to case conferencing due to objective, community-wide criteria (factors TBD); and, Through case conferencing, the community determines that there is a substantial likelihood that RRH will meet the client's housing and service needs.
PRIORITY 5	<ul style="list-style-type: none"> VI-SPDAT Score: 8+ 	
NOTES	All priorities are subject to change as needed and decided on by the Coordinated Entry Workgroup.	

2. How is CES, pursuant to 24 CFR 578.8(a)(8) used for this process?

The coordinated entry prioritization process combines the individual person's assessment results with the CoC's prioritization policies and procedures to determine that person's level of vulnerability. The person's assessed vulnerability will establish his or her level of priority for resources in the homeless system and lead to identification of vacancies at housing and supportive

services projects that the person can be referred to. These individuals are discussed at regularly scheduled case conferencing meetings held by RCS and attended by local social service and housing agencies.

D. Coordination of Regional Needs

1. How have you coordinated with your partnering CoC, large city (if applicable), and/or county to identify your share of the regional need to address homelessness?

Solano County actively participates in Housing First Solano as a governing board member and as general members (multiple county staff). In addition, a Solano County representative serves on the Community Action Partnership Board (CAP Solano JPA) that is the collaborative applicant for Continuum of Care funding for Housing First Solano and will be the applicant and fiscal agent for the HHAP grant. Community Action Partnership Solano, Joint Powers Authority (CAP Solano JPA), which includes a representative for Solano County in its membership, is the Administrative Entity for Housing First Solano.

In 2016, the CAP Solano JPA led a county-wide, community-based strategic planning effort to create Neighbors Helping Neighbors: Forward Together, the 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County a five-year plan to address homelessness throughout the county. The final plan was approved in March 2017. Key aspects of the plan include: service providers (including first responders), faith community, and local government (cities and County; CAP Solano JPA) working together to try to improve how various systems operate collaboratively to make progress toward a shared vision, and acknowledging and incorporating the existing programs, resources, and services currently available throughout the County to prevent and respond to homelessness. The plan also aims to leverage the strengths, address the gaps, and seek opportunities to communicate, collaborate, and coordinate throughout the County. In November 2017, in partnership with the County of Solano, an addendum to the plan was published to update the housing need estimate and proposed activities, based on the updated PIT and HIC information collected in January 2017. In January 2019, Cap Solano JPA added a No Place Like Home (NPLH) addendum to ensure that the community was fully prepared to serve NPLH clients. The addendum specifically describes the service needs and service strategies for people who are experiencing both homelessness and mental illness.

2. What is your identified share of this need, and how will the requested funds help your jurisdiction meet it?

Each of the six member cities and Solano County worked collaboratively on Neighbors Helping Neighbors: Forward Together, the 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County (NHN), along with the input of local non-profit, faith-based, and other private agencies. Under NHN, goals and outcomes set in the plan as well as action items are not assigned by individual jurisdiction. Local funding used to address homelessness in the jurisdiction is determined by the individual city's population as a percentage of the county as a whole. As an example, in 2017 CAP Solano JPA contributed \$50,000 towards implementation of NHN and over \$12,000 towards the 2017 PIT/HIC count. In 2019, Solano County contributed 50% of the cost (over \$37,000) towards the PIT/HIC count while the member cities contributed towards the remaining costs. The jurisdiction's PIT/HIC count results are presented for the entire County and results by city or county are not generally made publically available to support the regional approach. HHAP funding will be used to support the development of permanent housing in Solano County as identified in NHN.

E. Creating Sustainable, Long Term Housing Solutions

1. How is your jurisdiction involved in the efforts to create sustainable, long-term housing solutions for people experiencing homelessness across your region?

Examples could include, but are not limited to:

- a. Partnering with agencies responsible for city planning and zoning, housing developers, and financial and legal service providers.
 - CAP Solano JPA has partnered with Partnership HealthPlan of California to award over \$3,000,000 in funding to EDEN Housing, Inc. and MidPen Housing for the development of three permanent supportive housing projects. These projects are expected to add approximately 219 units of affordable housing in Solano County.
 - CAP Solano JPA has partnered with the Bay Area Regional Health Inequities Initiatives, project of Tides Center (BARHII) to increase affordable housing through partnerships and coalition building and pass policies that support housing affordability. Since 2018, CAP Solano JPA has provided

\$50,000 to BARHII for outreach on health, resilience, housing conditions and housing solutions; developing strategic partnerships to pilot innovative housing financing mechanisms; and provide training for government staff in Solano County on policies and funding mechanisms to improve housing affordability, quality and resilience.

b. Developing or strengthening data and information sharing across and within jurisdictions.

- *Housing First Solano has appointed a subcommittee to focus on expanding the use of the Coordinated Entry's HMIS database among its membership.*
- *All recipients of Federal, State, and Local funding awarded through Housing First Solano and CAP Solano JPA are required to make and receive referrals through the CES. Agencies are also required to use CES' HMIS system to collect and manage data associated with assessments and referrals.*
- *CAP Solano JPA also provides funding annually to support new HMIS license requests for Housing First Solano members accessing the system.*
- *Several jurisdictions are utilizing specialized law enforcement teams dedicated to working with homeless individuals and families within their jurisdiction and those teams are also collaborating countywide. Members of those teams are a part of Housing First Solano's Board and/or General Membership and have contributed to the development of information sharing strategies between Housing First Solano membership agencies and law enforcement to promote a client-centered approach in helping to restore the lives of individuals and families experiencing homelessness, many of whom are chronically homeless.*

c. Coordinating with other regional jurisdictions to ensure systems are aligned and all available funding is being used efficiently and effectively.

- Throughout the community engagement process during the development of *Neighbors Helping Neighbors: Forward Together, the 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County*, the jurisdictions confirmed their commitment to a regional strategy and, along with other organizations and stakeholders within the Homeless System of Care, acknowledged the need for improved communication and greater collaboration and coordination.
- Since taking over as the Community Action Agency in 2015, CAP Solano JPA has increased and allocated all direct services funding for homeless housing and supports or employment services, and allocated funds to support and increase the CoC funding, including Homeless Management Information System (HMIS) Administration, CoC Competition funding, and consulting services to provide expert staffing. They also made it a central priority to work together, each member jurisdiction learning to share their efforts using the JPA as a forum, and to work with other key stakeholders in the region, including the CoC where they serve on the Board with homeless housing providers.
- CAP Solano JPA has allocated funding this year for a consultant to analyze all of CAP Solano JPA's current grant activities and related expenditures to provide a strategy for future use of those funds by streamlining, combining, and/or identifying ways grant administration can be aligned and all available funding is being used efficiently and effectively.

3. RESOURCES ADDRESSING HOMELESSNESS

To successfully complete this section, all applicants must answer the following questions:

A. Existing Programs and Resources

1. Provide an exhaustive list of all funds (including the program and dollar amount) that your jurisdiction currently uses to provide housing and homeless services for homeless populations.

This list should include (where applicable), but not be limited to:

- a. Federal Funding (Examples: [YHDP](#), [ESG](#), [CoC](#), [CSBG](#), [HOME-TBRA](#), [CBDG](#))
- b. State Funding (Examples: [HEAP](#), [CESH](#), [CalWORKs HSP](#), [NPLH](#), [VHHP](#), [PHLA](#), [HHC](#), [Whole Person Care](#), [HDAP](#), [BFH](#))
- c. Local Funding

Funding Type	Funding Agency	Funding Source	Funding Amount
Federal	Department of Housing and Urban Development	2019 COC	\$1,144,259
	Department of Housing and Urban Development	2019 Planning Grant	\$42,767
	Department of Housing and Urban Development	2019 Coordinated Entry Grant	\$219,614
	Department of Housing and Urban Development	2019 Coordinated Entry DV Expansion Grant	\$84,718
State	California Department of Community Services and Development	2020 CSBG	\$384,710
	California Department of Housing and Community Development	2018 CESH	\$726,212
	California Department of Housing and Community Development	2019 CESH	\$389,479
	California Department of Housing and Community Development	2019 ESG	\$324,003
	Business, Consumer Services, and Housing Agency	2018 HEAP	\$4,917,499
Local	Partnership Healthplan of California Solano County	Local Innovation Grant	\$4,863,964
		CAP Solano JPA Administration	\$86,975
	Solano County	Solano Community Health Plan	\$50,000
	Solano County, Cities of Benicia, Vallejo, Fairfield, Suisun City, Vacaville, Dixon, Rio Vista	CES Expansion	\$300,302

2. How are these resources integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county)?

As CAP Solano JPA aims to take a regional approach to addressing homelessness, funding received throughout the county, whether by CAP Solano JPA or Solano County, is coordinated to address homelessness needs. As an example, CAP Solano JPA added a No Place Like Home (NPLH) Addendum to the 5-Year Regional Plan (NHN) that specifically describes the service needs and service strategies for people who are experiencing both homelessness and mental illness in coordination with the various funding sources above. This Supplement builds on and incorporates the work of the Solano County Mental Health Services Act (MHSA) FY 2018/2019 Annual Update (MHSA Update). The NHN Plan and this NPLH Addendum were developed through a collaborative

process that included community input from County representatives, the local Continuum of Care, housing and homeless services providers, health care providers, public housing authorities, and representatives of family caregivers of persons living with serious mental illness.

The membership of the CAP Solano JPA Board, being a member from each of six large cities in Solano County and Solano County, creates a decision making body that is integrated and coordinated with applicants from overlapping jurisdictions in its use of funds to provide housing and homeless services for homeless populations.

3. What gaps currently exist in housing and homeless services for homeless populations in your jurisdiction?

The 5-Year Regional Plan identifies some of the gaps in housing and homeless services in Solano County.

- Although Solano County is home to an array of housing and service providers committed to using their varied resources to serve individuals and families experiencing or at risk of homelessness, as a whole, the Homeless System of Care still falls short of serving everyone who needs help in a way that can ensure long-term housing stability.
- Many provider agencies and organizations struggle to secure adequate resources, fully utilize existing assets, sufficiently staff operations, and implement Housing First and other evidence-based practices. In particular, existing emergency shelter programs have limited capacity and uncertain long-term sustainability.

CAP Solano JPA surveyed service providers to ascertain some of the gaps that currently exist in the housing and homeless services in our jurisdiction. Some of the gaps identified were:

- Too few housing options (temporary shelters, navigation centers, day centers, affordable units) and specifically Youth shelters;
- Too few supportive services (showers, prescription assistance, mental health services);
- Need to develop and strengthen private landlord relationships; and
- Treatment based rental assistance and long term in-patient programs.

B. HHAP Funding Plans

1. Explain, in detail, how your jurisdiction plans to use the full amount of HHAP funds (including the youth set-aside) and how it will complement existing funds to close the identified gaps in housing

and homeless services for the homeless population in your jurisdiction.

CAP Solano JPA will spend HHAP funds in the following way:

Administrative

CAP Solano JPA will spend \$94,910 (7%) of the award towards administrative activities and oversight of HHAP grant funds.

Youth Set-Aside

CAP Solano JPA will spend \$108,475 (8%) of the award towards youth specific projects. CAP Solano JPA has awarded over \$671,000 in HEAP Youth Set-Aside funding for youth services in Solano County. HEAP funding is used to assess specific housing needs and level of housing readiness for youth and collaborate with key partners to facilitate access to a continuum of safe housing options, from emergency shelters to transitional housing programs, to conventional rentals in the community. Drop-in services, coaching, and workshops help youth meet the requirements and develop the life skills they need in order to access and maintain stable housing. Funding may be used to address identified gaps in Youth specific services and housing options in Solano County. A specific HHAP project has not yet been identified.

Infrastructure Development: HMIS

CAP Solano JPA will spend \$33,897 (2.5%) of the award towards upgrading/changing HMIS software/provider. CAP Solano JPA anticipates upgrading its HMIS system to increase expand reporting and data collection capabilities so that the Homeless System of Care can serve everyone who needs help in a way that can efficiently connect people to resources and long-term housing stability .

Strategic Homelessness Planning

CAP Solano JPA will spend \$33,897 (2.5%) of the award towards the development of an annual implementation plan of the 5-year Regional Plan. Activities will include guidance and training to support the implementation of Housing First and other evidence-based practices in permanent supportive housing throughout Solano County.

Delivery of Permanent Housing

The primary barrier to preventing and ending homelessness in Solano County is the severe lack of housing affordable enough to house individuals and families with extremely or very low incomes. According to 2015 data, there is a need for at least 731 additional year-round permanent housing beds to accommodate the number of people currently experiencing homelessness. CAP Solano JPA has already awarded over \$3,000,000 in Local Innovation Grant

funding to three permanent supportive housing projects within the county. These projects are expected to add approximately 219 units of affordable housing. CAP Solano JPA will spend \$1,084,705.04 of the award towards the development of additional permanent housing in Solano County addressing the gap housing options identified above. A specific HHAP project has not yet been identified.

2. How will you ensure that HHAP funded projects will align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b)?

HUD-funded programs are required to be Housing First. Additionally, California is a "Housing First" State. Any project funded by CAP Solano JPA under the HHAP program will be required to incorporate the components of Housing First by any executed Memorandum of Understanding with CAP Solano JPA.

4. PARTNERS ADDRESSING HOMELESSNESS

To successfully complete this section, all applicants must answer the following questions:

A. Collaborating Partner Efforts

Please note: per [Program Guidance](#), page 9, collaborative partners, at a minimum, should include representatives of local homeless service providers, homeless youth programs, law enforcement, behavioral health, county welfare departments, city and county public officials, educators, workforce development, community clinics, health care providers, public housing authorities, and people with lived experience. If any of these partnerships are not currently active in your jurisdiction, please address in question #3 below.

1. Describe, in detail, the collaborative partners who will be working with you on identified HHAP projects and how you will be partnering with them.

CAP Solano JPA does not have any HHAP project currently identified.

2. Describe any barriers that you experience in partnering, and how you plan to address them.

Examples could include: lack of key stakeholders or service providers, political bureaucracy, approval methods, lack of community input, etc.

CAP Solano JPA does not have any HHAP project currently identified.

3. *If no collaborative partners have not been identified at time of application, describe the collaborative process of how you intend to include new and existing partners on HHAP projects.*

On January 22, 2020, Housing First Solano held a regularly scheduled board meeting as well as facilitated a community meeting to obtain input from service providers on how HHAP funds should be prioritized. Housing First Solano collected interest forms from potential collaborative partners during the community meeting.

Upon receipt of HHAP funding, CAP Solano JPA will release a Request for Proposals for public and private agencies and 501(c)(3) non-profit agencies to submit applications for projects. CAP Solano JPA will ensure that potential collaborative partners that submitted interest forms are made aware of the release of the Request for Proposals. The Request for Proposal will be prepared with feedback from the CoC community and released to the CoC and JPA listservs as well as their websites. Additionally, each jurisdiction within Solano County will forward the Request for Proposals to their email listservs.

5. SOLUTIONS TO ADDRESS HOMELESSNESS

To successfully complete this section:

Applicants that Submitted a Strategic Plan for CESH must:

- Identify the measurable goals set in your CESH Strategic Plan and explain, in detail, which of these goals HHAP funding will directly impact and by how much.

Please note: Per HSC § 50219(a)(6), all applicants' measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.

The chart below contains the measurable goals set in CAP Solano JPA's 2019 CESH Application.

(A) Number of homeless persons served	(B1) Number of unsheltered homeless persons served	(B2) Average length of time (DAYS) spent as homeless before entry into program or project	(C) Number of homeless persons exiting the program or project into permanent housing	(D) Number of persons that return to homelessness after exiting the program or project	Other applicant identified performance measure #1	Numerical goal (#)	Other applicant identified performance measure #2	Numerical goal (#)	Other applicant identified performance measure #3	Numerical goal (#)
17	7	365 or more	14	2	# of clients exiting homelessness	12	# of clients connected to case management	12	# of client experience increase in income	5
20	3	30 or less	17	2	# of clients avoiding homelessness	15	# of clients connected to case management	15	# of client experience increase in income	7

Approximately \$1,084,000 of HHAP funding will be used for the development of permanent housing units available in Solano County. HHAP funding will:

- Increase the number of clients exiting homelessness into permanent housing by 50%.
- Seven (7) clients will exit out of homelessness into permanent housing.

Applicants that did not Submit a Strategic Plan for CESH must:

- Identify clear, measurable goals that HHAP will be expected to achieve in your jurisdiction.

Examples:

- Decrease the percent of our jurisdiction's total homeless population that is unsheltered by 10 percentage points annually (baseline of 65% from 2018).
- Reduce the number of people who become homeless for the first time across our jurisdiction by 20% annually (baseline of 2,000 households from 2018)

- Increase the percent of successful shelter exits into permanent housing by 5 percentage points annually (baseline of 60%).

Please note: Per HSC § 50219(a)(6) all applicants' measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.

Not applicable.



HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP) ANNUAL BUDGET TEMPLATE

APPLICANT INFORMATION

CoC / Large City / County Name:

COC-518

Receiving Redirected Funds? Y/N

No

Administrative Entity Name:

CAP Solano JPA

Total Redirected Funding

\$ -

HHAP FUNDING EXPENDITURE PLAN*

ELIGIBLE USE CATEGORY	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Rental Assistance and Rapid Rehousing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Subsidies and Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landlord Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach and Coordination (including employment)	\$ 21,695.00	\$ 21,695.00	\$ 21,695.00	\$ 21,695.00	\$ 21,695.00	\$ 108,475.00
Systems Support to Create Regional Partnerships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery of Permanent Housing	\$ 216,941.00	\$ 216,941.00	\$ 216,941.00	\$ 216,941.00	\$ 216,941.04	\$ 1,084,705.04
Prevention and Shelter Diversion to Permanent Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Navigation Centers and Emergency Shelters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%)	\$ 67,794.00	\$ -	\$ -	\$ -	\$ -	\$ 67,794.00
Administrative (up to 7%)	\$ 18,982.00	\$ 18,982.00	\$ 18,982.00	\$ 18,982.00	\$ 18,982.00	\$ 94,910.00
						\$ 1,355,884.04
						TOTAL FUNDING ALLOCATION
	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Youth Set-Aside (at least 8%)	\$ 21,695.00	\$ 21,695.00	\$ 21,695.00	\$ 21,695.00	\$ 21,695.00	\$ 108,475.00

*Narrative should reflect details of HHAP funding plan

COMMENTS:

BIRGITTA E. CORSELLO
County Administrator
becorsello@solanocounty.com
(707) 784-6100

NANCY HUSTON
Asst. County Administrator
nihuston@solanocounty.com
(707) 784-6107

COUNTY ADMINISTRATOR'S OFFICE



**SOLANO
COUNTY**

675 Texas Street, Suite 6500
Fairfield, CA 94533-6342
(707) 784-6100
Fax (707) 784-7975

www.solanocounty.com

February 4, 2020

Colleen Berumen, Chair
Housing First Solano
1000 Webster St
Fairfield, CA 94533

Dear Ms. Berumen:

This letter is to confirm the commitment of Solano County to work with Housing First Solano, as the Continuum of Care that has overlapping jurisdiction in Solano County, to jointly plan and evaluate spending and projects for the California Homeless Coordinating and Financing Council, Homeless Housing, and Prevention Grant (HHAP).

Solano County will continue to actively participate in Housing First Solano as a governing board member and as general members (multiple county staff). As both governing board and general members, Solano County has attended all scheduled meetings of Housing First Solano and plans to continue to participate in all future meetings, the regularly scheduled monthly meetings, and any other special meetings that are held. In addition, a Solano County representative serves on the Community Action Partnership Board (CAP Solano JPA) that is the collaborative applicant for Continuum of Care funding for Housing First Solano and will be the applicant and fiscal agent for the HHAP grant. Meeting activities will include planning and evaluating HHAP projects and spending.

Solano County representatives were present at the Housing First Solano community stakeholder meeting on January 22, 2020. At the meeting, input on priorities for the HHAP grant was provided to the Housing First Solano Board. Solano County representatives were also present at the January 23, 2020, CAP Solano JPA meeting where the priorities were voted on and finalized. Included in those voting for the HHAP priorities at the CAP Solano meeting was Solano County's representative on the CAP Solano Board. Solano County has reviewed and supports Housing First Solano's spending plan and priorities for the utilization of the HHAP grant.

At both meetings, Solano County representatives presented an overview of the Permanent Supportive Housing project for which Solano County will request HHAP funds. The proposed project supports Housing First Solano's priority of permanent housing, approved at the January 23 meeting. Solano County confirms that Housing First's priorities and spending plan accurately address their share of regional need to address homelessness.

Sincerely,

A handwritten signature in blue ink that reads "Birgitta E. Corsello".

Birgitta E. Corsello
County Administrator

cc: Health and Social Services Administration
CAO File