

Application Narrative Template

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

- Submit their CoC's complete HUD Longitudinal System Assessment (LSA) from June 2018 – June 2019.
- Use the LSA data to provide (as defined by HUD):

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Description of data required	#'s
Total number of households served in:	
(1) Emergency Shelter, Safe Haven and Transitional Housing,	
(2) Rapid Rehousing	
(3) Permanent Supportive Housing	
Total number of disabled households served across all interventions.	
Total number of households experiencing chronic homelessness served across all interventions.	
Total number of 55+ households served across all interventions.	
Total number of unaccompanied youth served across all interventions.	
Total number of veteran households served across all interventions.	
Number of individuals served across all interventions who were:	
(1) Female	
(2) Male	
(3) Transgender	
(4) Gender Non-Conforming.	
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)	
(6) Native Hawaiian/Other Pacific Islander (only)	
(7) Multiple races	

2. DEMONSTRATION OF REGIONAL COORDINATION

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?

Napa County Housing and Homeless Programs operates the Coordinated Entry System for Napa City/County CoC.

- 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?

Napa's coordinated entry process offers the same assessment approach at all access points to ensure fair, equitable, and equal access to services within the community. The CoC uses the VI-SPDAT 2.0 as its assessment tool to determine individuals' vulnerability and needs, and the F-VI-SPDAT 2.0 is used for families.

Staff at designated access points conduct an intake assessment using the VI-SPDAT/F-VI-SPDAT tool. The answers provided result in a numerical score that determines what system resources are most appropriate for the client. The assessment and score is entered into HMIS in an accurate and timely fashion, according to the HMIS Policies & Procedures and HMIS Governance Charter.

1. ACCESS

All participating programs and other community partners refer clients for intake and initial assessment at access points or street outreach. These locations are accessible by public transit and were chosen in order to provide reasonably convenient access to as many residents of the CoC as possible, including those least likely to use CoC services. In addition, street outreach workers may conduct assessments in the field or at other locations.

The following agencies serve as designated access points for client intakes:

- Abode Services – Day Center, Year Round Shelter and Winter Shelter, Family Services and Street Outreach
- NEWS - Domestic Violence Shelter and Services
- Napa Police Department – Street Outreach
- Santa Rosa Catholic Charities – Medical Respite Center

All access points offer standardized assessments for all individuals and families experiencing or at risk of homelessness and if appropriate, immediate linkage to an alternative access point. For example, individuals with disabilities may be accommodated through referral, and domestic violence survivors may be linked to focused access points and care including victim service providers and shelter. A household including more than one of the populations for which an access point is dedicated (for example, a family fleeing domestic violence) may be served at all of the access points for which they qualify.

2. STREET OUTREACH

Abode Services and the Napa Police Department provide street outreach services. All participating street outreach staff use the VI-SPDAT/F-VI-SPDAT to identify acuity of housing and service needs as part of the CES. They will then offer necessary and appropriate engagement, prevention and diversion services, case management, emergency health and mental health, and transportation services as needed to ensure individuals are connected to the CES.

Street outreach services providers will prioritize services to unsheltered homeless individuals and families according to Napa CoC's Written Standards.

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

After assessment, scores are entered into the HMIS System. The coordinated entry team, comprised of the HHS's Coordinated Entry coordinator and HMIS Administrator, use the HMIS system to prepare priority lists of individuals and families. Using that list, the coordinated entry team match and refer the highest priority clients to the most appropriate resources for their needs based on their VI-SPDAT or F-VI-SPDAT score.

All CoC- and ESG-funded housing and/or services, as well as other participating programs, use the coordinated entry process as the only referral source from which to fill vacancies.

Phase 1: Notification of a vacancy or available housing resource.

When a participating program anticipates or identifies a vacancy or available housing resource (such as available RRH or PSH funding), the program notifies the coordinated entry team. The program also communicates any eligibility or other requirements for the housing unit or program.

Phase 2: Identifying/locating units and matching individuals/families.

The CES team uses a case conferencing approach to dynamically prioritize individuals and families for the resource most suitable to their needs and desires. That process includes the following components:

Determine the highest-priority individuals or families. The coordinated entry team reviews the HMIS-generated priority list, including any anonymized lists generated through the domestic violence provider, and identifies clients with the highest priority, based on VI-SPDAT or F-VI-SPDAT score, identified for that program type. For clients with the same score, the team uses severe service needs, including medical vulnerability, and length of time homeless as tiebreakers.

Determine whether the client is eligible for the project. The coordinated entry team reviews the HMIS information for each client to determine whether they meet all eligibility requirements for the project with an available bed or unit,

including factors like household size or subpopulation focus. For example, if a project that serves only chronically homeless clients has a vacancy, then only clients who are chronically homeless are eligible.

Identify and/or locate appropriate housing units for the highest-priority clients. In conjunction with Abode housing navigators and case managers, the CES team locates and/or identifies appropriate housing units for the highest-priority clients through case conferencing and discussion with case managers.

Locate and contact client to begin referral and placement process. Abode (County housing services provider) works with each client to ensure they are still homeless and eligible for the program. If the client is unreachable or otherwise unavailable, they retain their status and place in the queue and their names are referred to street outreach for location efforts.

Gather and verify eligibility. Abode gathers/ensures existence of the following documentation and provide to the CES team:

- Verification of homelessness;
- Verification of chronic homelessness;
- Disability verification;
- Other identification, HMIS, and intake forms.

Determine client preference. Client's preference for and relationship with projects is polled and accounted for. If a client turns down a project or available unit, they are returned to the queue and the reason for their rejection is entered into case notes.

Phase 3: Refer the client to the project.

The coordinated entry team provides to the program the client's HMIS information, eligibility documentation and other information necessary to ensure successful placement. A project may reject an otherwise eligible client only with documented good cause, and such rejections are reported to and monitored by the coordinated entry team. Clients are informed of the rejection and of an appeal process. Programs coordinate income calculations, Housing Quality Inspections, and program intake forms, and provide notices, disclosures, and other required information. Programs retain eligibility documentation as required by funding sources.

Phase 4: Ongoing reporting on placement.

Providers promptly enter clients into the HMIS system and are responsible for ongoing reporting on their progress as required by HUD and other funding requirements.

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?

Napa County Housing and Homeless Program staff collaborate with Abode Services and the Napa Police Department Outreach staff to provide in-field/mobile outreach to clients throughout the County. The system is operated under a “no wrong door” policy, meaning any agency in the County may request that Outreach staff come to their facility to conduct an intake, meeting the client where they are.

All staff administering assessments use culturally and linguistically competent practices in order to reduce barriers for underserved populations, including but not limited to: immigrants, refugees, youth, individuals with disabilities, and LGBTQIA+ individuals. The CoC shall further these practices by:

- Incorporating cultural and linguistic competency training and person-centered approaches into the required annual training protocols for participating projects and staff members.
- Using culturally and linguistically competent questions for all persons that reduce cultural or linguistic barriers to housing and services.
- Providing staff access to and training in the procedures for obtaining interpretation and accessibility services.

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

Clients may file a grievance with any of the agency(s) with which they are working. While there are minor differences among each agency, in general the grievance/appeal process for CES customers follows the following steps (regardless of the individual agency):

In terminating assistance to a CES program participant, the agency will provide a formal process that recognizes the rights of individuals receiving assistance under the due process of law. The agency will:

- Provide the participant with a written copy of the program rules and the termination process before the participant begins to receive assistance;
- Provide written notice to the participant containing a clear statement of the reasons for termination;
- Provide a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- Provide prompt written notice of the final decision to the participant.

If a participant disagrees with a termination determination, the participant may request a review of the decision within 10 days of the date of the notice by making a request **in writing** to the assisting agency.

The Program Director, or designee, reviews the request and may investigate the claims; ask to interview the participant, members of the household, or landlord; and/or call a hearing with the participant, agency staff, and any others that may be needed to review the decision. The Program Director, or designee, must review the request and make the final determination within 7-14 calendar days (depending on the agency). A written notice of the final decision is provided to the participant.

If the participant is unable to prepare a request in writing due to a disability and needs a reasonable accommodation, the participant may request a specific accommodation, such as assistance in preparing the request, from the Program Coordinator or another staff member.

The decision of the Program Director is considered final in terms of the agency(s) internal grievance and appeal procedures. Clients have the right and may further contact Napa Valley Fair Housing, HUD (depending on subsidy source) and/or the Napa City/County CoC at any time in the process including at the onset of the complaint.

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

The CoC access points take reasonable steps to offer coordinated entry process materials and participant instructions in multiple languages to meet the needs of individuals with Limited English Proficiency (LEP). These steps include providing access to telephonic and on-call interpretation services at access points and other facilities.

All staff administering assessments use culturally and linguistically competent practices in order to reduce barriers for underserved populations, including but not limited to immigrants and refugees; youth, individuals with disabilities; LGBTQ individuals. The CoC furthers these practices by:

- Incorporating cultural and linguistic competency training and person-centered approaches into the required annual training protocols for participating projects and staff members.
- Using culturally and linguistically competent questions for all persons that reduce cultural or linguistic barriers to housing and services.
- Providing staff access to and training in the procedures for obtaining interpretation and accessibility services.

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

The most significant current challenge is clients who are extremely vulnerable, but receive a low VI-SPDAT score. Low VI-SPDAT scores are due to a variety of factors, such as not correctly self-reporting data or having extreme medical conditions. Work is underway to address this through Coordinated Entry Workgroup meetings where multidisciplinary teams meet to identify gaps in the process and develop updated policies and procedures. The overarching goal of the workgroups is to continually evaluate and recommend process improvement to ensure the CES in Napa succeeds in housing our most vulnerable clients first.

For County applicants:

1. How do you coordinate with your CoC's CES?

Napa County is the lead agency for the CA517 CoC as well as the lead HMIS Administrator and oversees the CES program.

2. What, if any, are your jurisdiction's current challenges related to CES, and how do you plan to address these challenges?

The most significant current challenge is clients who are extremely vulnerable, but receive a low VI-SPDAT score. Low VI-SPDAT scores are due to a variety of factors, such as not correctly self-reporting data or having extreme medical conditions. Work is underway to address this through Coordinated Entry Workgroup meetings where multidisciplinary teams meet to identify gaps in the process and develop updated policies and procedures. The overarching goal of the workgroups is to continually evaluate and recommend process improvement to ensure the CES in Napa succeeds in housing our most vulnerable clients first.

3. How do you promote the utilization of your CES?

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

Napa County Housing and Homeless Program staff collaborate with Abode Services and the Napa Police Department Outreach staff to provide in the field outreach to clients throughout the County. The system is operated under a “no wrong door” policy, meaning any agency in the County may request that Outreach staff come to their facility to conduct an intake, meeting the client where they are.

In addition, the County Housing & Homeless Programs staff hold annual trainings for staff administering the VI-SPDAT to ensure scoring fidelity and quality improvement.

All staff administering assessments use culturally and linguistically competent practices in order to reduce barriers for underserved populations, including but not limited to immigrants and refugees; youth, individuals with disabilities; LGBTQ individuals. The CoC shall further these practices by:

- Incorporating cultural and linguistic competency training and person-centered approaches into the required annual training protocols for participating projects and staff members.
- Using culturally and linguistically competent questions for all persons that reduce cultural or linguistic barriers to housing and services.
- Providing staff access to and training in the procedures for obtaining interpretation and accessibility services.

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

Clients may file a grievance with any of the agency(s) with which they are working.

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All staff administering assessments use culturally and linguistically competent practices in order to reduce barriers for underserved populations, including but not limited to immigrants and refugees; youth, individuals with disabilities; LGBTQ individuals. The CoC shall further these practices by:

- Incorporating cultural and linguistic competency training and person-centered approaches into the required annual training protocols for participating projects and staff members.
- Using culturally and linguistically competent questions for all persons that reduce cultural or linguistic barriers to housing and services.
- Providing staff access to and training in the procedures for obtaining interpretation and accessibility services.

B. Prioritization Criteria

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 Napa CoC's Written Standards, which prioritize those who are most vulnerable and with the most acute needs for referral and placement into appropriate housing interventions. Those with the highest VI-SPDAT or F-SPDAT scores are prioritized for longer-term housing solutions.

Access to available housing units is offered based on the prioritization order, except for housing with specific subpopulation requirements. For example, individuals who are veterans may be housed more quickly than someone else who is higher on the priority list if the next bed or unit that becomes available is targeted to that subpopulation. Similarly, if there is a vacancy in a unit targeted toward survivors of domestic violence, the highest-scoring survivor of domestic violence will be referred for that vacancy.

PERMANENT SUPPORTIVE HOUSING (PSH)

The highest-scoring, most vulnerable individuals and families are prioritized for PSH according to HUD Notice CPD 16-11 and the CoC's Written Standards.

RAPID REHOUSING (RRH) OPTIONS

Individuals and families are prioritized for RRH according to the CoC's Written Standards.

PREVENTION AND OTHER SERVICES

Individuals and families who are homeless or at risk of homelessness may access ESG- and CoC-funded prevention and diversion services through the coordinated entry process. Street outreach, access and assessment points prioritize referrals to those and other prevention services based on need and availability of appropriate interventions. The CoC is committed to further integrating prevention, diversion, and mainstream services into the CES.

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

The Napa COC CES Policies and Procedures comply with HUD Coordinated Entry Notice CPD-17-01, CPD-16-11, 2012 CoC Program Interim Rule (24 CFR Part 578) and the Emergency Solutions Grant (ESG) regulations (25 CCR 8409). All CoC- and ESG-funded programs are committed to implementing this program. The CES policies are updated annually to comply with evolving regulations and any changes in the Napa system of care.

C. Coordination of Regional Needs

- 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?

Starting in 2015, the City and County of Napa (Napa), worked in collaboration with the Napa City/County CoC and an extensive community of local stakeholders, including:

- local homeless service providers,
- homeless youth program operators,
- law enforcement,
- behavioral health,
- county welfare department,
- community clinic and local health care providers,

- public housing authority,
- local philanthropic organizations/foundations, and
- Individuals with lived experience.

This multi-disciplinary, cross sector group launched a multi-year process to review and transform the region's homelessness crisis response system to more adequately address the needs of persons experiencing homelessness. The result is a report, *Update to the Napa Plan to End Homelessness*, and a road map for significant system change.

Throughout the *Homeless Plan Update* process, three guiding principles were adopted across strategies with the primary goal of making homelessness a rare, brief and non-recurring experience in Napa. The guiding principles include:

1. **Shifting from program approach to system approach.** This work includes working towards breaking programmatic silos and aligning resources in the homeless system. Napa has used alignment strategies and data across programs to generate system-wide goals to ensure that limited resources are used effectively and that consistent performance measures and policies are used to track the progress towards common system-wide goals.
2. **The system-wide implementation of a Housing First Approach.** Stakeholders throughout the system agreed to implement Housing First strategies for all programs that focus on supporting persons experiencing homelessness to move into permanent housing as quickly as possible. Napa has work to ensure a community-wide Housing First approach that includes the following:
 - The application processes for housing programs are short, and tenants are housed quickly in units of their choosing;
 - The eligibility criteria for all homeless programs meet the minimum requirements of funder(s) or landlords (without additional criteria imposed);
 - Sobriety is not an entrance requirement;
 - Medication compliance is not an entrance requirement;
 - Agreement to participate in services is not an entrance requirement; and
 - There is no minimum income requirement.
3. **Data is used to improve the system.** Use of data-driven practices to continuously refine processes and make improvements throughout the homeless system. Napa has built on the existing Homeless Management Information System (HMIS) structure and focused on creating a robust performance measurement system for each strategy set out below. The community focuses on a simple and clear set of outcome measures, regular assessment of progress on those measures, and strives for accountability throughout this process. This approach helps to achieve outcomes and align the activities and incentives of providers and other stakeholders in the homeless system.

Furthermore, four primary strategies were adopted to establish attainable goals, outcome measures and timelines to develop a systematic response designed to ensure homelessness is prevented whenever possible, or is otherwise a rare, brief and non-recurring experience in the region. Crucial strategies include:

1. Creating better access to the homeless system for persons experiencing homelessness who are the most vulnerable;
2. Prioritizing and aligning resources in the system to ensure limited resources are used effectively;
3. Increasing exits from the homeless system to permanent housing; and
4. Working to integrate efforts of the homeless systems with other mainstream systems like health, criminal justice and child welfare systems.

The City, County, and homeless service providers of Napa have made great progress in recent years towards achieving the strategies listed above. As a result, Napa has the capacity to achieve significant impact for persons experiencing homelessness by increasing the quality and coordination of services, and expanding permanent housing opportunities. If systems transformation efforts continue and if community resources expand, Napa has the real possibility of significantly reducing homelessness in the jurisdiction.

- [What is your identified share of this need, and how will the requested funds help your jurisdiction meet it?](#)

Between the Napa City/County CoC and Napa County, the identified share of need for these resources is 100%. The combined allocations of CoC and County HHAP funds requested in this application will meet urgent and emerging needs by providing otherwise unavailable funds to expand emergency shelter capacity and operation, as well as develop new, dedicated programs for youth homelessness prevention and/or rapid resolution.

D. 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?](#)
 - Partnering with agencies responsible for city and county planning and zoning, housing developers, and financial and legal service providers.
 - Developing or strengthening data and information sharing across and within jurisdictions.
 - Coordinating with local and other regional jurisdictions to ensure systems are aligned and all available funding is being used efficiently and effectively.
 - Investing available Federal, State and local resources to the construction and operation of permanent supportive housing and low-to-very-low income supportive housing for individuals and families experiencing or at-risk-of experiencing homelessness.

RESOURCES ADDRESSING HOMELESSNESS

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.

Federal Funding	
ESG	\$59,149
ESG-C	\$149,800
COC	?? (Molly)
State Funding	
HEAP*	\$1,234,588
CESH*	\$615,532
CalWORKS HSP*	\$217,768
NPLH (County is co-applicant with developer)*	? (Molly)
Whole Person Care, 5-year Pilot*	\$6,080,092
Whole Person Care, 1-Time Housing Funds*	\$1,491,767
HDAP*	\$155,655.27
CBTH*	\$2,000,000
<i>*denotes funds to be used over a multi-year period</i>	
Local Funding	
City/County General Fund (Shelter Operations)	\$1,147,309
County General Fund (Housing & Homeless Programs)	? (Molly)

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Commented [PJ5]: Molly

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

Napa has a strong CoC with robust participation across overlapping jurisdictions within the County and CoC boundary. This entity serves as a primary coordination body for funding applications as well as oversight/monitoring for Federal/State funds and overall system performance measures.

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

For single, able-body adults, Napa has just one year-round adult shelter, with a capacity of 62 beds, and one seasonal "Winter" shelter open from mid-November to mid-April each year, with a capacity of 55 beds. In addition, Napa has one Family Shelter with 7 rooms (capacity of 43 beds), a Shelter for individuals fleeing situations of domestic violence (capacity of 16 beds), and a medical respite shelter (capacity of 11 beds).

Commented [PJ6]: Using the Year-Round Beds # from the 2019 HIC

Since 2015 Napa County has been ranked one of the least affordable areas to buy a home in the U.S (Realty Trac). The City of Napa ranks 219 out of 225 cities for affordability by the National Association of Home Builders Housing Opportunity Index. The average rent for a 1 bedroom exceeds \$2,300 per month, while affordable rent is \$775 -\$1100. In 2015, the Housing Authority Section 8 waiting was closed with a list of 9,500, seven times the affordable housing units available. HMIS data for FY18-19 shows 1,076 persons in Napa were literally or at risk of becoming homeless, including 592 individuals who experienced a primary nighttime residence in a public or private place not meant for human habitation.

Existing primary gaps in housing and homeless services for individuals experiencing, or at risk of experiencing, homelessness include both fewer available shelter beds relative to the number of individuals experiencing homelessness at any point-in-time, and a woefully limited supply of housing that is affordable to low and very-low income residents.

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.

Napa County is eligible for two allocations—one to Napa County and one to the Napa City/County CoC.

Napa County’s allocation is \$356,153.91. The County has identified a significant need to make repairs and replace the two bathroom facilities at the South Napa Homeless Shelter. The shelter as designed was not meant to house or serve the current capacity of the facility and the use as a facility as a day-use center. The County is currently working with a consultant on a feasibility and cost analysis of the necessary upgrades that include the replacement of the two existing bathroom facilities, upgraded electrical for washers and dryers, kitchen upgrades and as funding permits, programming and office space upgrades. Additionally, the County believes the shelter could house an addition 14-28 individuals each night if these upgrades are completed. Napa County will submit an application to use HHAP funding as follows:

Napa County Allocation	\$	352,410.70
Youth Set-Aside	\$	28,192.86
Homeless Shelter Expansion	\$	299,549.09

Rental Assistance, Incentives and Housing Case Management		0
Administrative Costs	\$	24,668.75
Total	\$	352,410.70

The allocation to the Napa City/County CoC is \$500,000. The CoC designated Napa County to be the fiscal agent for these funds and redirected its program allocation to the County as well. Given the pending facility analysis, the Napa City/County CoC has approved use of funds to ensure adequate funds are available for the repair and replacement of the bathroom facilities at the South Napa Shelter. These upgrades will result in a capacity increases of as many as 28 beds. Should bathroom renovation costs come in less than estimated, the following additional upgrades (in priority order) are also needed: electrical upgrades, kitchen upgrades, programming and space upgrades, and other cosmetic upgrades. Utilizing \$225,000 of the CoC HHAP allocation, matched by County HHAP funds and funds already dedicated to the project, will provide over \$775,000 to complete projects within the next two years.

Napa Coc Allocation	\$	500,000.00
Youth Set-Aside	\$	40,000.00
Shelter Expansion*	\$	225,000.00
Rental Assistance, Incentives and Housing Case Management	\$	200,000.00
Administrative Costs	\$	35,000.00
Total	\$	500,000.00

Funds not dedicated to the South Napa Shelter expansion, the Youth Set-Aside, and Program Administration will be used to add to current pool of rental assistance, incentives and other case management costs to support housing navigation and tenancy care programs that provide placement and housing stability services for clients transitioning into and maintaining permanent housing.

Youth Set-Aside funds in both allocations, totaling \$68,192.86, will be used to expand/enhance existing rapid rehousing programs to tailor programs specifically for single and parenting youth experiencing homelessness, as well as expanding programs

focused on diversion and repaid-resolution efforts supporting family unification as a primary intervention.

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)?

In 2016, Napa County began a series of significant changes and improvements to its shelter and housing programs in order to comply with the core components and principles of Housing First. Napa stakeholders agree that a Housing First approach is a best practice to end chronic homelessness and leads to better access to housing, increased housing retention, lower returns to homelessness, and reductions in the use of crisis services. Stakeholders throughout the system have agreed to implement Housing First strategies for all homeless populations – focusing their efforts on moving people quickly into permanent housing from settings such as the streets or shelters, without any preconditions of treatment acceptance or compliance. Napa City/County CoC and Napa County work to ensure that the community-wide Housing First approach includes the following:

- There is a short application process for all housing programs, with tenants housed quickly in a unit of their choosing.
- The eligibility criteria for all homeless programs meet the minimum requirements of funder(s) or landlord(s) (without additional criteria imposed).
- Sobriety is not an entrance requirement.
- Medication compliance is not an entrance requirement.
- An agreement to participate in services is not an entrance requirement.
- There is no minimum income requirement.
- Participating agencies accept referrals from the coordinated entry system.

3. PARTNERS ADDRESSING HOMELESSNESS

A. Collaborating Partner Efforts

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.

Starting in 2015, the City and County of Napa (Napa), worked in collaboration with the Napa City/County CoC and an extensive community of local stakeholders, including:

- local homeless service providers,
- homeless youth program operators,
- law enforcement,
- behavioral health,
- county welfare department,
- community clinic and local health care providers,
- public housing authority,
- local philanthropic organizations/foundations, and

- Individuals with lived experience.

This multi-disciplinary, cross sector group launched a multi-year process to review and transform the region's homelessness crisis response system to more adequately address the needs of persons experiencing homelessness. In the ensuing five years, the stakeholder group has continued working together on system change efforts, as well as significant development projects to bring supportive and permanent supportive housing projects to market. Most recently, the CoC, City, County and key stakeholders from this original group successfully secured all necessary funding and project approvals for the development of 66 units of supportive housing, 33 of which will be permanent supportive housing units dedicated to individuals who have experienced chronic homelessness with a severe mental illness diagnosis.

On-going coordination with collaborative partners through the COC resulted in the identification of the HHAP projects detailed in this application and re-direction of funds to the County for efficient and effective oversight and administration of funds for the identified purposes. These meetings began in 2016 and continue monthly, with both large stakeholder group meetings (CoC) as well as many smaller sub-committee and working group meetings between homeless program administration-law enforcement teams, planning-development-philanthropy teams, and behavioral health-health-homeless programs teams, and others.

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

We did not experience any barriers with jointly identifying projects with partners. A broad consortium of key stakeholders – including local homeless service providers, homeless youth program operators, law enforcement, behavioral health, county welfare department, community clinic and local health care providers, public housing authority and people with lived experience - are active and engaged members of the Napa City/County COC. The most significant barrier these partners experience in their work is neighborhood/resident opposition to overnight shelter, day-time/social service center(s) and supportive housing development.

4. SOLUTIONS TO ADDRESS HOMELESSNESS

Applicants that Submitted a Strategic Plan for CESH must:

- N/A

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.

- Increase the number of year-round shelter beds available for single, adult residents experiencing homelessness in the community by a minimum of 30 percentage points from a baseline of 62 year-round beds, resulting in a minimum 18 additional year-round beds, with a goal of increasing by as many as 28 additional beds.
- Reduce the number of persons in youth headed households who are experiencing unsheltered or sheltered homelessness by 20% annually (baseline of 23 persons from 2019)

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.

Commented [PJ7]: 2019 PIT: 3 in Emergency Shelter, 5 in Transitional Housing, 15 unsheltered



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

APPLICANT INFORMATION

CoC / Large City / County Name:

County of Napa

Receiving Redirected Funds? Y/N

Yes

Administrative Entity Name:

Total Redirected Funding

\$ 500,000.00

HHAP FUNDING EXPENDITURE PLAN*

ELIGIBLE USE CATEGORY	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Rental Assistance and Rapid Rehousing	\$ 37,623.00	\$ 37,623.00	\$ 37,623.00	\$ 37,623.00	\$ 37,623.00	\$ 188,115.00
Operating Subsidies and Reserves	\$ 262,274.55	\$ 262,274.55	\$ -	\$ -	\$ -	\$ 524,549.10
Landlord Incentives	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 13,047.00	\$ 10,000.00	\$ 53,047.00
Outreach and Coordination (including employment)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Systems Support to Create Regional Partnerships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery of Permanent Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prevention and Shelter Diversion to Permanent Housing	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 30,000.00
New Navigation Centers and Emergency Shelters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative (up to 7%)	\$ 21,412.80	\$ 22,462.80	\$ 4,103.58	\$ 3,966.87	\$ 3,753.55	\$ 55,699.60
TOTAL FUNDING ALLOCATION						\$ 851,410.70
	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Youth Set-Aside (at least 8%)	\$ 13,623.00	\$ 13,623.00	\$ 13,623.00	\$ 13,623.00	\$ 13,623.00	\$ 68,115.00

*Narrative should reflect details of HHAP funding plan

COMMENTS:

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Housing Authority

January 21, 2020

Amber Ostrander
HHAP Program Grant Manager
Homeless Coordinating and Financing Council (HCFC)
Business, Consumer Services, and Housing Agency
915 Capitol Mall, Suite 350A
Sacramento, CA 95814

Dear Ms, Ostrander:

Please accept this letter of support on behalf of the Napa Continuum of Care (CoC) for Napa County's application for Homeless Housing, Assistance and Prevention Program (HHAP) funding.

Napa County has a strong CoC with robust participation across overlapping jurisdictions within the County and CoC boundary. Participation in the CoC meetings is made up of an extensive community of local stakeholders, which includes local homeless service providers, homeless youth program operators, law enforcement, behavioral health, county welfare department, community clinic and local health care providers, public housing authority, local philanthropic organizations/foundations, and people with lived experience. This entity will serve as the primary convening body for monthly meetings on which HHAP will be a standing agenda item. County staff will provide CoC members and other meeting attendees with updates of grant spend-down as well as engage members to jointly plan and evaluate HHAP spending and projects.

The CoC has reviewed and agrees with how Napa County intends to spend the HHAP funds, as reflected in the application narrative and budget template. The spending plan reflected in those documents accurately addresses the joint-share of the jurisdiction's need to address homelessness.

Please feel free to contact me at (707) 257-9547 if you have any questions.

Sincerely,

Lark Ferrell

Housing Manager, City of Napa/Housing Authority of the City of Napa
Co-Chair, Napa CoC

