

COMMUNITY SERVICES BLOCK GRANT 2016/2017 PROGRAM YEAR COMMUNITY ACTION PLAN COVER PAGE AND CERTIFICATION

TO: Department of Community Services and Development
Attention: Field Operations Unit
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

FROM:

Community Action Partnership, Solano Joint Powers Authority City Manager's Office - Attn: Dawn La Bar 1000 Webster Street Fairfield, CA 94533
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Agency Contact Person Regarding Community Action Plan

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CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2016/2017 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization. Per Organizational Performance Standards the Community Assessment, which is part of the CAP, must be formerly accepted by the governing board.



Board Chairperson

4/30/15

Date



Executive Director

4/30/15

Date

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The CAP is to be arranged in the order below. Please include the appropriate page numbers for reference. Additional attachments are to be added as appendices.

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2016-2017 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than **June 30, 2015**:

- Cover Page and Certification**
- Table of Contents**
- Vision Statement**
- Mission Statement**
- Community Information Profile**
- Comprehensive Community Needs Assessment**
- Documentation of Public Hearing(s)**
- Federal Assurances**
- State Assurances**
- Individual and Community Eligibility Requirements**
- Monitoring and Evaluation**
- Data Collection**
- CSBG/National Performance Indicators (NPI) CAP Projections**
- Appendices (Optional)**

VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than one any one agency can achieve; the agency collaborates with others in pursuit of this vision.

The vision of the Community Action Partnership Solano, Joint Powers Authority (CAP Solano JPA) is that all families and individuals in Solano County have equal access to community resources that lead to and support self-sufficiency.

MISSION STATEMENT

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

The following Organizational Standard 4.1 references the Mission Statement for private and public entities.

Private Entities

The governing board has reviewed the Organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The Organization's programs and services are in alignment with the mission.

Public Entities

The tripartite board/advisory body has reviewed the Department's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Provide your agency's Mission Statement

Mission Statement (Insert Statement)

The mission of CAP Solano JPA is 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.

COMMUNITY INFORMATION PROFILE

The Community Information Profile describes the CAA’s service area, target population and current economic conditions (i.e., major business in the area closed affecting employment status of community members, or, destructive fires in the service area impacting business, health, water supply, etc.). The profile provides a summary of the most impactful conditions affecting the community and the conditions the community members are facing. In the space provided, describe the Community Profile in approximately 2 pages.

Community Information Profile (Insert Narrative)

Service Area

Community Action Partnership Solano, Joint Powers Authority (CAP Solano JPA) serves Solano County, including the seven cities (Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo) and the unincorporated areas of the County. Solano County is a geographically and demographically diverse area, including both rural and urban communities. It is located strategically along the Highway 80 corridor between the San Francisco Bay and Sacramento metropolitan areas.

Target Population

Although Solano County’s community indicators are at or above average, there are areas of concentrated poverty, especially in the urban core and rural areas. In addition, there are vulnerable populations such as single-parent households with children, seniors, persons with disabilities, racial minorities, and immigrants who struggle disproportionately with the conditions of poverty.

Population Overview: In 2014, Solano County’s estimated population was 431,131, a 4.3% increase from 2010, which was slightly higher than the 4.2% increase for California as a whole. The cities in particular grew at a faster rate. There was a net increase of foreign immigration of 1,063, and a net increase of domestic migration of 1,496. The population varies significantly by city. In July 2014, the largest cities were Vallejo (119,450), Fairfield (110,928), and Vacaville (94,388). The smaller cities were Suisun City (28,785), Benicia (27,581), Dixon (19,162), and Rio Vista (8,000). There were approximately 19,500 living in unincorporated areas, which are largely rural.

Age: The County’s population is slightly older than the California average, with only 6.2% of the population under age 5, 23.3% under age 18, and with 13% over the age of 65.

Race/Ethnicity: Currently, 40.5% of the population is White, 24.5% is Hispanic, 14.3% Asian, 13.7% Black, and 7% other. The Solano County Index of Economic & Community Progress predicts that in 2024, the White population will decrease slightly to 39.2%, the Hispanic population will increase to 26.4%, the Asian population will increase to 14.5%, and the African

American population will decrease to 12.6%.

Solano's immigrant and other-language-speaking population is significant: in 2013, 20.1% of the population was foreign born, and 29.6% spoke a language other than English at home.

Family Households: In 2013, the County had a higher rate of single family households than the state as a whole. According to Census estimates, 8.2% of households were headed by a single female with children under 18, and 2.7% were headed by a single male with children under 18. The average household and family sizes were slightly smaller than the state average, with 2.85 and 3.36 persons respectively.

Veterans: In 2013, 11.2% of the population were veterans, which is significantly higher than 6.7% for the state as a whole.

Disability: In 2013, 10.9% of persons had a disability, which is similar to the state average.

Current Economic Conditions

Solano County was hit hard by the recession in 2008, resulting in one of the highest unemployment and foreclosure rates in the region. The County's economy has improved significantly over the last seven years, with the labor market and housing market largely recovering. Nonetheless, the significant cuts in public spending during the economic collapse continue to have a negative impact on more vulnerable communities. Many low-income individuals and families are still struggling financially, as workers' earnings continue to be lower than what they were before the recession.

Employment: Job creation has continued throughout the major sectors of the economy, and the County has the highest total industry employment since 2005. Solano County has continued to keep pace with regional and state labor markets in reducing the percentage of unemployed residents. However, the County is not creating jobs as quickly as the rest of the Bay Area or the surrounding North Bay region. For this reason, commuting and traffic are expected to increase as residents travel outside of the County for work. The 2006-2010 American Community Survey reported that 74,995 Solano County residents commute outside of the County for work, whereas only 32,139 non-residents commute into Solano County.

The County's unemployment rate in April 2015 was 5.8%, a decrease from 8.5% from February 2014 through March 2015. While this is a considerable improvement, Solano has the highest unemployment rate among Bay Area counties (San Mateo 3.2%, Marin 3.3%, San Francisco 3.4%, Santa Clara 3.8%, Napa 4.1%, Sonoma 4.2%, Alameda 4.5%, Contra Costa 4.7%), and ranked 21 out of the 58 counties in California.

In 2014, the sectors with the largest percent of total persons employed were Local & State Government (15.5%), Retail (13.8%), Leisure & Hospitality (11.5%), Health Care (8.8%), and Construction (7.0%). From April 2014 to April 2015, there was an increase of 4,200 new jobs:

4,100 non-farm jobs and 100 farm jobs. The most significant increases in number of jobs were in Trade, Transportation, & Utilities (1,200), Manufacturing (700), and Educational & Health Services (700). The most significant increases in percentages were in Administrative & Support Services (10.5%), Transportation, Warehousing, & Utilities (7.5%), and Manufacturing (6.5%). The largest decrease was in State Government Educational Services (-40.0%) and State Government Excluding Education (-4.2%).

Some of the primary employers in Solano in 2015 include Anheuser-Busch Inc., California Medical Facility, Flatiron Construction Corp, Genentech Inc., Guittard Chocolate Co, Honeywell, Jelly Belly Candy Co, Kaiser Foundation Hospitals, Northbay Medical Center, Northbay Vacaville Hospital, Six Flags, Solano County Health & Social Services, Solano County Sheriff's Office, Solano County Office of Education, Sutter Solano Medical Center, Touro College, Travis Air Force Base, USDA Forest Service, Vacaville City Hall, Westamerica Bancorp, and Westrust-Nut Tree. These employers are mostly concentrated in Fairfield and Vallejo, with some presence in Vacaville and Benicia.

Economic Growth: Solano County's gross county product growth was 3.8% overall over the last year. The County's gross county product is comprised of a much larger percentage from the goods-producing sector (27.1%) and public sector (22.5%) relative to the rest of California and the U.S., for which those sectors are each roughly 10% less.

Housing and Construction: Although the price of homes dropped markedly during the recession, they have begun recovering rapidly in recent years. In February 2014, prices in Solano County increased 28% compared to the previous year, which was more than twice the increase for the country (12%) and greater than the state's overall increase (20%).

New home building, especially multi-family structures, grew considerably between 2011 and 2013. In 2013, 540 single family and 235 multi-family building permits were issued, compared to 479 single family and 59 multifamily units in 2012, and 387 single family and 0 multi-family permits in 2011.

Income: Real median household income increased slightly in 2013 to \$67,177; per capita income was \$28,929. Median household income was significantly lower in cities such as Rio Vista (\$52,609), Vallejo (\$55,373), and Fairfield (\$61,379). Solano County's wages are on average only 93% of the overall State's wages for comparable positions, and significantly lower compared to the rest of the Bay Area for many sectors, including for professional and retail jobs.

In 2013, County residents received 54.5% of their income from wages and salaries; 17.7% from dividend, interests, and rents; and 4.5% from proprietor's income; 17.7% came from social transfer payments from the government. In December 2013, 21.2% of the county's population was receiving public assistance.

Poverty Rate: In 2013, the poverty rate was 13% for all individuals and 10% for all families. The

poverty rate was higher for families with children under 18 (15.4%) and especially for families with children under 5 (19.5%). Families with a single female head of household had a considerably higher poverty rate of 25.8%, and an alarmingly high rate of 43.8% if the household had children 5 and 34.2% if there were children under 18. The child poverty rate was 18.8%; children under 5 had a poverty rate of 24.7%, and the poverty rate for children 5 to 17 was 16.1%. The elderly poverty rate was 7.5%.

The poverty rate varied greatly by city. For example, it ranged from a high of 16.0% in Vallejo, 12.9% in Fairfield, and 12.0% in Suisun City, to 9.5% in Rio Vista, 8.8% in Dixon, 8.7% in Vacaville, to 5.5% in Benicia.

Solano County's California Poverty Measure in 2013 was 16.1%, which was significantly higher than the official poverty rate. The California Poverty Measure incorporates a wider range of factors to try to more accurately describe poverty. It considers consumer expenditures, non-cash and post-tax transfers, adjusts housing costs geographically, and subtracts non-discretionary expenses such as medical out-of-pocket costs, child care costs, and work-related expenses.

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

Public law 105-285 requires the state to secure from each eligible entity, as a condition to receive funding, a CAP which includes a community-needs assessment for the community served. Additionally, state law requires each CSBG eligible entity to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

Organizational Performance Standards

Eligible entities will comply with implementation of the Organizational Performance Standards set forth by OCS. Compliance with Organizational Standards will be reported to OCS. In the section below, agencies are asked to provide a narrative description on the Community Needs Assessment. In this section agencies should address how they will comply with the Organizational Standards, specifically those standards pertaining to the Comprehensive Community Needs Assessment, which are outlined here.

CSBG Organizational Performance Standards [click here](#)

CONSUMER INPUT AND INVOLVEMENT

Standard 1.2 organization/department analyzes information collected directly from low-income individuals as part of the Community Assessment.

COMMUNITY ENGAGEMENT

Standard 2.2: Organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. This sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

COMMUNITY ASSESSMENT

Private Agency - Standard 3.1: Organization conducted a Community Assessment and issued a report within the past 3 year period.

Public Agency - Standard 3.1: Department conducted a Community Assessment and issued a report within the past 3 year period, if no other report exists.

Standard 3.2: As part of the Community assessment the organization/department collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3: Organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the Community Assessment.

Standard 3.5: The community assessment includes key findings on the causes and conditions of poverty and the needs of communities assessed.

STRATEGIC PLANNING

Private Agency Standard 6.4: Customer satisfaction data and customer input, collected as part of the Community Assessment, is included in the strategic planning process.

Public Agency Standard 6.4: Customer satisfaction data and customer input, collected as part of the Community Assessment, is included in the strategic planning process, or comparable planning process.

The Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG/National Performance Indicators (NPIs). The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as: child care, community housing, crime,

educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should include a use a combination of activities and tools such as: focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Helpful Resources		
United States Census Bureau Poverty Data click here	State of California Department of Justice Statistics by City and County click here	U.S. Department of Housing and Urban Development Homelessness Assistance click here
Employment Development Department Unemployment Insurance Information by County click here	California Department of Education Facts about California Schools Using DataQuest click here	California Department of Public Health Statistical Data click here
Bureau of Labor Statistics Labor Data click here	California Department of Finance Housing Estimates click here	Community Action Partnership Community Needs Assessment Tool click here
A Community Action Guide to a Comprehensive Community Needs Assessment click here		

Comprehensive Community Needs Assessment (Insert Narrative)

Part 1: Causes and Conditions of Poverty in Solano County

Overview

The 2015 comprehensive community needs assessment indicates that primary causes of poverty in the County are 1) high cost of housing, 2) lack of employment opportunities, 3) lack of education and training for jobs, and 4) mental health and other health issues.

The main barriers and challenges facing people in poverty are 1) lack of affordable housing; 2) homelessness; 3) inadequate transportation; 4) lack of childcare and afterschool programs; 5) mental health issues; 6) lack of awareness of resources; and 6) poor credit history, rental history, work history and/or criminal records.

The services that **consumers** identified as most needed to help people out of poverty are rental assistance and other housing and utilities costs (42%), job training (42%), mental health services (38%), transportation (31%), and computer training (29%).

Providers had slightly different priorities: they identified mental health (46%), life skills and home management (38%), job training (29%), financial literacy (27%), and transportation (21%) as most needed to help people out of poverty.

The following is a more in-depth description of the primary causes and conditions of poverty in Solano County:

1. Community Housing

Community Need

The high cost of housing and lack of affordable housing units were identified as the most urgent causes and conditions of poverty in the County at community forums, focus groups, and interviews. In the surveys, 80% of consumers and 72% of providers identified the high cost of housing as a primary cause of poverty, while 70% of providers and 61% of consumers surveyed stated that the lack of affordable housing is one of the primary challenges for low-income persons. In addition, 35% of consumers and 32% of providers found that affordable housing units were frequently low quality or located in unsafe areas, and 30% of consumers stated that utility costs were also of concern.

This community-identified issue is consistent with the County's very low vacancy rates and decreasing affordability. In 2013, Solano had an estimated 11,716 vacant units, resulting in a 7.6% vacancy rate for housing units, compared to 8.6% for California and 12.5% for the country. The rental vacancy rate was 6.8%, and the homeowner vacancy rate was 1.9%. The vacancy rates ranged from a low of 4.3% in Suisun City and 5.4% in Vacaville to 11.7% in Vallejo. 33.82% of the county's units are renter-occupied.

In terms of affordability, Solano County residents pay one of the largest proportions of rent as a percent of income in the state; over half of the County's renters pay at least 29% of their income toward rent. The Housing Affordability Index measure also indicated that the percent of people who can afford a median priced home plummeted from 71% in 2010 to 49% in 2014. Solano County remains a relatively less expensive place to live compared to the rest of the Bay Area, which is the most costly region in the country, but the affordability is dropping rapidly due to the housing market recovery and the extreme unaffordability of nearby communities. In February 2014, home prices in Solano County increased 28% relative to the previous year, which was more than twice the rate increase for the country (12%) and greater than the state's overall rate of increase (20%). This has directly impacted the cost of both buying and renting housing.

Services Gap

To address the housing challenges, consumers and providers suggested addressing a variety of services gaps: consumers in the survey identified rental assistance (58%), credit repair (34%), housing search assistance (34%), utilities assistance (31%), down payment assistance (22%), and home improvement (19%) as the primary services desired. At community forums and focus groups, both consumers and providers noted that the lack of affordable housing made it challenging for even individuals who had rental assistance, such as Section 8 vouchers, to obtain housing; thus, they suggested housing search assistance and landlord outreach as critical

services. Alternative housing models, such as “shared housing,” have also been recommended by providers as a mechanism to address the housing shortage. Finally, providers noted that without supportive services and case management, many low-income persons would not have the life skills needed, such as financial management, to retain the housing. Outreach to increase awareness and understanding of these resources is important for persons who are in need of these services.

2. Employment/Unemployment

Community Need

Employment challenges followed closely behind housing costs as the leading cause of poverty identified by Solano County stakeholders, providers, and consumers. In the surveys, the primary barriers to employment pinpointed were inadequate transportation (55% of consumers, 40% of providers), lack of job training (including computers) (55% of providers, 36% of consumers), insufficient childcare for employees (55% of providers, 35% of consumers), lack of education (43% of providers, 31% of consumers), inadequate work history (36% of consumers, 34% providers), insufficient job seeking assistance (i.e. resumes, interview skills) (24% of consumers, 15% of providers), and criminal record (15%).

At focus groups, the consumers emphasized the challenges of working in low-income, mostly contingent jobs. They noted that while there may be low-skilled positions available, many employers will not allow people to work more than part-time so they do not have to pay for health insurance and/or other benefits. Without those benefits, it is difficult for these low-income persons to maintain their health and the health of their family, which in turn can undermine their ability to remain stably employed. Further, many of these employers do not provide consistent work hours; thus, it is difficult for the workers to string together these low-paying positions into full-time work because they cannot coordinate the shifts.

Even for employees with full-time positions, earning the minimum wage is insufficient to afford the high cost of living in Solano County. These workers would prefer higher-skilled positions, but they lack the job training and skills to obtain. They also struggle to find, apply for, and obtain these positions, and many need assistance with resumes, interviewing, and dressing appropriately for professional contexts. Many older workers have a hard time with changing technology and lack computer skills necessary for most office settings.

As noted above, unemployment and the relative lack of jobs within the County are significant underlying causes of poverty. In April 2015, Solano County’s unemployment rate was 5.8%, a decrease from 8.5% in February 2014; however, Solano has the highest unemployment rate among Bay Area counties (i.e. San Mateo’s rate is 3.2%, Marin 3.3%, San Francisco 3.4%, Santa Clara 3.8%, Napa 4.1%, Sonoma 4.2%, Alameda 4.5%, Contra Costa 4.7%), and was ranked 21 out of the 58 counties in California. The unemployment rate was especially high in cities such as Rio Vista (11.6%) and Vallejo (7.9%).

In addition, the most recent American Community Survey reported that 74,995 Solano County residents commute outside of the County, while 32,139 non-residents commute into the County. This additional commuting time explains why inadequate transportation was identified as a primary barrier to obtaining and maintaining a job.

Services Gap

Strengthening employment outcomes is one of the key areas to addressing poverty; 50% of consumers surveyed identified employment and career as the top area of focus for improving their family situation, and providers also stated that employment is central to self-sufficiency. For this reason, 42% of consumers identified job training as the primary services needed to help people out of poverty, 31% transportation, and 29% computer training, while 29% of providers identified job training as key.

There are two primary areas in which additional support is needed for low-income persons to obtain and maintain self-sustaining employment: 1) training for the skills and education they need to be qualified employees, and 2) assistance in searching for and obtaining jobs for which they are qualified. For job training and education, services needed include job skills training, counseling/coaching, computer classes, GED classes, adult education, adult literacy, and adult language classes. For employment search assistance, services needed include support with interviewing skills, job searching, resume writing, counseling/coaching, dressing for success, developing work history and experience (including volunteer opportunities), and post-incarceration reentry assistance. In addition, outreach to increase awareness of these resources is important for persons who are in need of these services.

3. Transportation

Inadequate transportation was commonly identified at community forums, focus groups, and in surveys as an issue that exacerbates the causes and conditions of poverty in Solano County. Due to the County's large geographical spread and mostly rural landscape, the public transportation system is very limited. Many bus lines do not run or have very limited service at night or on weekends, buses do not run frequently, many lines require inconvenient transfers with long waiting times, there is not enough coordination among different transportation companies, and – despite significant government subsidy – many low-income people consider the bus system unaffordable.

As a result, transportation challenges were cited by the highest percentage of both consumers (55%) and providers (40%) as a primary reason for low-income persons have difficulty obtaining and maintaining a job. With such limited service, low-income persons cannot commute to-and-from evening and weekend jobs, and they struggle to commute to multiple shifts due to having to wait long times for buses and/or to transfer. Because of the significant geographical distance and because so many Solano residents work in other counties (as noted above), very few people take public transportation to work in and beyond Solano County: only 2.6%, versus 5.2% for the rest of California in 2013.

In addition to limiting employment opportunities, inadequate transportation makes it difficult for low-income persons to access key services, such as job training classes at the Workforce Investment Board, health services at the low-income clinics, general assistance at the County Health & Social Services, and appointments with County Mental Health Services, especially since many of these agencies are situated in inaccessible locations or only one office. Many consumers noted that even running necessary errands such as buying groceries and dropping off or picking up children at childcare or afterschool programs is a significant challenge that can take hours out of their day.

Services Gap

31% of consumers and 21% of providers identified improved transportation as one of the top three services they would prioritize to help people out of poverty. Suggestions for programs include bus passes for those who cannot afford fare even though, as noted, this does not address the limited public transportation system. Other possibilities include vanpools and shared transportation, taxi and private car vouchers, expansion of the current reduced Taxi-fare program in Suisun and Fairfield (FAST), bikes, and other alternatives.

4. Educational Achievement

Poor educational achievement continues to be an underlying cause of poverty in vulnerable communities. Of the low-income consumers surveyed, 33% identified continuing their education as the most important factor in improving their family situation, and 28% identified education as key to improving their personal lives.

Inadequate education is a primary factor underlying employment issues for low-income persons. For example, lack of higher education limits Solano County residents from obtaining higher skilled, better paying jobs. Although the county has a higher high school graduation rate (87.2%) than the overall state (81.2%), the college degree rate is significantly lower (24.3% versus 30.7%).

There are significant education inequalities across racial and ethnic groups. For example, only 33% of Latino and 33% of African American students in Solano County read at grade level in third grade, compared to the overall county rate of 46%. Similarly, only 24% of African Americans and 37% of Latinos met or exceeded state math standards in seventh grade, compared to 45% for the County. Only 46% of African American students and 52% of Latino students are ready or conditionally ready for college-level math classes, compared to 63% for the County, and only 70% of African American and 75% of Latino twelfth graders graduate on time, compared to 81% of students overall. While the dropout rate fell from 4.0% during the 2012-2013 school year to 2.7% in 2013-2014, a disproportionate number of dropouts were still Hispanic (229 or 43.1%, even though they are only 24.5% of the overall County population) or African American (129 or 24.3%, even though they are only 13.7% of Solano's population).

There are also significant academic discrepancies within the County depending on city, which correlate with poverty rates. For example, for standardized SAT testing results, the percentage of students with scores over 1500 was 48.76% for the County as a whole (versus California – 47.78%), but only 25.73% of Vallejo students scored at that level versus 70.07% of Benicia students.

Services Gap

The primary gap in education services for low-income students identified was more afterschool programs. 62% of providers surveyed and 50% of consumers surveyed identified more funding for afterschool programs as one of their top three priorities to improve children’s outcomes. This identified need is reinforced by public data indicating that only 8% of low-income students in the County have access to a state-funded afterschool program, versus 12% for the entire state. Solano ranks 47th out of 58 counties on this measure.

In addition to increased afterschool program capacity, low-income students need summer enrichment programs to prevent “learning loss” over the summer, which has been documented to significantly reinforce educational inequities between lower-income students and students who have resources for summer opportunities. Tutoring for low-income students is critical in helping low-income students catch up to their better-resourced peers. Finally, low-income students need more school supplies, such as computers and software programs to ensure that they do not fall further behind with the “digital divide,” as well as basic supplies such as books, pens, pencils, calculators, and paper.

5. Childcare

Lack of affordable quality childcare was identified in focus groups, community forums, interviews, and surveys as one of the primary challenges confronting low-income families. For example, In the surveys, 55% of providers and 35% of consumers identified inadequate childcare as one of the primary barriers to success for low-income parents to obtain and maintain employment. Often, the only affordable childcare available for very-low income/low-income parents is in unsafe neighborhoods, low quality, and/or far from home or the parent’s place of employment, which is exacerbated by transportation challenges. Because low-income parents struggle to find affordable quality childcare, they have a hard time accommodating the inconsistent schedules to which they are typically assigned at their part-time positions.

A significant reason for the challenge in obtaining affordable quality childcare is the lack of government support: from 2007 to 2012, the state cut subsidized child care for low-income families by 23%. Programs such as Black Infant Health Program were cut, and there was a general reduction in staff, such as social workers, that supported low-income families. As a result, the number of children served by the childcare voucher program in Solano County dropped from 4,544 in 2008 to 3,698 in 2012. In addition, in 2014, only 44% of children (including those who are not low-income) who are 3 to 4 years old in the County attend preschool, compared to 47% of the state.

Services Gaps

In the surveys and focus groups, consumers and providers identified afterschool programs (62% of providers and 50% of consumers) and safe, quality childcare (57% of providers and 42% of consumers) as the key services needed for low-income children in Solano County. 42% of consumers also stated that recreational activities for older kids are a key priority as they help keep kids safe, healthy, and engaged.

6. Homelessness

Homelessness is one of the primary conditions of poverty in Solano County. The January 2015 county-wide Point-In-Time Count found 1,082 homeless persons, 27% (287) of who were sheltered and 73% (795) of who were unsheltered. Of the sheltered persons, 38% were in emergency shelters and 62% were in transitional housing. 223 of the persons were chronically homeless, i.e. had experienced homelessness for a year or longer or had experienced at least four episodes of homelessness in the last three years and had a condition that prevents them from maintaining work or housing.

The number of homeless persons varied significantly by city: the geographical distribution of homeless persons was 37% (402) in Vallejo, 33% (344) in Fairfield, 11% (122) in Vacaville, 10% (111) in the unincorporated area, 4% (40) in Benicia, 2% (23) in Dixon, 2% (21) in Suisun City, 2% (19) in Rio Vista. In addition, 90% of the homeless persons in Vallejo are unsheltered, and they constitute nearly half of the unsheltered persons in Solano County. At the same time, 62% of the sheltered persons in Solano County live in Fairfield.

The demographic breakdown was as follows:

- Age: 6% were children under 18, 11% were adults between 18 to 24, and 83% were adults over age 25.
- Gender: 57% male, 43% female, < 1% transgender
- Race/Ethnicity: 43% White, 38% Black/African-American, 7% American Indian/Alaskan Native, 4% Asian, 14% Other, 20% Hispanic/Latino
- Veterans: 8% Veterans

Prior to homelessness, almost half (49%) had lived in homes owned or rented by themselves or their partners, 22% had lived with friends or relatives, and 11% had been staying in a subsidized housing or permanent supportive housing facility. In terms of length of homelessness, 41% had been homeless for over a year, 10% had been homeless for 7-11 months, 29% had been homeless for 4-6 months, 11% had been homeless for 1-3 months, and 11% had been homeless for less than 30 days.

The primary causes of homelessness identified by the homeless persons surveyed were losing a job (37%), eviction (21%), alcohol/drug problems (13%), argument with family or friend (9%),

and divorce/separation/break up (9%).

The top obstacles to obtaining permanent housing identified by homeless persons were the inability to afford rent (67%), lack of job and income (59%), lack of money for moving costs (36%), lack of housing affordability (32%), and lack of transportation (19%).

Over a quarter (26%) of homeless persons did not receive some form of government assistance to which they were likely entitled. The key challenges in obtaining government assistance that were identified were: thinking they were ineligible (30%), a lack of identification documentation (22%), benefits being cut off (17%), paperwork that was too challenging (16%), and the lack of a permanent address (15%).

Services Gap

The services consistently identified as top priority in focus groups, community forums, interviews, and surveys were additional permanent supportive housing and rapid re-housing to serve persons who are homeless and transitional housing to serve specific populations, such as domestic violence survivors and transition age youth. According to the January 2015 Housing Inventory Count, the unmet need in Solano County is 731 year-round permanent housing beds (including 139 permanent supportive housing beds and 592 rapid re-housing beds), as well as 3 transitional housing beds. Permanent housing requires rental assistance, security deposit, utilities assistance, as well as housing search assistance because of the extremely low vacancy in the rental market and the stigma toward housing homeless persons.

In addition to housing, homeless persons require supportive services, such as case management, mental health services, employment search and job training services, education services, life skills classes, financial literacy classes, peer counseling, and childcare. In particular, many homeless persons identified assistance with receiving government benefits as a critical area of need; services to address this need include outreach, referrals, assistance obtaining identification, benefits advocacy, paperwork assistance, and a mailing address for receiving important documents.

7. Income Management

Financial management and budgeting were identified by both providers and consumers as compounding factors of poverty in Solano County. In their survey, 43% of consumers identified lack of budgeting and financial management as a key cause of poverty, with 28% (third highest proportion) stating that improved financial and budgeting skills would improve their family life.

In addition, consumers identified assistance in navigating applications and appeals for government benefits as an area of need. Providers noted that many of the low-income people they work with struggle to apply for and obtain county General Assistance and unemployment benefits due to paperwork issues.

Services Gap

Consumers and providers noted that more classes and counseling on financial skills and budgeting are critical for helping low-income persons. Outreach is also important to increase awareness of these resources.

8. Healthcare

Several health issues are commonly identified as causes and conditions of poverty in Solano County. Mental health and substance abuse in particular are two issues that attendees at focus group and community forums and interviewees stated cause or reinforce poverty due to their negative effect on individuals' employment and housing stability.

In terms of conditions of poverty, the primary health concerns that low-income consumers identified in the survey are diabetes (34%), physical disability (29%), mental health (24%), and mental disability (21%). In particular, 34% of consumers stated addressing mental health care would be one of their top priorities for improving their family life. Overall, the leading causes of death are coronary heart disease (79.2), Alzheimer's (43.4), and lung cancer (45.3). Compared to the rest of the state, Solano County had a higher death rate overall, and from all cancers, lung cancer, prostate cancer, diabetes, Alzheimer's, but a lower rate of coronary heart disease. Compared to the rest of the State, the County had a higher case incidence rate of gonorrhea incidence among females age 15-44 (222.3 versus 152.8), but a lower rate of gonorrhea among males 15-44 (156.3 versus 213.1).

Overall, Solano County had higher health insurance coverage rates than other areas, but this varies by city. According to 2013 Census Estimates, 87.1% of the County had health insurance, 69.4% private and 29.2% public. 12.9% had no health insurance coverage. Because the most recent data available does not include the more recent Affordable Care Act enrollment, these numbers may have increased. The insurance coverage rate ranged from a high of 91.3% in Benicia to a low of 85% in Vallejo, which correlates with the cities' different poverty rates.

In addition, several low-income consumers noted during the focus group that even though they technically have health insurance coverage, lack of transportation and limited availability of free or low-cost publicly provided government services make it difficult to access quality healthcare. This may account for why the County Public Health Department reports that only 67.5% of expectant mothers in Solano County receive adequate prenatal care, compared to 79.2% for the state as a whole and the national objective of 77.6%.

Publicly available health data also reveals significant health disparities across racial groups. For example, the infant mortality rate, which is already higher in Solano County for all races in aggregate than for the rest of the state, is more than twice as high for Black infants than for White infants. The birth cohort infant death rate is 5.6% for all races (versus 4.8% for the state), 7.7% for Black infants (versus 9.8% for the state), 5.7% for Hispanics (versus 4.7% for the state), and 4.8% for Asians/Pacific Islanders (versus 3.6% for the rest of the state).

In 2012, the teen pregnancy rate was 22.9 per 1000 in Solano County, which was slightly lower than the state's 25 per 1000. However, this was the highest rate in the nine county Bay Area (i.e. San Francisco's was 11.8, Alameda – 17.3, Contra Costa – 14.8.). Early childbearing often negatively impacts academic achievement, earning potential for mother and father, maternal and infant outcomes, and early childhood development.

Services Gaps

Consumers and providers identify meeting mental health and substance abuse needs as important priorities for addressing the challenges of low-income individuals and families in Solano County. While mental health and substance issues are challenges for people of all income levels, they are particularly destructive and challenging to address in low-income settings that lack economic, social, and relational safety nets.

Similarly, the high cost of healthcare is especially devastating for those who lack insurance coverage and the resources to cover out-of-pocket costs.

For this reason, additional resources for mental health and substance abuse services, as well as other health assistance are an area of priority for low-income persons.

9. Nutrition

Poverty negatively impacts nutrition in Solano County in two main areas: food insecurity and obesity. Even for those who fall above the poverty line, food security is a significant concern. In 2013, an estimated 63,390 people, or 15.2% of the county were food insecure. What is striking is only 62% of those who are food insecure were people below 100% of the poverty line compared to 78.1% for California as a whole; thus, 38% were food insecure but not eligible for federal nutrition assistance such as SNAP, WIC, and free and reduced-price school meals, which helps ameliorate food insecurity issues. In addition, in 2014, only 27% of students who were low-income actually ate free or reduced price breakfast during the school year, versus 35% for the state, resulting in the County being ranked 52 out of the State's 58 counties on this measure.

Consumers, providers, and stakeholders frequently identified “food deserts” (defined by the U.S. Department of Agriculture as “urban neighborhoods and rural towns without ready access to fresh, healthy, and affordable food”) as a significant cause of the nutrition challenges. The lack of grocery stores in parts of the county, either due to the rural or urban non-residential settings, results in difficulty obtaining healthy food and fresh produce at a reasonable cost. Due to the higher costs of fresh produce, the consumers reported choosing less healthy foods, which were often processed. Anecdotally, focus group consumers also noted that food provided at shelters and places serving homeless or low-income persons tended to be less healthy and use more processed foods and refined sugars because it is cheaper.

Another nutrition-related concern is obesity: 15% of children and over 40% of teenagers in Solano County are classified as overweight or obese. Only one out of three students in the County passed all six of the state's physical fitness standards. Obesity is a concern not only in itself, but because it is closely tied to diseases such as diabetes, which is of increasing concern in the County.

Services Gap

Services to address nutrition needs identified by consumers and providers include providing nutrition education for both adults and children. Another key service is increasing coordination across food pantry providers to ensure regular availability of produce and healthy items rather than whatever happens to come through and to ensure that food is provided in central, easily accessible locations.

10. Crime

Consumers and providers shared some concern regarding the intersection of crime and poverty in Solano County. In particular, they noted in focus groups, community forums, and surveys that criminal history and challenges with re-entry following incarceration were of critical concern.

Overall, the annual crime rates varied from 57.10/1000 for crimes impacting people, 48.42/1000 for property crimes, and 8.68/1000 for violent crimes in Vallejo to 37.32, 32.72, and 4.60 in Fairfield and to 24.59, 22.39, and 2.20 respectively for Vacaville. In 2013, there were 64 domestic violence calls in Solano County.

The juvenile arrest rate for felonies in general and for violent crime in particular have been decreasing since 2006, mirroring national patterns. However, Solano's juvenile felony arrest rate is much higher than the rate in California as a whole.

Services Gap

The primary needs for supporting low-income persons regarding crime is to partner with re-entry providers to help those who have been convicted of a crime readjust to society and overcome the employment and housing barriers rather than fall into recidivism.

11. Life Skills and Family Stability

A final critical area of need identified frequently by consumers and providers alike is life skills development, ranging from parenting classes and relational stability to cooking classes.

Family stability is a challenge for low-income persons in Solano County, as demonstrated by the high poverty rates for single-parent households with children. Children in the child welfare system are especially at-risk: only 70% of children in the child welfare system have stability in their placement, compared to 87% for the state. Solano County ranks 54 out of 58 counties in

the state on this measure.

Services Gap

31% of consumers responding to the survey noted that planning and goal setting is one of their top three priorities in improving their family life. In addition, many noted in focus groups and community forums that bolstering their life skills through classes on parenting, effective communication, and anger management are important priorities for family stability.

Part 2: Methodology, Compliance with Organizational Standards, and Incorporation of Priorities of Low-Income Population

1. Methodology

The needs assessment incorporated a variety of sources and methods to ensure a comprehensive picture of the critical needs of low-income persons in Solano County. The methods used included focus groups, consumer and provider surveys, community forums, stakeholder interviews, and use of public records and reports.

a. Consumer Focus Groups

The community needs assessment included four consumer focus groups at agencies that effectively serve low-income and homeless persons at geographically diverse areas in Solano County: Vacaville, Fairfield, and Vallejo. The focus groups were coordinated with agency staff to organize and publicize the events to ensure a representative population of consumers would be present to provide their perspectives.

b. Consumer and Provider Surveys

The community needs assessment process used both online and paper version of consumer and provider/community surveys. The consumer survey was available in English and in Spanish for language accessibility. The surveys asked respondents to state what they considered the primary causes of poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities.

c. Community Forums

The community needs assessment process included a number of publicly noticed open conversations to discuss community needs, either specifically for the needs assessment and community action plan or related matters.

(i) Public Community Needs Assessment Forums

- April 23, 2015 at the Fairfield Community Center, Sponsored by the JPA – discussed

the primary causes of poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities.

- April 24, 2015 at the Suisun City Council Chambers, Sponsored by the CoC - discussed the primary causes of poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities.
- April 30, 2015 at the John F. Kennedy Public Library in Vallejo, Sponsored by the Tripartite Advisory Board – discussed primary causes of poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities.

(ii) Continuum of Care Meetings

- January 28, 2015 CoC General Meeting – discussed housing and services needed for low-income persons in Solano County.
- February 25, 2015 Coordinated Entry Work Group Meeting – discussed how housing and services providers can better coordinate to serve those who are homeless or at-risk of homelessness. The Work Group includes a group of providers who are currently piloting an intake system that assesses the vulnerability of the person at intake and helps to ascertain what interventions and housing are best suited for them.
- February 25, 2015 CoC Strategic Planning Committee Meeting – discussed the Needs Assessment process and how the data could be used to better coordinate among CoC service providers throughout the County and to create a unified strategic plan.
- February 25, 2015 CoC Board Meeting – discussed housing and services needed for low-income persons in Solano County and strategies for improved collaboration.
- March 25, 2015 CoC General Meeting – discussed housing and services needed for low-income persons in Solano County and strategies for improved collaboration.
- March 25, 2015 CoC Board Meeting – discussed housing and services needed for low-income persons.
- April 22, 2015 Coordinated Entry Work Group Meeting – discussed how housing and service providers can better coordinate to serve those who are homeless or at risk of homelessness. The Work Group includes a group of providers who are currently piloting an intake system that assesses the vulnerability of the person at intake and helps to ascertain what interventions and housing are best suited for them.
- April 22, 2015 CoC Board Meeting – discussed housing and services needed for low-

income persons in Solano County and strategies for improved collaboration.

(iii) Joint Powers Authority Board Meetings

- January 22, 2015 JPA Board Meeting - discussed housing and services needed for low-income persons in Solano County. Reviewed the requirements for the CAP and Needs Assessment and for the creation of a Tripartite Advisory Board (TAB).
- February 26, 2015 JPA Board Meeting - Discussed housing and services needed for low-income persons in Solano County and strategies for improved collaboration. Reviewed proposed candidates for and approved appointments for the TAB and the final CAP for 2015.
- March 26, 2015 JPA Board Meeting - Discussed housing and services needed for low-income persons in Solano County and strategies for improved collaboration. Reviewed and approved the priorities, strategies, and bylaws set by the TAB.
- April 23, 2015 JPA Board Meeting - Discussed housing and services needed for low-income persons in Solano County and strategies for improved collaboration, including allocation practices and priorities for 2015 Discretionary Funds and 2015 Annual Funds.
- May 28, 2015 JPA Board Meeting – Discussed full draft of CAP and Needs Assessment and provided input on changes prior to public hearing on June 3, 2015.
- June 25, 2015 JPA Board Meeting – Discussed final draft of the CAP and Needs Assessment and approved it before submission by June 30, 2015.

(iv) CAP Solano JPA Tripartite Advisory Board (TAB)

- March 9, 2015, TAB Meeting – The TAB provided input on the CAP and Needs Assessment process and on the strategic priorities and direction of the Community Action Agency. The TAB approved the agency’s mission statement.
- March 31, 2015, Ad-Hoc Committee of the TAB met to help plan for the Needs Assessment and CAP, including helping to plan for a TAB sponsored community forum.
- June 8, 2015 TAB Meeting – Reviewed and discussed the final draft of the CAP and Needs Assessment, provided final input, and approved it before submission by June 30, 2015.

(v) City Councils/Municipal Meetings

- Fairfield City Council:
 - o February 3, 2015 – reviewed homelessness and housing needs and policies
 -
 - o April 21, 2015 – Discussed the Fairfield Homeless Strategy and updates to the Housing Element, including Emergency Shelter, Transitional Housing, and Supportive Housing.
 - Vallejo City Council:
 - o February 23, 2015 – Discussed and amended municipal codes/definitions of Emergency Shelter, Transitional Housing, and Supportive Housing.
 - Suisun City Council:
 - o April 21, 2015 – Discussed homelessness and housing policies.
 - o May 5, 2015 – Discussed report from the Chief of Police on the state of homelessness, encampments, and housing policies
 - Vacaville Homeless Roundtable
 - o April 22, 2015 – Discussed homelessness and housing policies
 - o May 27, 2015 – Discussed homelessness and housing policies
- d. Interviews

The community needs assessment process included interviews of stakeholders ranging from public officials to key services providers. These stakeholders provided their perspectives on the causes of poverty, challenges for low-income persons, gaps and needs in services, and priorities for future services.

e. Public Records:

The community needs assessment incorporated publicly available records, reports, and data, including the following national, state, and local government, as well as non-governmental sources:

- U.S. Census Bureau
- U.S. Bureau of Labor Statistics

- U.S. Department of Housing & Urban Development
- California Department of Education
- California Department of Finance
- California Department of Justice
- California Department of Public Health
- California Employment Development Department
- Solano County Office of Education
- County of Solano FY2014/15 Recommended Budget
- Solano County 2015-2023 Housing Element Update, Appendix A – Housing Needs Assessment
- Solano County Statistical Profile by Birgitta E Corsello, County Administrator
- Solano County 2014 Index of Economic and Community Progress, County of Solano and Solano Economic Development Corporation, March 2015
- Solano County Health Status Profile for 2015, Public Health
- Vallejo Unified School District
- Children Now, Solano County Scorecard

2. Incorporation of Priorities of Low-Income Population

CAP Solano JPA ensured that the Community Needs Assessment reflects the current priorities of the low-income population in the service area by intentionally and proactively incorporating their voices through consumer surveys, focus groups, and community forums.

a. Consumer Surveys

CAP Solano JPA staff designed and disseminated surveys specifically to elicit responses from low-income consumers. In order to ensure maximum outreach and convenience, these surveys were available both online and in hard copy, and in both English and Spanish. The surveys were distributed by email through the Continuum of Care mailing list, the Tripartite Advisory Board, and the JPA, as well as by paper through providers, at community forums and focus groups, and at the offices of several local jurisdictions (Solano County and the cities of Fairfield, Suisun, Vacaville, and Vallejo). Local agencies were strongly encouraged to have their consumers complete the surveys.

As a result, 102 individuals responded to the consumer survey. The surveys asked respondents to state what they considered the primary causes of poverty in Solano County, the challenges to achieving success, gaps / needs in services, and funding priorities.

b. Focus Groups

JPA staff organized four focus groups at community-based organizations which have a long history of serving low-income persons in the county:

- Opportunity House, a transitional living and supportive services agency in

Vacaville, April 23, 2015.

- Community Action North Bay, which provides a broad range of anti-poverty and homelessness-related services in Fairfield, April 30, 2015.
- Community Action North Bay, in Fairfield, May 1, 2015.
- Global Center for Success, which provides supportive services for low-income persons in Vallejo, on May 7, 2015.

The focus groups discovered primary causes of poverty in Solano County, the challenges to achieving success, gaps / needs in services, and funding priorities. The focus groups were facilitated by individuals trained in working in direct services with low-income persons, and questions were reviewed to ensure accessibility to persons with limited education. In addition, interpreters were available in Spanish for the focus groups held in areas with a significant Latino population.

c. Providers serving low-income persons

In addition to the consumer surveys, the JPA Staff also broadly disseminated low-income services providers-oriented surveys through the same networks, asking staff of community-based organizations, faith-based organizations, and local government agencies to state what they consider the primary needs of low-income persons in Solano County. 80 providers and 4 community members responded to the survey.

3. Compliance with Organizational Standards

The needs assessment process met all of the organizational standards through the methodology and efforts to ensure low-income participation described above.

As part of the process, JPA Staff analyzed information collected directly from low-income individuals (1.2), and utilized information gathered from key sectors of the community in assessing needs and resources, including community-based organizations, faith-based organizations, private sector, public sector, and educational institutions (2.2).

The needs assessment collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity (3.3). As a result, the community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed (3.5).

This needs assessment was conducted within three years of the last community assessment (3.1). After this process is complete, consumer satisfaction data and input collected as part of this process will be included in the strategic planning process for CAP Solano JPA (6.4).

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	NPI(s)
Rental Assistance, Security Deposit, Utilities	Yes, Direct	Rental assistance, security deposit, utilities, minor home repairs, shared housing projects, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, and individual housing and service providers, such as A Place 2 Live, Berkeley Food and Housing, Caminar, Community Action North Bay, Fighting Back Partnership, Global Center for Success, Mission Solano, Opportunity House, Salvation Army, and the Veterans Affairs.	4.1: Expanding Opportunities Through Community-Wide Partnerships 6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent living situation) 6.2: Emergency Assistance (# of LII provided with emergency assistance) 6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)
Housing Search Assistance	Yes, Direct	Housing counseling, navigation, landlord outreach, credit repair, assistance with poor rental history, transportation services, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, and individual housing and service providers, such as Community Action North Bay, Fighting	4.1: Expanding Opportunities Through Community-Wide Partnerships 6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent

			Back Partnership, Global Center for Success, Mission Solano, Opportunity House, and Salvation Army.	living situation) 6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)
Supportive Services for Housing	Yes, Direct	Case management, mental health services, counseling (peer), life skills classes (planning/goal setting, communication/interpersonal skills, conflict resolution/anger management, relationship counseling, parenting classes), transportation, childcare, food, financial literacy, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, and agencies such as Caminar, Catholic Charities of Solano, Community Action North Bay, Fighting Back Partnership, Global Center for Success, Mission Solano, and Opportunity House.	1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated) 1.3 Economic Asset Enhancement & Utilization (# of LIH that achieve an increase in financial assets &/or financial skills) 4.1: Expanding Opportunities Through Community-Wide Partnerships 6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent living situation) 6.2: Emergency Assistance (# of LII provided with emergency assistance) 6.3: Child & Family Development (# of

				<p>infancy, children, youth, parents, other adults participating in development/enrichment programs)</p> <p>6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)</p>
Employment Search Assistance	Yes, Direct	Interviewing skills, job search, resume writing, counseling/coaching, dress for success, developing work history (volunteer opportunities), post-incarceration re-entry assistance, transportation services, childcare or afterschool program subsidies, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual employment services providers, and agencies, such as Catholic Charities, Community Action North Bay, Fighting Back Partnership, Global Center for Success, Opportunity House, and Workforce Investment Board.	<p>1.1: Employment (# of LIP who get a job or become self-employed)</p> <p>1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated)</p> <p>3.1: Community Enhancement Through Maximum Feasible Participation (# of volunteer hours donated)</p> <p>4.1: Expanding Opportunities Through Community-Wide Partnerships</p>
Job Training & Education	Yes, Direct	Job training, counseling/coaching, computer classes, GED classes, adult education, adult literacy, adult language classes, transportation services, financial literacy education, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual employment	<p>1.1: Employment (# of LIP who get a job or become self-employed)</p> <p>1.2: Employment (# of LIP for whom barriers to</p>

			<p>services providers such as Area Agency on Aging, CalWORKS, Catholic Charities Solano, Community Action North Bay, Fighting Back Partnership, the Global Center for Success, Goodwill, Opportunity House, Reynaissance Center, Salvation Army, Solano County Health and Social Services Department, Department of Veterans Affairs, and Workforce Investment Board.</p>	<p>initial or continuous employment are reduced or eliminated) 2.1: Community Improvement & Revitalization (Increase in/safeguarding of threatened opportunities & community resources/services for low-income people) 3.1: Community Enhancement Through Maximum Feasible Participation (# of volunteer hours donated) 4.1: Expanding Opportunities Through Community-Wide Partnerships 6.5: Service Counts (# of services provided to LI)</p>
Transportation to Services and Opportunities	No, Indirect	Transportation vouchers, subsidized public transportation passes, private cars and taxis, outreach	<p>CAP Solano JPA will coordinate with providers such as Community Action North Bay, Fighting Back Partnership Mission Solano, Solano Transportation Authority, Solano</p>	<p>1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated) 2.1: Community Improvement & Revitalization (Increase in/safeguarding of</p>

			County.	<p>threatened opportunities & community resources/services for low-income people)</p> <p>4.1: Expanding Opportunities Through Community-Wide Partnerships</p> <p>6.2: Emergency Assistance (# of LII provided with emergency assistance)</p> <p>6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)</p> <p>6.5: Service Counts (# of services provided to LI)</p>
Mental Health Services	No, Indirect	Case management, counseling, peer counseling, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual service providers such as Caminar and Solano County Mental Health.	<p>4.1: Expanding Opportunities Through Community-Wide Partnerships</p> <p>6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent living situation)</p>
Childcare / Afterschool Programs	No, Indirect	Childcare, afterschool activities, youth education and enrichment, recreational activities, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual housing and	1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated)

			<p>service providers, and agencies, such as Children in Need of Hugs, Children’s Network of Solano, Community Action North Bay, Healthy Start Family Resource Network, Hugs to a Fresh Start, and Opportunity House, as well as public school district afterschool programs.</p>	<p>2.1: Community Improvement & Revitalization (Increase in/safeguarding of threatened opportunities & community resources/services for low-income people) 4.1: Expanding Opportunities Through Community-Wide Partnerships 6.3: Child & Family Development (# of infancy, children, youth, parents, other adults participating in development/enrichment programs) 6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)</p>
Nutritious Food	No, Indirect	Food pantry/food bank, access to healthy foods and produce, nutrition classes, cooking classes, outreach	<p>CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual housing and service providers, and agencies, such as the Food Bank of Solano</p>	<p>1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated) 4.1: Expanding Opportunities Through Community-Wide</p>

			County, and local faith-based organizations that provide food to the community.	Partnerships 6.2: Emergency Assistance (# of LIH provided with emergency assistance) 6.3: Child & Family Development (# of infancy, children, youth, parents, other adults participating in development/enrichment programs) 6.4: Family Supports (LIH unable to work have barriers to family stability reduced or eliminated) 6.5: Service Counts (# of services provided to LI)
Financial Literacy Education	No, Indirect	Financial literacy, banking, budgeting, investing & saving strategies, borrowing / loan management, understanding credit/credit cards, insurance, tax preparation programs, outreach	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual agencies such as Community Action North Bay, Fighting Back Partnership, Mission Solano, Opportunity House, Salvation Army, and other private organizations.	1.3 Economic Asset Enhancement & Utilization (# of LIH that achieve an increase in financial assets &/or financial skills) 4.1: Expanding Opportunities Through Community-Wide Partnerships

Instructions:

Top Needs: list the top needs from your most recent Needs Assessment

Agency Priority: Enter a Yes or No in the box, to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.

Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.

Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

National Performance Indicators (NPIs): List the NPIs that correspond with the services/activities

Insert Narrative (Explain why need will not be met.)

CAP Solano JPA considers meeting all of the above areas of needs to be important. However, CAP Solano JPA has decided not to prioritize CSBG funding specifically for Transportation, Mental Health, Childcare / Afterschool Programs, Nutritious Food, and Financial Literacy because these areas already have a significant government and non-profit infrastructure with which the JPA can coordinate to address these needs. CAP Solano JPA will work to increase partnership with providers in these areas to ensure that the needs of low-income persons are met.

CAP Solano JPA may fund services in the above areas to meet related funding priority areas. For example:

Transportation to Services and Opportunities – This area may be funded by CSBG as part of Housing Search & Assistance, Supportive Services for Housing, Employment Search Assistance, Job Training & Education.

Mental Health – This may be funded by CSBG as part of Supportive Services for Housing.

Childcare/Afterschool Programs – This area may be funded by CSBG as part of Supportive Services for Housing and Employment Search Assistance.

Nutritious Food - This area may be funded by CSBG as part of Supportive Services for Housing.

Financial Literacy – This area may be funded by CSBG as part of Supportive Services for Housing and Job Training & Education.

DOCUMENTATION OF PUBLIC HEARING(S)

[California Government Code 12747\(b\)-\(d\)](#) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency’s public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community’s needs. Examples include: Surveys, public forums, and secondary data collection.

Note: Public hearing(s) shall not be held outside of the service area(s).

Public Hearing Process (Insert Narrative)

In addition to multiple community forums and focus groups throughout the region, CAP Solano JPA hosted a Public Hearing on the evening of June 3 at the Fairfield Community Center, a

centrally located and publicly accessible government site that frequently hosts community events and meetings. CAP Solano JPA publicized the information through the Continuum of Care’s listserv of over eighty community-based organizations; through the Tripartite Advisory Board and its networks of public officials, private entities, and low-income persons and representatives; and through its own listserv. In addition, information about the hearing was published on CAP Solano JPA’s website, in media sources such as the Fairfield Daily Republic (the largest daily newspaper in Solano County), and through social media sources such as Craigslist and a County Supervisor’s Facebook page.

In addition to the Public Hearing, the community needs assessment process included community forums for the public, low-income consumer focus groups, provider and community surveys, stakeholder interviews, and publicly available data and reports, as described in the Community Needs Assessment Methodology section above.

Below is an example of a diagram that can be used to capture and identify testimony of the low income.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

Attachments

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

Public Hearing Notices Attached:

- 1) Flyer emailed to Continuum of Care listserv
- 2) Fairfield Daily Republic Advertisement 6/2/15
- 3) Craigslist Community Post – Sacramento 5/29/15
- 4) Craigslist Community Post – East Bay 5/29/15
- 5) County Supervisor Erin Hannigan Facebook Page – 5/19/15
- 6) County Supervisor Erin Hannigan Facebook Page – 6/2/15

Summary of Testimony Presented

Comment/Concern	Addressed in CAP on pg.	Reason for not addressing
Lack of affordable housing is a significant concern; limited incomes mean most of income goes to rent	Pg. 11, 12-13, 17-18, 29	
Even when there are Section 8 vouchers or other rental assistance available, it is very challenging to find affordable housing / landlords willing to rent to low-income or formerly homeless persons.	Pg. 12-13, 17-18, 29-30	
Transitioning into housing can be challenging for people who are not used to having their own physical household space or do not understand how to maintain a living situation	Pg. 12-13, 17-18, 30	
Lack of job training or inadequate education for higher skilled positions	Pg. 11, 13-15, 30-32	
Support is needed to find jobs that pay a living wage, including job search, computer training, resume writing, etc.	Pg. 11, 13-14, 30-31	
Mental health and health services and support are needed for those who struggle with these issues, as they are otherwise barriers to self-sufficiency	Pg. 11, 19-20, 30, 33	
Life skills training and relationship building skills are needed to help people manage their relationships and lives	Pg. 11, 30	
Food pantries do not have coordinated distribution points or items, and they do not often have fresh and healthy produce	Pg. 33-34	
Lack of financial literacy and budgeting skills makes it hard for households to save and make the best use of their money	Pg. 11, 18-19, 34	
Additional assistance is needed to help low-income people obtain public benefits for which they are qualified or to which they are entitled	Pg. 29	
Transportation is inadequate for traveling to work, school, childcare	Pg. 11, 14, 30, 32-33	Due to limited funds, the JPA will coordinate with transportation agencies such as Solano Transportation Authority, private cab and taxi companies, as well as non-profit and local

		government agencies that provide transportation services to ensure that these needs are met.
Lack of awareness of resources, outreach	Pg. 11, 28-35	
Lack of affordable childcare	Pg. 11, 16, 30, 33-34	Due to limited funds, the JPA will coordinate with other agencies in the Continuum of Care, including non-profit and public providers of children’s services (such as Children’s Network of Solano, Children in Need of Hugs, Healthy Start Family Resource Network, and afterschool programs), to meet the childcare needs of low-income persons in Solano County.

FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. **(Federal Assurances can be found on Public Law pages 2736-2739)**

1. Programmatic Purposes

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

CAP Solano JPA will help low-income individuals and families achieve self-sufficiency by
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directing its subrecipients and/or coordinating with community partners to provide comprehensive case management and wrap-around services. This will ensure that low-income individuals and families have the resources they need to become self-sufficient by providing employment training and employment search assistance, income and benefits advocacy, housing financial assistance, housing search services, transportation vouchers, affordable childcare, mental health services, healthy food, financial management, budgeting, and life skills classes.

(ii) secure and retain meaningful employment;

CAP Solano JPA's subrecipients and/or community partners will help low-income persons secure and retain meaningful employment through employment search assistance, which may include but not be limited to coaching on interviewing skills, job search assistance, resume writing, counseling/coaching, dress for success clothing, developing work history (volunteer opportunities), and post-incarceration re-entry assistance.

In addition, CAP Solano JPA will direct its subrecipients and work with community partners to provide job training & education, which may include but not be limited to job training, counseling/coaching, computer classes, GED classes, adult education, adult literacy, and adult language classes. Subrecipients or community partners will also provide transportation to services and opportunities (i.e. transportation vouchers, subsidized public transportation passes, private cars and taxis), childcare / afterschool programs (i.e. childcare, afterschool activities, youth education and enrichment, recreational activities), and housing assistance (both rental assistance, security deposit, utilities, etc. and housing search assistance) to reduce barriers to employment.

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

CAP Solano JPA will direct its subrecipients and work with community partners to help low-income individuals and families achieve an adequate education that includes literacy improvement, by providing GED classes, adult education programs, and adult literacy and language classes (for non-English speakers).

(iv) make better use of available income;

CAP Solano JPA will help low-income persons make better use of available income through directing its subrecipients and working with community partners to provide financial literacy and education. This may include classes on financial literacy, banking, budgeting, investing and saving strategies, borrowing / loan management, understanding credit/credit cards, insurance, and tax preparation programs.

(v) obtain and maintain adequate housing and a suitable living environment;

CAP Solano JPA's subrecipients will help low-income individuals and families obtain and maintain adequate housing and a suitable living environment by funding its subrecipients to provide 1) rental assistance, security deposits, utilities, and funding for minor home repairs; 2) housing search assistance, including housing counseling, navigation, landlord outreach, credit repair, and assistance with poor rental history; and 3) supportive services to ensure those most vulnerable have the resources they need to retain adequate housing and a suitable living environment.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

CAP Solano JPA will direct its subrecipients and work with community partners to provide emergency assistance through loans, grants, and items to meet immediate and urgent family and individual needs. This includes emergency housing assistance (including but not limited to rental assistance, security deposit, utilities, and minor home repairs), transportation assistance, food assistance, temporary shelter, transportation / car repair costs, and clothing.

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;

CAP Solano JPA and its subrecipients will prioritize developing community partnerships with public and private entities, such as local law enforcement agencies, local housing authorities, health and social service providers, the business community, and private foundations, as well as the many members of the Continuum of Care. CAP Solano will document best practices as successful grassroots interventions are implemented and seek to replicate these opportunities for engagement.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

CAP Solano JPA will engage in direct outreach to local law enforcement agencies, especially in areas where there is a higher crime rate. Several Board members already work closely with Homeless Task Force members in their respective jurisdictions on issues of homelessness and housing. These efforts can be expanded and serve as best practices. CAP Solano JPA will also encourage agencies to strengthen engagement with school districts through homeless-school

liaisons to prevent and reduce youth crime.

2. Youth

(B) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

CAP Solano JPA will encourage its subrecipients to provide, either directly or through working with community partners, programs serving youth that encourage their development. Sample programs include mentoring, life skills development, building parent-youth relationships, and preventing youth crime.

(ii) after-school childcare programs

CAP Solano JPA's subrecipients and community partners will connect consumers to afterschool programs or vouchers to subsidize placement in afterschool programs that support family needs and encourage youth development.

3. Coordination

(C) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

CAP Solano JPA will coordinate with other programs in the County, such as the Continuum of Care and other HUD-funded programs, through its relationship with the Continuum of Care Board, as all CAP Solano JPA jurisdictions have a seat on the CoC Board. Since CAP Solano JPA's members consist of representatives of six cities and the County, they will also coordinate with local government and state government programs run in their respective jurisdictions to ensure effective and efficient work, as well as thorough coverage of the jurisdiction's entire geography.

4. Emergency Food and Nutrition

Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.

CAP Solano JPA's subrecipients and community partners will provide emergency supplies and services, basic needs such as nutritious foods, and nutrition and cooking classes to prevent starvation and malnutrition among low-income persons. CAP Solano JPA will also coordinate with the County's food bank, WIC, Meals on Wheels, private and public food pantries, public resources such as free and reduced-price meal programs for school districts, and private initiatives to bring healthy foods and produce to low-income areas.

5. Employment and Training

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities under the Workforce Investment Act of 1998.

Through its connection with the Continuum of Care and the local city and county governments, CAP Solano JPA will work with both private and public entities providing services to low-income persons to reduce duplication of services. Specifically in the area of employment and job training, CAP Solano JPA will partner with providers that already have classes, programs, and/or counseling in these areas, such as the Workforce Investment Board, labor organizations, local libraries, and other adult education providers.

6. Low-Income Home Energy Assistance

Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in the community.

CAP Solano JPA will coordinate with the local energy resources, in particular North Coast Energy Services, Inc., which provides energy conservation, consumer education & advocacy, home improvement, utility assistance, job training, and other services to people in need in Solano and surrounding counties. The JPA's subrecipients will also work with emergency energy assistance providers, such as family resource centers and public utility discount programs.

7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships

Describe how your agency will to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

Since CAP Solano JPA members are also on the County's Continuum of Care (CoC) Board, they work closely with other CoC member organizations through regular CoC meetings and communication through CoC listservs. CAP Solano JPA members also work closely with private

non-profit and faith-based organizations in their local jurisdictions to coordinate services provision. The following is a list of organizations with which CAP Solano JPA has coordinated programs and/or has partnerships:

A Place 2 Live
Aldea Inc.
Area Agency on Aging for Napa and Solano
Anka Behavioral Health
Bay Area Foreclosure Assistance Collaborative
Benicia Community Action Council
Berkeley Food & Housing Project
California State Assembly
California State Senate
Caminar
Court Appointed Special Advocates of Solano County
Catholic Social Services Solano
California Department of Corrections and Rehabilitation
Children's Network
Children's Nurturing Project
Christian Help Center
Children in Need of Hugs
City of Benicia
City of Dixon
City of Fairfield
City of Rio Vista
City of Suisun City
City of Vacaville
City of Vallejo
Community Action North Bay
Connections for Life
Department of Veterans Affairs
Dixon Family Services
Dreamcatchers
Eastbay Goodwill
Faith in Action
Families in Transition Benicia
Fighting Back Partnership
First Place for Youth
Food Bank Contra Costa and Solano
Fairfield Suisun Unified School District
Global Center for Success
Greater Vallejo Family Resource Center
Health Care for the Homeless

Healthy Perspectives
Healthy Start Family Resource Network
Heather House
House of Purpose
Hugs 2 a Fresh Start
Joshua House
La Clinica de La Raza
Lift 3 Support Group
LUHAD
Mission Solano
Opportunity House
Our Place
Pacific Community Services
Princess House
Reynaissance Center
Rio Vista Community Services
Rio Vista Ministry
Salvation Army
Solano Coalition for Better Health
Solano County Board of Supervisors
Solano County Office of Education
Solano County Health & Social Services
Solano County Public Defender
Solano Transportation Authority
Solano Workforce Investment Board
St. Vincent De Paul Society of Benicia
Tribal TANF
Unity Hall
United Way of the Bay Area
Vacaville Family Resource Center
Vacaville Social Services
Vallejo Lord's Fellowship
Vacaville Unified School District

8. Establishment of Procedures for Adequate Board Representation

Describe your agency's procedures for establishing adequate board representation under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism).

CAP Solano JPA has a Tripartite Advisory Board, for which 4 out of 12 members must be low-income persons or

representatives of low-income persons. The low-income representatives are selected by the Continuum of Care, which is comprised of stakeholders/organizations that provide housing and services for low-income persons.

9. Participation in ROMA, or Alternative System for Measuring Performance

Does your agency participate in ROMA? Yes No

Describe how your agency addresses ROMA or another performance measure system which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

CAP Solano JPA staff uses a performance measurement system that is equivalent to ROMA to ensure outcome objectives are met. The outcome measures used to determine subrecipient performance in promoting self-sufficiency, family stability, and community revitalization are set out in the Community Action Plan through the National Performance Indicator targets listed.

10. Cost and Accounting Standards

Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.

CAP Solano JPA ensures that its subrecipients follow the cost and accounting standards of the Office of Management and Budget by incorporating the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. 200) into its contracts/memoranda of understanding and by semi-annually monitoring the contracts for compliance. The City of Vacaville’s staff manages the CSBG awards.

11. Service Delivery System

Provide a description of your agency’s service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.

CAP Solano JPA’s services are provided through subrecipients which all target low-income individuals and families within the County. All of these subrecipients are community-based organizations, faith-based organizations, or local government agencies which almost exclusively work with low-income persons, and are thereby experienced in delivering services to those in need.

12. Linkages

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

CAP Solano JPA will direct resources toward filling identified gaps in services through

establishing certain priorities in its Community Action Plan. In addition, CAP Solano JPA will require its subrecipients to provide information, referrals, case management, and follow-up consultations to all appropriate program participants to ensure that they receive the services for which they are qualified from available providers.

13. Funds Coordination

Describe how CSBG funds will be coordinated with other public and private resources.

CAP Solano JPA will coordinate closely with the Continuum of Care Homeless Assistance, Emergency Solutions Grants, CalWorks, Community Development Block Grant, Mental Health Services Act, and other state and federal funding through its close relationship with the CoC and local governments. CSBG funding will be directed toward either filling in gaps in services or reinforcing services for which there is especial need.

14. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging parental responsibility.

In its Requests for Proposals, CAP Solano JPA will encourage applicants for CSBG funding to develop innovative community and neighborhood-based initiatives to serve low-income persons, including but not limited to fatherhood and parenting initiatives. CAP Solano JPA will prioritize innovative and effective initiatives in awarding funding.

STATE ASSURANCES

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

[California Government Code 12747](#) (a): Community action plans shall provide for the contingency of reduced federal funding.

CAP Solano JPA is seeking other funding opportunities, including state and private funding, to continue to meet the needs of low-income persons in Solano County in the case of reduced federal funding. Through the CSBG Request for Proposals and Applications, CAP Solano JPA is increasingly prioritizing leverage as a consideration in its awards, which builds incentive for agencies to seek additional private and state and local government

resources.

[California Government Code § 12760](#): Community action agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

CAP Solano JPA will coordinate with any entities that receive assistance for migrants and seasonal farmworkers through California Government Code Section 12765 and American Indians and Alaskan Natives under Section 12770 to ensure that services are not duplicated.

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If you are not an MSFW, write “not applicable”.

Not Applicable

INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

- Pay Stubs
- Social Security Award Letters
- Bank Statements
- Tax Statements
- Zero-income Statements
- Unemployment Insurance Letters
- Qualification for other need-based program, describe

CAP Solano JPA requires its subrecipients to document and retain documentation of participant income eligibility through providing any or all of the sources above to demonstrate that they

fall within 100% of the Federal Poverty Level. CAP Solano JPA sets forth this requirement in the Request for Proposal and in the Memorandum of Understanding signed by subrecipients.

Other, describe:

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency generally verifies income eligibility for services? An example of these services is emergency food assistance.

CAP Solano JPA will allow its subrecipients to provide services with limited intake procedures only under the conditions that 1) obtaining individual income verification is impossible or impractical and 2) the services provided are located in neighborhoods that are mostly low-income to ensure that those most in need are targeted.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

For services that provide a community-wide benefit, CAP Solano JPA will focus on partnerships and development of community assets/resources that are located in low-income neighborhoods or have clear demonstration of being frequently utilized by low-income persons.

MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation, frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

CAP Solano JPA requires subrecipients to report outcomes regarding progress toward achieving the NPI goals on a monthly basis to ensure that their programs and services are achieving their objectives and providing the intended services for low-income persons.

At least every six months, the JPA Board will require subrecipients to submit quantifiable outcomes and a qualitative narrative of their work toward the objectives set in their applications for funding / MOUs. CAP Solano JPA Board and Staff will review these reports and provide feedback to the programs on areas of improvement.

2. Describe the frequency of evaluations conducted.

CAP Solano JPA staff will conduct evaluations at least every six months for the JPA Board to review. If, after the first six months, the evaluation indicates that a subrecipient is not meeting its performance objectives, the frequency of evaluations will increase as the CAP Solano JPA Board determines is appropriate.

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

CAP Solano JPA will require subrecipients to provide monthly outcome reports and will conduct full evaluations of the programs every six months (or more often if the JPA Board determines it necessary). By requiring the monthly outcome reports, CAP Solano JPA will ensure that the subrecipients are regularly spending down the funding and serving low-income individuals in a timely manner.

DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the [State and Federal Accountability Measures](#), provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, and review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

For CSBG funding, CAP Solano JPA requires each subrecipient agency to collect data on outcomes, specifically how they are contributing to meeting the Community Action Plan's targets for the National Performance Indicators. CAP Solano JPA will provide each subrecipient with a worksheet to complete on a monthly basis with quantifiable data on specific outcomes.

To ensure data accuracy for all CAP Solano JPA activities, CAP Solano JPA Staff and Board will review data provided on at least a semi-annual basis before submitting data to the State.

Describe the data reporting process.

CAP Solano JPA will require subrecipient organizations to collect and report basic outcomes data to the CAP Solano JPA Board on a monthly basis and more detailed narrative reports on a semi-annual basis.

Describe how the data is used, analyzed and acted on to improve agency programs and services.

Once data reports have been collected, JPA Staff will review and analyze the data to determine areas of improvement and propose strategies to improve JPA programs and services to the JPA Board. The JPA Board will discuss and vote on any proposed program- and system-level reforms, which the JPA Staff will implement.

CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS (CSD 801)

The National Performance Indicators (NPI) were created collaboratively within the CSBG Network to enable the more than 1,000 Community Action Agencies in 52 States and territories to present a more uniform and coherent national picture of the work and accomplishments. This reporting process is an important component of the broader CSBG initiative to use results-focused management principles to strengthen the entire CSBG Network.

The NPIs contains 16 broad outcome measures or indicators that will capture the universal accomplishments of the various local and state CSBG agencies in our Community Services Network. The indicators are crucial in telling the story of what community action accomplishes as a national Network. At the same time, these indicators have been designed to evaluate performance of community action in assessing the needs of our communities and to address poverty alleviation in a comprehensive way.

As part of the CAP process, each agency is asked to review and identify the appropriate National Performance Indicators, and develop two years of projections/goals and strategies. These National Performance Indicators were developed using the six National Goals and Outcome Measures.

The CSBG/NPI CAP Projections (CSD 801 CAP) will be monitored and evaluated by CSD Field Operations Representatives.

1. To access the CSBG/NPI CAP Projections (CSD 801 CAP) visit the CSD Provider's Website at <http://providers.csd.ca.gov/CSBG> under the tab "Forms".
2. When complete, save the Excel spreadsheets and include the workbook as an attachment to the CAP.

Helpful resources to complete the CSBG NPI CAP Projections (CSD 801) are the [CSBG Information System \(IS\) Instruction Manual for National Performance Indicators \(NPI\)](#) and the [NASCSP Targeting Field Manual](#).

APPENDICES (OPTIONAL)

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.