

# **2018-2019 Community Action Plan**

**California Department of  
Community Services and Development**

**Community Services Block Grant**



## PURPOSE

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

### **COMPLIANCE WITH FEDERAL LAW**

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

### **COMPLIANCE WITH STATE LAW**

To comply with [California Government Code 12747](#) pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

### **COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS**

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

## **CONSUMER INPUT AND INVOLVEMENT**

**Standard 1.1** The organization/department demonstrates low-income individuals' participation in its activities.

**Standard 1.2** organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

## **COMMUNITY ENGAGEMENT**

**Standard 2.2:** The 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 sector 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 3.4:** The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

**Standard 3.5:** The governing board or tripartite board/advisory body formally accepts the completed community assessment.

**Standard 4.2:** The organization's/department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

**Standard 4.3:** The organization's /department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle.

#### **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.

#### **STATE PLAN AND APPLICATION REQUIREMENTS**

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in CSDs biennial State Plan and Application.

DRAFT

State of California  
Department of Community Services and Development  
CSBG Community Action Plan  
CSD 410--Version (01/17)

## **COMMUNITY SERVICES BLOCK GRANT**

### **2018/2019 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: Kathy Lawton-Caesar, Chair/Executive Director, 701 Civic Center Boulevard, Suisun City, CA 94585

#### **Agency Contact Person Regarding Community Action Plan**

Name: Kathy Lawton-Caesar  
Title: Chair/Executive Director  
Phone: 707-421-7332 Ext: \_\_\_\_\_  
Fax: 707-429-3758  
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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 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

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Board Chairperson

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Date

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Executive Director

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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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## **2018 - 2019 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, 2017:

- Cover Page and Certification**
- Table of Contents**
- Vision Statement**
- Mission Statement**
- Comprehensive Community Needs Assessment**
- Documentation of Public Hearing(s)**
- Federal Assurances**
- State Assurances**
- Individual and Community Eligibility Requirements**
- Monitoring and Evaluation**
- Data Collection**
- Appendices (Optional)**

## VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than 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.

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.

## 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)*).

The Community 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. 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.

As a part of the Community Needs Assessment process, each organization will analyze both qualitative and quantitative data to provide a comprehensive "picture" of their service area. To assist the collection of quantitative data, CSD has provided a link to a data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

[https://public.tableau.com/views/Cap\\_Assessment/CAPData?:embed=y&:display\\_count=yes](https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes)

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the summarization of findings, but the identification, measurement and reporting of improvements and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

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 utilize a combination of activities and tools such as: focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Helpful Resources		
<b>United States Census Bureau</b> Poverty Data <a href="#">click here</a>	<b>State of California Department of Justice</b> Statistics by City and County <a href="#">click here</a>	<b>U.S. Department of Housing and Urban Development</b> Homelessness Assistance <a href="#">click here</a>
<b>Employment Development Department</b> <b>Unemployment Insurance Information by County</b> <a href="#">click here</a>	<b>California Department of Education</b> Facts about California Schools Using DataQuest <a href="#">click here</a>	<b>California Department of Public Health</b> Statistical Data <a href="#">click here</a>
<b>Bureau of Labor Statistics</b> Labor Data <a href="#">click here</a>	<b>California Department of Finance</b> Various Projections/ Estimates <a href="#">click here</a>	<b>Community Action Partnership</b> Community Action guide to develop a CNA <a href="#">click here</a>
<b>A Comprehensive Community Needs Assessment (CCNA) Tool</b> Statistical Data to assist CNA development <a href="#">click here</a>		

## **Comprehensive Community Needs Assessment (Insert Narrative)**

### **Part 1: Causes and Conditions of Poverty in Solano County**

#### **Overview**

The 2017 comprehensive community needs assessment indicates that primary causes of poverty in the County are 1) lack of affordable housing options, 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) mental health issues; 5) lack of childcare and afterschool programs; 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, transportation help, mental health and alcohol/substance use services, job training, connection to benefits, and education.

**Providers** identified rental assistance, transportation, more and higher paying jobs, job training and education, mental health services, and financial literacy/budgeting as the most needed services 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:

#### **- 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 Solano County at community forums, focus groups, interviews, and in survey responses. Consumers and providers alike overwhelmingly identified the high cost of housing as a primary cause of poverty, and affirmed that the lack of affordable housing is one of the primary challenges for low-income persons.

This community-identified issue is consistent with the County's very low vacancy rates and decreasing affordability. In 2015, Solano had an estimated 10,768 vacant housing units, resulting in a 7.0% vacancy rate for housing units, compared to 8.1% for California and 12.3% for the country. The county's rental vacancy rate was 5.6%, and the homeowner vacancy rate was 1.4%. Vacancy rates among cities in Solano county ranged from 3.7% in Suisun City to 10.2% in Vallejo. Homeowner vacancy rates ranged from a low of 0% in Dixon to 3.5% in Rio Vista. Rental vacancy rates had a much higher range across cities, from a low of 1.1% in

Suisun County to a high of 8.7% in Vallejo. 40.1% of the county's units are renter-occupied, an increase of 6.28% since 2013.

Housing affordability is a primary concern for Solano County residents, who pay one of the largest proportions of rent as a percent of income in the state. 56.97% of renters in Solano County renters pay 30% or more of their income toward rent and are thus rent burdened. The National Low Income Housing Coalition estimates that a renter would have to earn \$19.69/hour in a 40-hour work week to afford a one-bedroom housing unit in Solano County; the estimated mean renter wage in the county is \$16.18/hour and minimum wage is \$10.50/hour as of 2017. 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, and continues to decrease, reaching 45% in the 4<sup>th</sup> quarter of 2016. Solano County remains a relatively less expensive place to live compared to the rest of the Bay Area, which is one of the most costly regions in the country, but affordability has been dropping rapidly for years due to the recovery of the housing market and the extreme unaffordability of nearby communities. In March 2017, single-family home prices in Solano County increased 8.1% relative to the previous year, while year-to-year sales have decreased 6.8%. 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 and providers identified rental assistance as the primary service need, with housing search assistance, utilities and/or down payment assistance, credit repair, and job training as additional 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 housing. Outreach to increase awareness and understanding of these resources is important for persons who are in need of these services.

#### **- 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, health problems, lack of job training, insufficient childcare for employees, lack of education, criminal

record, inadequate work history, and insufficient job seeking assistance (e.g., resumes, interview skills).

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 the employers do not have to pay for health insurance and/or other benefits. Without health insurance and other benefits, it is difficult for low-income residents to maintain their health and the health of their family members, which in turn can undermine their ability to remain stably employed. Further, many employers do not provide consistent work hours; thus, it is difficult for the employees to achieve the equivalency of full-time work because they cannot coordinate shifts among multiple low-income positions.

As noted above, unemployment and the relative lack of jobs within the County are significant underlying causes of poverty. Solano County was hit hard by the recession in 2008, resulting in one of the highest unemployment rates in the region. The County's economy has improved significantly over the last eleven years, with the labor market largely recovering. Nonetheless, many low-income individuals and families are still struggling financially, as workers' earnings continue to be lower than what they were before the recession. Median household income in 2015 for Solano County was \$66,828 - the lowest among Bay Area counties.

In February 2017, Solano County's unemployment rate was 5.4%, a decrease of 0.4% since February 2016. However, Solano has the highest unemployment rate among Bay Area counties (i.e. San Mateo's rate is 2.8%, Marin 3.0%, San Francisco 3.0%, Santa Clara 3.5%, Napa 4.2%, Sonoma 3.8%, Alameda 3.9%, Contra Costa 4.1%), and is higher than the unemployment rate of 4.9% for the state of California. The unemployment rate was especially high in cities such as Vallejo (6.9%), Dixon (5.9%), and Rio Vista (5.9%).

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 (and thus higher paying) positions, but many lack the job training and skills needed for such positions. 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.

In addition, the most recent American Community Survey data on county-to-county commuter patterns 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 helps to explain 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; consumers and providers alike identified employment and career as among the top areas of focus to improve individual lives and self-sufficiency. For this reason, consumers and providers alike identified job training and transportation the primary services needed to help people out of poverty.

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, service needs include skills/vocational 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. Transportation assistance and child care are also critical in providing employment search assistance and helping low-income workers maintain stable employment. In addition, outreach to increase awareness of these resources is important for persons in need of these services.

### **- 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 and providers 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 long wait times for buses and/or transfers. In 2015, the mean travel time to work among Solano residents was 30.1 minutes, including workers commuting in county and to other counties. Because of the significant geographical distance to travel in-county 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 2.8%, versus 5.2% for the rest of California in 2015.

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 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

The vast majority of consumers and providers identified improved transportation as one of the top three services they would prioritize to help people out of poverty. Suggestions for programs include vouchers for taxis, Uber/Lyft, and/or financial assistance for car repairs, gas, and bus passes for clients who need transportation assistance to get to and from work. Other possibilities include vanpools and shared transportation, expansion of the current reduced Taxi-fare program in Suisun and Fairfield (FAST), and pilot shuttle program for clients who need transportation assistance to get to health, behavioral health, social services appointments. Fairfield is already working on the creation of a shared funding pool/operations across multiple agencies provide shuttle services to clients with transportation needs; this program model could be replicated and expanded to other cities in Solano County.

#### - **Educational Achievement**

Poor educational achievement continues to be an underlying cause of poverty in vulnerable communities. Of the low-income consumers surveyed, roughly one third identified education as a key factor in improving their situation. Providers similarly identified lack of education as a primary cause of poverty and additional education as being important to improving the lives of people in Solano County.

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 (87.5%) than the overall state (81.8%), the college degree rate is lower than state average (24.9% versus 28.8%). The poverty rate for Solano residents 25 years or older with less than a high school degree is 26.0%, and 15.7% for residents with a high school degree or the equivalent. By comparison, the poverty rate is only 5.3% for individuals who have attained a bachelor's degree or higher.

There are significant academic discrepancies within the County depending on city, which correlate with poverty rates. For example, high school dropout rates vary significantly across school districts – from 1.4% in Travis Unified and 1.9% in Benicia Unified to 12.7% in Fairfield-Suisun Unified, 14.4% in Dixon Unified, and 26.9% in Vallejo City Unified School District. For standardized SAT testing results, the percentage of students with scores over 1500 in the

2014-15 school year was 47.14% for the County, but only 25.85% of Vallejo students scored at that level versus 68.85% of Benicia students.

Furthermore, there are significant education inequalities across racial and ethnic groups. For example, only 33% of Latino and 33% of African American 3<sup>rd</sup>-grade students in Solano County read at grade level, compared to the overall county rate of 50%. Similarly, only 73% of Native Hawaiian/Pacific Islander, 73% of African American, and 79% of Latino high school sophomores demonstrated grade level proficiency in English Language Arts in 2015, compared to an average of 84% of students across the County. Additionally, a disproportionate number of high school dropouts were Latino (45.9%, even though they are only 24.0% of the overall County population) or African American (19.6%, even though they are only 14.7% of Solano's population).

### Services Gap

The primary gap in education services for low-income students identified was more afterschool programs. Well over half of providers surveyed identified more funding for afterschool programs as the top priority to improve children's outcomes. This identified need is reinforced by 2014-2015 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 47<sup>th</sup> 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.

#### **- 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 survey responses, over half of responding providers identified inadequate childcare as one of the primary barriers to success for low-income parents to obtain and maintain employment. Consumers similarly identified lack of childcare as a significant barrier to employment during focus groups, as well as in response to surveys. The 2015 California Child Care Portfolio indicates that the major reasons families in Solano County seek child care are: employment (62%), parent seeking employment (16%), and parent in school or training (8%). 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 housing or place of employment, which is exacerbated by transportation challenges. The struggle of low-income parents to find affordable quality childcare is intensified by the inconsistent hours

and scheduling of many low-income employment positions, especially for part-time positions. Conversely, challenges in finding affordable childcare options may limit the employment options available to low-income parents due to schedule and transportation considerations between home, work, school, and childcare.

A significant reason for the challenge in obtaining affordable quality childcare is the lack of government support: Since 2007-08, total annual funding for subsidized child care and preschool in the state has been cut by nearly 40%, resulting in the elimination of nearly one-quarter of all child care and preschool "slots" across California. Programs such as Black Infant Health Program have seen significant cuts over in recent years, and there has been a general reduction in staff, such as social workers, that support low-income families. In Solano County, there are only enough licensed child care slots to meet the needs of 17% of children ages 0-12 with parents in the labor force. Without subsidized programs, the average cost of child care in a child care center in Solano County is \$13,134 for infants and \$9,378 for preschoolers, an infeasibly high cost for low-income working parents.

#### Services Gaps

In the surveys and focus groups, consumers and providers identified afterschool programs, safe, quality childcare, food programs, and tutoring programs as the key services needed for low-income children in Solano County. Focus group participants also identified the need for increased childcare options, such as on-site childcare linked to housing complexes or to employment programs. One suggested strategy for increasing affordable child-care options is to incorporate connection to mainstream childcare resources into Solano County's Coordinated Entry process for preventing and ending homelessness.

- **Homelessness (This section is subject to change if the 2017 sheltered and unsheltered numbers are approved for public release before June 30, 2017)**

Homelessness is one of the primary conditions of poverty in Solano County. As is required by HUD Solano County performs a sheltered count every year and a sheltered and unsheltered count every odd numbered year. In order to have numbers for each year, HUD allows reporting on a combination of most recent sheltered count plus most recent unsheltered count. For Solano that means the unsheltered from 2015 plus the sheltered from 2016. That is the data that follows here. The January 2015-2016 county-wide Point-In-Time Count found 1,118 homeless persons, 28.9% (323) of whom were sheltered and 71.1% (795) of who were unsheltered. Of the sheltered persons, 52.6% were in emergency shelters and 47.4% were in transitional housing. 259, or 23.1% of the persons experiencing homelessness in Solano, 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 demographic breakdown was as follows:

- Age: 8.2% were children under 18, 10.2% were adults between 18 to 24, and 81.6% were adults over age 25.
- Gender: 65.7% male, 34% female, < 1% transgender
- Race: 39.8% White, 33.5% Black/African-American, 4.2% American Indian/Alaskan Native, 2.5% Asian, 18.9% Multiple Races, <1% Native Hawaiian or Other Pacific Islander
- Ethnicity: 20.6% Hispanic/Latino, 79.4% Non-Hispanic/Non-Latino
- Veterans: 10.6% Veterans

A 2016 survey of individuals experiencing homelessness revealed that 57.8% of individuals have lived in the County for 10 years or more; only 9.3% reported living in the County for less than one year. Length of time homeless experienced by individuals in Solano County varied greatly: 21.8% of survey respondents had been homeless for 1 year or less, 25% for 1-5 years, 10.9% for 5-10 years, 12.5% for over 10 years, and 25% reported intermittent episodes of homelessness, were not currently homeless, or provided no response/were unsure of their length of time homeless.

Results from 2015 and 2016 surveys of homeless service providers and people experiencing homelessness in Solano County also showed that poverty, unemployment, and the high cost of housing were the primary factors contributing to homelessness. Mental health and other chronic health issues, substance use treatment needs, and a lack of available supportive services are also key contributors. The primary causes of homelessness in individual cases are job loss and eviction. Alcohol and drug issues and domestic/partner violence are also cited as primary causes for approximately 10% of instances of homelessness in Solano County.

Once Solano County residents become homeless, the greatest barriers to exiting homelessness are:

- lack of affordable housing / low vacancy rates throughout the County;
- high cost of housing that is available;
- lack of income;
- transportation and childcare issues;
- mental health and substance use treatment needs; and
- lack of awareness of available resources.

In addition to financial and health reasons, individuals experiencing homelessness often also face compounding barriers like discrimination, past evictions, limited or poor credit, criminal records, limited rental histories, and poor landlord references. For example, 85% of individuals reported being unemployed and 28% reported spending a night in jail or prison in the last 12 months. Barriers like these place individuals and families seeking to exit homelessness at a disadvantage relative to other Solano County residents with low incomes when competing in Solano County's extremely tight rental market.

Additionally, a comprehensive analysis of the geographic distribution of homeless individuals from the January 2015 Point-in-Time showed that incidences of homelessness vary

significantly by city: Of the total population of individuals experiencing homelessness in Solano County, 37% were in Vallejo, 33% were in Fairfield, 11% were in Vacaville, 10% were in the unincorporated area, 4% were in Benicia, 2% were in Dixon, 2% were in Suisun City, and 2% were in Rio Vista. In addition, 90% of the homeless persons in Vallejo were unsheltered, constituting nearly half of the unsheltered persons in Solano County. At the same time, 62% of the sheltered persons in Solano County lived in Fairfield.

#### Services Gap

The primary barrier to preventing and ending homelessness in Solano County is the severe lack of housing affordable enough to house individuals and families with extremely or very low incomes. Participants in focus groups, community forums, interviews, and surveys consistently identified as top priority the need for additional permanent supportive housing and rapid re-housing to serve persons who are homeless and transitional or “bridge” housing to serve specific populations, including the need to diversify housing and service options to accommodate varied needs of priority subpopulations such as domestic violence survivors and transition age youth. According to 2015 data, there is a need for at least 731 additional year-round permanent housing beds to accommodate the number of people currently experiencing homelessness. 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.

Individuals experiencing homelessness also identified bad credit, restrictions on housing (ex: pets, criminal records, sobriety requirements), and bad rental history as barriers to finding and maintaining affordable housing, indicating a need for an increase in low-barrier, affordable housing options for individuals experiencing homelessness as well. There are few low-barrier emergency shelter options in Solano County, which often puts the highest risk, medically vulnerable homeless population in danger without options for emergency housing except for occasional costly emergency hospital care. The JPA has committed to implementing a Housing First philosophy throughout the housing and services system of care through its recently adopted Regional Strategic Plan and will be working with community partners to reduce barriers to housing for low-income and homeless individuals and families.

In addition to housing, persons experiencing homelessness 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. Many homeless service providers and people experiencing homelessness particularly 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.

- **Healthcare, including Mental Health and Substance Use Treatment**

Several health issues are commonly identified as causes and conditions of poverty in Solano County. Mental health conditions and substance use 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 and providers identified in surveys, focus groups, interviews, and community meetings were: mental health, mental disability, alcohol/substance use disorders, obesity, diabetes, and poor nutrition.

Life expectancy in Solano County is 79.1 years, lower than the state average in California of 80.5 years. South/Central Vallejo had the lowest life expectancy (77.3 years) while Davis and Dixon had the highest life expectancy (83.6 years and 82.9 years, respectively). Mortality rate is 70.8 per 10,000, compared to 64.6 per 10,000 for California. All-cause mortality rate was highest in East Vacaville (80.9 deaths per 10,000 population) and Fairfield (78.9 deaths per 10,000 population).

Compared to peer counties, Solano County places in the least favorable quartile in the following mortality indicators: Alzheimer's disease deaths (44.8 per 10,000), cancer deaths (180.9 per 100,000), chronic lower respiratory disease (CLRD) deaths (44.1 per 100,000), diabetes deaths (28.1 per 100,000), female life expectancy (80.9 years), male life expectancy (77.0 years), motor vehicle deaths (11.0 per 100,000), and stroke deaths (44.5 per 100,000).

Solano County also scored in the least favorable quartile for the following morbidity factors: adult diabetes (10.7%), adult obesity (26.0%), gonorrhea (86.4 per 100,000), HIV (322.5 per 100,000), and syphilis (6.0 per 100,000).

Particular health issues and concerns for Solano County residents highlighted by the Solano County Department of Public Health include:

- **Heart disease** is the leading cause of death in Solano County, causing an average of 312 deaths per year. One in twelve Solano County adults has heart disease, and the emergency department discharge rate for heart disease in Solano County is 2.2 times the California rate. Emergency department discharge rate for heart disease among African Americans was 1.3 times higher than among non-Hispanic whites.
- The incidence rate of **lung cancer** in Solano County is 5.5 per 10,000 population, higher than the state average of 4.5 per 10,000 population. Emergency department discharge rate for lung cancer in Solano County was 2.5 times the rate in California in 2012.
- Emergency department discharge rate for **hypertension** in Solano County was 1.8 times the rate in California, with a discharge rate twice as high among African American residents than among non-Hispanic Whites. Additionally, over one-fourth

- (27.9%) of Solano residents 18 years old and older with high blood pressure are not taking medication to control their hypertension.
- **Stroke** is the 5th leading cause of death in Solano County, causing an average of 163 deaths per year from 2012-2014. Emergency department discharge rate for stroke in Solano county is 2.6 times the rate in California. The county-wide hospitalization rate for stroke is 59.3 per 10,000 population, with the highest hospitalization rates in South/Central Vallejo, North Vallejo and Fairfield.
  - **Diabetes** is the 7<sup>th</sup> leading cause of death in Solano County, causing an average of 114 deaths per year. One in ten Solano County adults has diabetes. The emergency department discharge rate for heart disease in Solano County is 1.6 times the California rate and is 2.2 times higher among African Americans than among non-Hispanic whites.
  - Prevalence of **asthma** among adult Solano County residents is 2.2 times higher than among all Californians. Solano County emergency department discharge rate for asthma is almost 1.9 times the California rate; Elmira has the highest rate of ED visits for asthma in Solano County.

Additionally, mental health and substance use are often key contributors to poverty and homelessness. There are areas with mental health professional shortages in Solano County, and the average number of mentally unhealthy days among adults 18 years old and older is 3.3 days per month. Solano County also has a much higher emergency department discharge rate for mental health than the state of California (263.4 per 10,000 population, compared to 149.9 per 10,000 population). Solano County emergency department discharge rate for substance abuse was 1.8 times the California rate, and was 2.1 times as high among African Americans as among non-Hispanic Whites. From 2006 -2012, it was reported that 19.6% of adults 18 years or older in Solano County drank alcohol excessively.

Solano County health insurance coverage rates have consistently increased since 2012, but coverage still varies by ethnicity, educational attainment, and income. According to 2015 Census Estimates, 89.4% of the County had health insurance, while 10.4% of residents were uninsured. Latino residents had a significantly lower health insurance coverage rates than county average, with 83.2% of Latino residents insured and 16.8% uninsured. Health insurance coverage was also significantly lower than average among residents with less than a high school degree; 76.7% of these residents have health insurance, meaning that nearly a quarter (23.3%) of residents with less than a high school degree are uninsured. Health insurance coverage also varies greatly by income: insurance coverage is lowest among households earning under \$25,000 (83.1%) and households earning between \$25,000 - \$49,999 (82.9%).

The County Public Health Department reports that only 79.9% of expectant mothers in Solano County received prenatal care in their first trimester, compared to 83.6% for the state of California. In 2013, Solano County's teen births rate was 26.2 per 1000 in Solano County, a decrease from previous years, but still the highest rate in the nine county Bay Area (Napa - 22.3 births per 1,000 teens, Alameda - 21.9, Santa Clara - 21.4, Sonoma - 20.8, Contra Costa -

19.7, San Mateo - 18.2, San Francisco - 13.7 and Marin - 12.3). 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, including individuals experiencing homelessness, 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. An increase in walk-in availability and access to behavioral health treatment and services was identified as a county need by focus group consumers and providers.

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, health insurance outreach and enrollment for the uninsured, low-income residents, financial assistance for healthcare costs not covered by insurance, and other forms of direct health assistance are a priority for low-income persons.

#### **- Income Management**

Financial management and budgeting have been identified by both providers and consumers as compounding factors of poverty in Solano County. Unemployment or low-wage employment, in combination with high childcare, transportation, healthcare, and rental housing costs, exacerbate the difficulty of financial management and budgeting for low-income families.

In addition, consumers have identified assistance in navigating applications and appeals for government benefits as an area of need. Providers have also 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, budgeting, and financial literacy are critical for helping low-income persons. Classes and counseling may include topics such as financial literacy, banking, budgeting, investing and saving strategies, borrowing/loan management, understanding credit/credit cards, insurance, and tax preparation programs. Outreach and coordinated messaging among service providers is also important to increase awareness of these resources.

- **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. 2014 data also indicates that 21.9% of children in Solano County live in food insecure households. What is striking is only 62% of those who are food insecure are people below 100% of the poverty line compared to 78.1% for California. Thus, 38% of Solano resident who were food insecure were not eligible for federal nutrition assistance such as Supplement Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC) Nutrition Program, 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 received 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.

“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”) are likely a significant cause of the nutrition challenges. Solano County has approximately 16.2 grocery stores per 100,000 people, less than the California average of 21.5/100,000 people. Almost 1 in every 2 (45%) Solano residents live in areas with limited access to supermarkets, supercenters, grocery stores, or other sources of healthy and affordable food. The lack of grocery stores in parts of the county, compounded by transportation constraints, results in difficulty obtaining healthy food and fresh produce at a reasonable cost. Key informant and focus group interviewees in a Community Health Needs Assessment of the Solano County Health Service Area conducted in May 2016 shared that unhealthy food and beverage products are easily accessible and cost less than a bag of fruit or vegetables.

Another nutrition-related concern is weight and obesity. High rates of poverty, lack of and inaccessibility to grocery stores, high density of fast food outlets, low walkability, and a high percentage of commuters are all factors that contribute to the prevalence of overweight and obesity in Solano County. 20.4% of Solano County’s 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> graders are overweight and 20.9% are obese. 2 in 3 Solano County adults 18 years older and older are obese or overweight, with 18.2% of adults 20 years and older reporting that they have no leisure time for physical activity.

Additionally, over 31,000 Solano County adults have diabetes. The high prevalence of diabetes in the County has been linked to several possible causes, such as low access to healthy, affordable food options and health education.

#### Services Gap

Services to address nutrition needs identified by consumers and providers include providing nutrition education for both adults and children. Another key need is increased 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. Consumers would also benefit from enrollment assistance for SNAP, WIC, free and reduced-price school meals, and other nutrition and food assistance programs available to low-income households in the County.

- **Crime**

Consumers and providers shared some concern regarding the intersection of crime and poverty in Solano County. It was noted in focus groups and community forums that criminal history and challenges with re-entry following incarceration are of critical concern.

The rate of violent crime for Solano County is 445.6 per 100,000 population. The rate of major crimes in Solano County is 375.0 per 10,000 population, with the highest reported rate of major crimes in the City of Vallejo (581.4 per 10,000 population). Additionally, Solano County has a rate of domestic violence of 43.6 per 10,000 population, higher than the rate in California of 40.2 per 10,000 population. The City of Fairfield had the highest reported rate of domestic violence in Solano County (66.7 per 10,000 population).

Additionally, statistics show that African American residents are disproportionately the victims of assault in Solano County. The emergency department discharge rate for assault among African Americans was 2.9 times the rate among non-Hispanic whites (114.4 per 10,000 compared to 39.0 per 10,000), while the hospitalization rate for assault among African Americans was 4.5 time the rate among non-Hispanic whites (10.4 per 10,000 compared to 2.3 per 10,000).

The juvenile felony arrest rate for has been decreasing in Solano County since 2006, mirroring national patterns. However, Solano's juvenile felony arrest rate is 8.3 per 10,000 population, 52<sup>nd</sup> among all California counties and much higher than the state average rate of 5.3 per 10,000 population.

#### Services Gap

The primary need 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. Additionally, there is a need to support low-income victims of crime who may need assistance with transportation, childcare, medical costs, and housing costs during periods of hospitalization and recovery which may include extended time outside of the workforce.

- **Life Skills and Family Stability**

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. Additionally, disparities in family stability exist within Solano County: although 87% of all children in the County's child welfare system exit to permanency within three years, this is true for only 76% of Latino children in the child welfare system.

#### Services Gap

One key area for improvement in stabilizing families is providing for rental assistance and housing placement. By ensuring the family is secure in their housing, you alleviate numerous concerns from a financial and behavioral health stand point, allowing them to focus on working towards other necessary benchmarks. Solano County recently received a Bringing Families Home grant from the State of California aimed at this specific issue. Through surveys, community meetings, interviews, and focus groups, the following additional priorities for life skills, family improvement and stability were identified: behavioral health services, employment and career assistance, education support and parenting help.

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

##### **- 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.

##### **- Consumer Focus Groups**

The community needs assessment included six consumer focus groups at agencies that effectively serve low-income and homeless persons at geographically diverse areas in Solano County: Dixon, Fairfield, Suisun City, and Vacaville. 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.

##### **- Consumer and Provider Surveys**

The community needs assessment process used both online and paper version of consumer and provider/community surveys. Both the consumer and provider surveys were 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.

- 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.

#### Public Community Needs Assessment and Related Forums

- October 4, 2016 Community Workshop at Empress Theatre in Vallejo, sponsored by Vallejo Police Department – discussed efforts by police department relating to homelessness, the primary causes of poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as draft priorities in Regional Strategic Plan to Respond to Homelessness in Solano County.
- December 1, 2016 Issue Summit at the Nelson Community Center in Suisun City and December 5, 2016 Issue Summit at the John F. Kennedy Library in Vallejo – sponsored by the JPA – discussed potential strategies for responding to homelessness in Solano County, including creative solutions to lack of affordable housing, navigation through system in place for low-income and homeless residents, and serving particular subpopulations. The summit also provided an opportunity for participants to review and comment on priorities and strategies in the draft Regional Strategic Plan to Respond to Homelessness in Solano County. The Issue Summits were attended by over 120 people.
- December 5, 2016 Issue Summit at the John F. Kennedy Library in Vallejo, sponsored by the JPA – discussed potential strategies for responding to homelessness in Solano County, including creative solutions to lack of affordable housing, navigation through system in place for low-income and homeless residents, and serving particular subpopulations. The summit also provided an opportunity for participants to review and comment on priorities and strategies in the draft Regional Strategic Plan to Respond to Homelessness in Solano County.
- June 6, 2017 at the Suisun City Council Chamber in City Hall, 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. The forum also provided an opportunity for participants to review and comment on the Community Action Plan draft.

#### Continuum of Care Meetings

- August 24, 2016 CoC Board Meeting – Discussed homelessness and housing policies in the context of regional strategic planning for Solano County

- August 24, 2016 CoC General Meeting - Discussed homelessness and housing policies in the context of regional strategic planning for Solano County
- November 16, 2016 CoC Board Meeting – Discussed progress of Regional Strategic Planning process relating to responding to homelessness in Solano County
- February 22, 2017 CoC General Meeting – Discussed draft of Regional Strategic Plan to Respond to Homelessness in Solano County
- March 22, 2017 CoC Board Meeting – presented for approval 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.

#### Joint Powers Authority Board Meetings

- November 17, 2016 JPA Board Meeting - discussed primary causes of poverty and homelessness in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as draft priorities for 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County
- March 23, 2017 JPA Board Meeting – presented for approval 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- May 25, 2017 JPA Board Meeting- discussed Needs Assessment and status of draft CAP.
- June 22, 2017 JPA Board Meeting – discussed final draft of the CAP and Needs Assessment and approved it before submission by June 30, 2017.

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

- October 24, 2016 TAB Meeting – The TAB provided input on the regional homelessness strategic priorities and direction of the Community Action Agency.
- February 21, 2017 TAB Meeting – The TAB reviewed needs assessment data, provided guidance on additional data to be obtained and on the drafting of the CAP and discussed final draft of the Strategic Plan.
- June 19, 2017 TAB Meeting – Reviewed and discussed the final draft of the Needs Assessment and CAP, provided final input, and approved it before submission by June 30, 2017.

### Regional Strategic Planning Work Group Meetings

- July 18, 2016 - discussed primary causes of poverty and homelessness in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as process for developing a 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- August 16, 2016 – discussed primary causes of poverty and homelessness in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as structure and process for developing a 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County, including community engagement and input.
- September 15, 2016 – discussed primary causes of poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as draft priorities and strategies for 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- October 25, 2016 – discussed primary causes of and homelessness poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as community engagement and input regarding priorities and strategies for 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- November 17, 2016 – discussed primary causes of and homelessness poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as community engagement and input regarding priorities and strategies for 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- December 6, 2016 – discussed primary causes of and homelessness poverty in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities, as well as community engagement and input regarding priorities and strategies for 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- January 9, 2017 – discussed community engagement and input regarding priorities and strategies in 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County.
- February 6, 2017 – discussed community engagement and input regarding priorities and strategies in 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County and reviewed and discussed draft of Strategic Plan.

- March 6, 2017 – reviewed and approved final 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County and discussed implementation planning efforts.

#### City Councils/Municipal Meetings

- Fairfield City Council:
  - September 20, 2016 – reviewed homelessness and housing needs and policies
  - January 17, 2017 – Discussed the Fairfield Homeless Strategy and Regional Strategic Planning priorities
- Vacaville Homeless Roundtable
  - September 21, 2016 – Discussed homelessness and housing policies
  - October 19, 2016 – Discussed homelessness and housing policies
- Fairfield Homeless Collaborative
  - March 7, 2017 – Discussed Regional Strategic Planning priorities relating to homelessness and housing
- City/County Managers' Group Meetings
  - August 24, 2016 – Discussed Regional Strategic Planning priorities relating to homelessness and housing
  - January 6, 2017 – Discussed homelessness and housing policies in the context of regional strategic planning
  - May 24, 2017 – Discussed implementation of Regional Strategic Plan to Respond to Homelessness in Solano County
- County Board of Supervisors Meeting
  - January 10, 2017 – Discussed homelessness and housing policies and Regional Strategic Plan to Respond to Homelessness in Solano County
- Fairfield/Suisun Chamber of Commerce Meetings
  - February 9, 2017 Meeting with members of the business community at the Fairfield/Suisun Chamber of Commerce – discussed needs of low-income population, gaps in services and housing, and priorities of business community stakeholders with respect to responding to homelessness in Solano County, and reviewed draft priorities and key strategies of draft Regional Strategic Plan to Respond to Homelessness in Solano County.
  - March 8, 2017 Meeting with members of Fairfield/Suisun Chamber of Commerce Business Education Committee - discussed needs of low-

income population, gaps in services and housing, and priorities of business community stakeholders with respect to responding to homelessness in Solano County, and reviewed draft priorities and key strategies of draft Regional Strategic Plan to Respond to Homelessness in Solano County.

- Solano County Seniors Coalition
  - December 2, 2016 – discussed primary causes of poverty and homelessness among older adults and seniors in Solano County, the challenges to achieving success, gaps and needs in services, and funding priorities.

- Interviews

The community needs assessment and related strategic planning processes included one-on-one interviews of over 25 stakeholders ranging from public officials to key services providers. These stakeholders provided their perspectives on the causes of poverty and homelessness, challenges for low-income persons, gaps and needs in services, and priorities for future services.

- 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 Health and Human Services, Centers for Disease Control and Prevention
- 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
- California Child Care Resource & Referral Network, 2015 Child Care Portfolio
- Children Now, Solano County Scorecard
- Solano County Department of Public Health, Public Health Data & Maps
- Solano County Office of Education
- Solano County 2015-2023 Housing Element Update, Appendix A – Housing Needs Assessment
- Solano County 2015 Index of Economic and Community Progress, County of Solano and Solano Economic Development Corporation, March 2016

- Solano County Health Status Profile for 2015, Public Health
- Solano County Health Services Area Community Health Needs Assessment (CHNA), Valley Vision, May 2016
- Neighbors Helping Neighbors: A 5-Year Regional Strategic Plan to Respond to Homelessness in Solano County, Community Action Partnership of Solano County, Joint Powers Authority, March 2017
- Lucile Packard Foundation for Children's Health ([kidsdata.org](http://kidsdata.org))
- Vallejo Unified School District
  
- **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.

- Consumer Surveys

CAP Solano JPA staff designed and disseminated two different surveys specifically to elicit responses from: (1) low-income consumers and (2) individuals experiencing or at risk of homelessness. In order to ensure maximum outreach and convenience, both 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, and at community forums and focus groups. Local agencies were strongly encouraged to have their consumers complete the surveys.

As a result, over 65 individuals responded to the community needs assessment consumer surveys. The surveys asked respondents to state what they considered the primary causes of poverty and homelessness in Solano County, the challenges to achieving success, gaps / needs in services, and funding priorities.

- Focus Groups

JPA staff organized six (6) focus groups at community-based organizations which have a long history of serving low-income persons in the county, as well as in public locations known to be frequented by people experiencing homelessness:

- Edge Community Church, which hosts regular food distribution events for people with low-incomes, in Fairfield, August 30, 2016.
- Opportunity House, a transitional living and supportive services agency in Vacaville, September 9, 2016.
- Allan Witt Park, in cooperation with Community Action North Bay, which provides a broad range of anti-poverty and homelessness-related services in Fairfield, September 78, 2016.

- North Bay Stand Down, a three-day encampment to provide refuge and assistance to homeless and at-risk veterans, in Dixon, October 12, 2016.
- Mission Solano, an emergency shelter, short-term residential, and services agency in Fairfield, February 2, 2017.
- First Christian Church, which provides meals for people experiencing homelessness or who have low-incomes, in Suisun City, February 2, 2017.

The focus groups, attended by a total of approximately 75 participants, discovered primary causes of poverty and homelessness 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 persons experiencing homelessness, and questions were reviewed to ensure accessibility to persons with limited education.

- Providers serving low-income persons

In addition to the consumer surveys, the JPA Staff also broadly disseminated low-income and homeless services and housing 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 and persons experiencing or at risk of homelessness. 50 providers responded to the surveys.

- **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	Page
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 Caminar, Community Action North Bay, House of Purpose, the Family Resource Centers, Catholic Charities of Solano, Fighting Back Partnership, North Coast Energy Services, Inc., and the Salvation Army.]	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 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, Caminar, the Family Resource Centers, Fighting Back]	4.1: Expanding Opportunities Through Community-Wide Partnerships 6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent living situation)]

Supportive Services for Housing	[Yes, Direct]	<p>Partnership, Global Center for Success, Veterans Affairs, and the Salvation Army.</p> <p>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</p>	<p>6.4: Family Supports (LIP) unable to work have reduced or eliminated)</p> <p>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, House of Purpose, the Salvation Army, and the Family Resource Centers.</p> <p>Utilization (# of LIH that achieve an increase in financial assets &amp;/or financial skills)</p> <p>4.1: Expanding Opportunities Through Partnerships</p> <p>6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent living situation)</p> <p>6.2: Emergency Assistance (# of LI provided with emergency assistance)</p> <p>6.3: Child &amp; Family Development (# of infancy, children, youth, parents, other adults)</p>

			participating in development/enrichment programs)
			6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)
Employment Search Assistance	Yes, Direct	<p>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</p> <p>CAP Solano JPA will coordinate with the Workforce Investment Board, the Continuum of Care, local jurisdictions, individual employment services providers, and agencies, such as Berkeley Food and Housing, Catholic Charities of Solano, Community Action North Bay, Fighting Back Partnership, Global Center for Success, the Family Resource Centers, and the Salvation Army.</p> <p>CAP Solano JPA will coordinate with the Workforce Investment Board, the Continuum of Care, local jurisdictions, individual employment services providers such</p>	<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 Participation (# of Maximum Feasible Opportunities Through volunteer hours donated)</p> <p>4.1: Expanding Opportunities Through Community-Wide Partnerships</p>
Job Training & Education	Yes, Direct	<p>Job training, counseling/coaching, computer classes, GED classes, adult education, adult literacy, adult language classes, transportation services,</p>	<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</p>

			financial literacy education, as Berkeley Food and Housing, the Area Agency on Aging, CalWORKs, Catholic Charities of Solano, Community Action North Bay, Fighting Back Partnership, the Global Center for Success, Goodwill, Renaissance Center, the Salvation Army, and the Department of Veterans Affairs.	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
Transportation to Services and Opportunities	No, Indirect	Transportation vouchers, subsidized public transportation passes, private cars and taxis, outreach	CAP Solano JPA will coordinate with the Solano Transportation Authority, the jurisdictions, and providers and agencies, such as the Family Resource Centers, Caminar, Community Action North Bay, House	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 threatened opportunities

			of Purpose, Berkeley Food and Housing, the Area Agency on Aging, and the Salvation Army.]	& community resources/services for low-income people)
			4.1: Expanding Opportunities Through Community-Wide Partnerships	6.2: Emergency Assistance (# of LIP provided with emergency assistance)
Mental Health Services ]	No, Indirect ]	Case management, counseling, peer outreach ]	CAP Solano JPA will coordinate with the Continuum of Care, local jurisdictions, individual service providers such as Caminar and Solano Coalition for Better Health. ]	6.4: Family Supports (LIP unable to work have barriers to family stability reduced or eliminated)
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 service providers, and agencies,	6.5: Service Counts (# of services provided to LI) ] 4.1: Expanding Opportunities Through Community-Wide Partnerships 6.1: Independent Living (# of vulnerable individuals receiving services who maintain an independent living situation) 1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated) 2.1: Community

		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 First Place for Youth, as well as public school district afterschool programs.]	Improvement & Revitalization (increase in/safeguarding of threatened opportunities & community resources/services for low-income people)
Nutritious Food	No, Indirect	[Food pantry/food bank, access to healthy foods and produce, nutrition classes, cooking classes, outreach]	<p>4.1: Expanding Opportunities Through Partnerships</p> <p>6.3: Child &amp; Family Development (# of 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>
		[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 County, and local faith-based organizations	<p>1.2: Employment (# of LIP for whom barriers to initial or continuous employment are reduced or eliminated)</p> <p>4.1: Expanding Opportunities Through Community-Wide Partnerships</p>

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

**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.

**Page:** Please include the location where this information can be found.

DRAFT

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

CAP Solano JPA considers meeting all of the above areas of need to be important. However, given that the CSBG funding is limited, 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 and because without stable housing and employment it is difficult for individuals and families to address other needs. CAP Solano JPA will work to increase partnership with providers in these other areas to ensure that the spectrum of needs of low-income persons are met as they move towards stability and self-sufficiency.

CAP Solano JPA may fund services in the areas of Transportation, Mental Health, Childcare / Afterschool Programs, Nutritious Food, and Financial Literacy to meet the identified, related highest priority funding needs of rental assistance/search and employment assistance/job training. 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 afternoon of June 6 at the Suisun City Council Chamber in City Hall, 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, as well as the listservs of the Fairfield Homeless Collaborative and Vacaville Homeless Round Table. In addition, information about the hearing was published on CAP Solano JPA's website, the City of Vacaville'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, Tripartite Advisory Board listserv, Fairfield Homeless Collaborative listserv, Vacaville Homeless Round Table listserv

- 2) Post on City of Vacaville's main website, under "News"
- 3) Fairfield Daily Republic Advertisement
- 4) Craigslist Community Post Sacramento.
- 5) Craigslist Community Post.

**Summary of Testimony Presented**

Comment/Concern	Addressed in CAP on pg. <i>(This column will be filled in before the June 30 submission deadline and all attachments prepared).</i>	Reason for not addressing
Lack of affordable housing is a significant concern; limited incomes mean most of income goes to rent		
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.		
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		
Lack of job training or inadequate education for higher skilled positions		
Support is needed to find jobs that pay a living wage, including job search, computer training, resume writing, etc.		
Mental health and health services and support are needed for those who struggle with these issues, as they are otherwise barriers to self-sufficiency		
Life skills training and relationship building skills are needed to help people manage their relationships and lives		

Food pantries do not have coordinated distribution points or items, and they do not often have fresh and healthy produce			
Lack of financial literacy and budgeting skills makes it hard for households to save and make the best use of their money			
Additional assistance is needed to help low-income people obtain public benefits for which they are qualified or to which they are entitled			
Transportation is inadequate for traveling to work, school, childcare		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			
Lack of affordable childcare		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 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.

(v i) 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.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

- Disaster Preparedness and Relief
- Energy Support
- Job Training
- Asset Development Programs
- Educational Support
- Career Development
- Volunteer Coordination Efforts
- Food Resources
- Health Education
- Tax Preparation /Tax Credit Information
- Mentoring
- Parent Support
- Child Development Information
- Medical Service Access
- Home Visiting/Case management
- Childcare Services/Head Start
- Other: Housing Search/Placement; Rental Assistance; Utility Payment; Security Deposit; Landlord-Tenant Assistance [Click here to enter text.](#)
- Other: Transportation Assistance

## **2. Needs of 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

Please select the types of programs your agency sponsors to address the needs of youth:

- Youth Mediation Programs
- Youth Mentoring Programs
- Tutoring
- Life Skills Training
- Youth Employment
- Entrepreneurship Programs for Youth
- Other: Sponsored youth point-in-time count of homeless youth and related outreach program
- Other: Sponsoring youth-specific Coordinated Entry point for homeless/at-risk system of care
- Other: Work in conjunction with federally-funded McKinney-Vento Liaisons in schools to identify and serve homeless and at-risk families with children

Narrative Response:

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 of Other Programs**

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

Please indicate the types of programs your agency coordinates services with:

- Local Workforce Investment Boards
- Social Service Departments
- CSBG MSFW Agency
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Community Based Organizations
- Other: McKinney-Vento Liaisons
- Other: Continuum of Care
- Other: Click here to enter text.

Narrative Response:

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. Additionally, over the past year, CAP Solano JPA developed a 5-year Regional Strategic Plan to Respond to Homelessness in Solano County, which involved coordination and input from all jurisdictions, the Continuum of Care, and other homeless service providers, as well as community members and other interested stakeholders. One of the key goals of the Regional Strategic Plan is improved coordination of all stakeholders, including among jurisdictions, coalitions, programs, and providers. Coordination will be a key aspect of Regional Strategic Plan implementation.

#### **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 as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102].

Please indicate the types of entities your agency coordinates services with:

- Workforce Investment Boards
- Social Service Departments
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Local Colleges
- Adult Education programs
- Job Training Organizations
- CSBG MSFW Agency
- CalWORKs
- Community Based Organizations
- Substance Abuse Treatment Providers
- Other: Continuum of Care
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

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.

The CAP Solano JPA plays an active role in Solano County's efforts to coordinate and prioritize employment services for consumers. CAP Solano JPA staff regularly attends meetings for the One-Stop implementation required by the Workforce Innovation and Opportunity Act (WIOA). This effort aims to coordinate employment services amongst federally funded partners to ensure consumers can access all employment services regardless of what organization they contact. Programs receiving CSBG funding receive the program requirements for other One-Stop partners to refer clients to those services if necessary.

The CAP Solano JPA is also a partner in Solano County's unique employment services coordination effort called Help In Recruiting and Retaining Employment (Solano HIRRE). This effort seeks to unify all employment services in Solano County funded through local, state, and federal funding streams. Much like the WIOA implementation, this effort will create a common assessment and prioritization for pairing consumers with the appropriate level of employment services based on their need. The CAP Solano JPA's CSBG funded programs will be included in the Solano HIRRE effort to ensure employment services are not duplicated within the County.

In addition to these regional coordination efforts, the CAP Solano JPA has developed strong relationships with employment services organizations in the County through its connection with the Continuum of Care as well as its member cities and county. Organizations include County-funded employment services such as CalWORKs, Fighting Back Partnership, Berkeley Food and Housing Project, Community Action North Bay, and Mission Solano. Utilizing these community resources, the CAP Solano JPA will partner with providers that already have classes, programs, and/or counseling in these areas, such as the Workforce Development Board, labor organizations, local libraries, and other adult education providers.

## **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.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

- Local school districts
- Social Service Departments
- State agencies
- Colleges
- Faith-Based Organizations
- Community Based Organizations
- Local Utility Companies
- Charitable Organizations
- Homeless Programs
- Participant in County Taskforce
- Local Food Banks
- Other: Local Business Community, including Chambers of Commerce
- Other: Healthcare, including behavioral health and hospitals.
- Other: Law Enforcement and other outreach teams

Narrative Response:

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. Additionally, over the past year, CAP Solano JPA developed a 5-year Regional Strategic Plan to Respond to Homelessness in Solano County, which involved coordination and input from stakeholders throughout the County, including religious organizations, charitable groups, and community organizations that serve low-income residents and people experiencing or at risk of homelessness. Coordination and partnership with these organizations will be a key aspect of Regional Strategic Plan implementation. The following is a list of some of the organizations, agencies, or entities 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  
Reynissance 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 elected by the Continuum of Care, which is comprised of stakeholders/organizations that provide housing and services for low-income persons.

## **9. 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.

## **10. Service Delivery System**

a. 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.

b. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based an in-depth analysis of performance data.

a) CAP Solano JPA's services are provided through subrecipients which all target low-income individuals and families within the County. All 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.

b) Over the past year, the JPA and Tripartite Advisory Boards used monthly performance data to assess the expenditures and programmatic outcomes of the annual grantees and adjust ensure that funding was utilized in the most efficient and effective manner. Based on those analyses, funds were redistributed twice. As a result, additional emergency rental assistance and other priority funding needs were met by grantees who were using funding more effectively. Another change made over the past two years was that the local RFP process for

CSBG funds was revised after the JPA assessed the performance data of a new grantee who was very successful in their service delivery and outcomes, but reported some difficulty with the local application process. This was like feedback that other first-time applicants had given, especially those who had never applied for federal funding before. They viewed the RFP process as a barrier to entry. Taken together, the JPA and Tripartite Advisory Board felt this called for action and revised the application and scoring criteria to allow first time applicants with strong credentials who could show the ability to maintain proper accounting standards and recordkeeping but had not received federal funding before to still have the opportunity to qualify. Thus, based on the initial analysis of the performance data of the successful new applicant, the process was revised to potentially pave the way for other first time grantees.

### **11. 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.

### **12. 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 a special need.

### **13. 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 effective parenting. -

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

- Fatherhood Strengthening Classes
- Counseling
- Non-court-ordered parenting classes
- Co-parenting communication skills
- Classes assisting incarcerated or recently paroled men
- Job training and employment assistance
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

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. 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 your agency is not an MSFW entity, please 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 and Tripartite Boards 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 Fiscal Agent will conduct data evaluations at least every six months and no less than one on-site monitoring visit per year for the JPA and Tripartite Boards 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 and Tripartite Boards determine 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 and effective manner. As has been the case in 2017, if it is clear that an awardee will be unable to spend-down an award or use that funding effectively, that funding will be re-distributed.

## 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, 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. In addition, each grantee is required to collect consumer satisfaction data at exit or program termination.

To ensure data accuracy for all CAP Solano JPA activities, CAP Solano Fiscal Agent Staff and Board will review data provided regularly and will report on it at monthly meetings and do in-depth analysis on an at least 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 the Tripartite Board on a quarterly basis (as they meet quarterly) 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, Fiscal Agent Staff will review and analyze the data to determine areas of improvement and propose strategies to improve JPA programs and services to the JPA and Tripartite Boards. The JPA Board will discuss and vote on any proposed program- and system-level reforms, which the Fiscal Agent Staff will implement.

## **CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS**

The Office of Community Services (OCS) published [CSBG IM #152 Annual Report](#) on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

## **APPENDICES (OPTIONAL)**

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