



A Tradition of Stewardship
A Commitment to Service

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NAPA COUNTY CONTINUUM of CARE (CoC) MEETING

Board Meeting Minutes

Queen of the Valley Community Outreach Conference Room
3448 Villa Lane, Suite 102, Napa, CA 94558

Date: Thursday, January 2, 2019 **Time:** 2:30-4:00pm

Agenda Item	Activity/Outcome
1. Introductions	<i>Call to order</i>
2. Agenda Review	<i>Any addition/changes to the agenda</i>
3. Homeless Veterans Working Group - update	<p><i>Brandee Freitas of Napa County Housing & Homeless Programs provided an update on the Homeless Veterans Working Group</i></p> <ul style="list-style-type: none"> - There are now a total of 15 individuals on the list; 8 VASH eligible (self-reported); 7 who are not eligible (2 are 290 registrants, 1 has too much income; 4 are ineligible based on discharge status or length of time served) - The community did not get additional VASH vouchers but still have a couple of spots open; still trying to connect eligible veterans – some of these are hard to engage and work continues
4. Homeless Housing, Assistance and Prevention (HHAP) NOFA	<p><i>Molly Rattigan of Napa County Housing & Homeless Programs led a discussion on the recently released HHAP NOFA</i></p> <ul style="list-style-type: none"> - 2-page memo on HHAP distributed - This is one-time block grant funding, very similar to prior year HEAP - There is a five-year period for expenditure - Two pots of funding - \$356k for Napa County and \$500k for Napa CoC - Applications due February 15 and funds distributed in April - Minimum of 8% of each pot must go to TAY; up to 5% for administration and 5% for HMIS/CE/Strategic Plan - The County is not recommending allocations for HMIS/CE/Strategic Plan

	<p>The County plans to use its funds to expand/upgrade the infrastructure of the South Napa Shelter, which was not designed for and is not sufficient for its current usage. It needs upgrades to bathrooms and other infrastructure like electrical upgrades for kitchen/laundry, etc. In addition, they hope to add some additional shelter beds. For the County allocation there will also be a \$28.5k youth setaside and the allowable administrative costs.</p> <p>CoC members discussed potential uses for the CoC allocation. The County proposed:</p> <ul style="list-style-type: none"> - \$40k for youth (rental assistance) - \$225K for shelter expansion - \$200k for rental assistance, incentives, and case management - \$35k for administrative costs - The County noted that there is other rental assistance available – the challenge is finding rental units - Unlike last year, this year there are no shovel-ready permanent housing projects to fund with HHAP, but the rental assistance will help expand opportunities for support clients in transitioning to permanent housing <p>Board members discussed the proposal.</p> <ul style="list-style-type: none"> - A board member asked about how HEAP was being used, and what the progress in spending was; County representatives noted that it primarily funded 6 units at Manzanita as well as a small amount of shelter funding and a youth setaside that is still under development - In addition, attendees asked how CESH/ESG and other funding sources were distributed so that decisions about funding opportunities could be placed in context of the system of care’s existing funding and programs - A board member requested that minutes be promptly posted and approved by the Board - A board member asked about the total cost for improving the shelter, and County staff noted that it is still in the feasibility assessment phase but an initial estimate showed that each bathroom would cost between \$200k to \$275k - It was noted that all rental assistance administered through these funding sources goes through coordinated entry - The board chair noted that more work needs to be done on allocating the youth setaside - After discussion, the Board unanimously voted to accept the county’s proposal and authorize the board chair and administrative entity (county) to sign/submit the HHAP application
<p>5. Coordinated Entry System Workgroup – update</p>	<p><i>Brandee Freitas of Napa County Housing & Homeless Programs provided an update on the next CES Workgroup meeting</i></p>

	<p>Now that Coordinated Entry is up and running, it's time to take another look at how it is working, whether it is considering community priorities, especially vulnerabilities that are not adequately captured in VI-SPDAT. The Committee will be meeting in the next few weeks and all are invited to attend.</p>
<p>6. Point in Time Count – update</p>	<p><i>Emma Moyer of Napa County Housing & Homeless Programs in conjunction with Applied Survey Research (ASR to join via phone) provided an update on the 2020 PIT Count</i></p> <p>Emma noted:</p> <ul style="list-style-type: none"> - The County is using a new contractor to lead the Point-in-Time count - Rather than a direct count, as has been performed in past years, we will be doing a visual count on the night of, followed up by surveys of a representative sample of those counted. - ASR will give a more in-depth explanation of the process <p>Report from ASR via phone:</p> <ul style="list-style-type: none"> - Since 1999 ASR has done close to 100 PIT counts around country; did PIT throughout Bay Area, as well as areas of southern California, including Santa Barbara - Cornerstone of PIT effort is to have a participatory research push to get a lot of people, especially people with lived experience of homelessness, involved in the count - ASR separates the counting process from more detailed qualitative survey process - On January 30th community will just be counting people in sheltered/unsheltered environment (night of 29th; early morning 30th unsheltered) - Consensus is that community should start count a little later than is traditionally done – get going around 5:30 or so not the middle of the night - Sheltered count would be more of administrative reporting from HMIS - Recognize diversity of population, in particular need a different strategy for some subpopulations, special strategies targeting people living in vehicles, encampments, farm/service-workers; separate process for unaccompanied homeless children and TAY under 25; Native American communities; homeless families – not many easily found but there are some strategies that have worked like collaborating with the school system and the County Office of Education/McKinney Vento infrastructure - Full canvassing of entire County; Napa traditionally used routes divided into different zones – ASR uses a similar approach through defining routes by census track using a planning tool that shows what a census track route would look like and how it could be integrated with zone plan

- Overall goal is to ensure PIT team goes everywhere and does not make assumptions based on previous knowledge because this is a mobile population
- Special strategies for subpopulations include - finding people who have knowledge of and contacts in specific communities to do outreach to those subpopulation groups and to come up with a plan to enumerate them on the day of the count
- Parallel to that ASR would have a more general count using route/zone plan done by bulk of volunteers and lived-experience volunteers.
- We work to recruit lived-experience experts who would have subpopulation/other specific area knowledge (ie American Canyon, downtown Napa, people living in vehicles, etc.)
- All of this done in the run-up to PIT day; work to coordinate outreach planning and teams and pre-assign as many routes to get most/best informed teams we can, working with service providers, and recruiting and training paid workers with lived experience (\$15/hour, comes out of ASR budget) who would go out and visually observe people believed to be experiencing homelessness
- Once complete count is done on the street, then ASR can start gathering shelter data through HMIS or through call-in reports or online reporting, then launch into second component which is the survey component.
- That survey will help gather the subpopulation information for the HDX report submission in April, which is the basis of the annual homeless assessment report to Congress, and the key factor for HEAP and CESH money coming in from the state
- Sample survey has key questions necessary for HDX and also some supplemental questions geared toward policy planning, public education, shelter needs, localism question (where do people come from), etc.
- Survey process happens within a week after census process; ASR will probably conduct a number of surveys, quota samples throughout geography, shelter type, demographics, etc.
- Board member question: The fastest growing population is over 50 – wanted a breakdown that would better identify at what age people experience homelessness – need to ID aging population better
- ASR: Youth homelessness is also growing issue and worthy of study – under 18, accompanied and unaccompanied
- County: Noted that community has capability to identify people over 50 and created an amended PIT report that did so – will send it out to attendees
- Question: At a meeting, data was cited saying 80% of homeless are homegrown from Napa
- County: That information came from PIT/HMIS
- Question: Would like to know % of people with sexual violence history but want to be sensitive to people’s trauma history

	<ul style="list-style-type: none"> - County: One of the benefits of the later surveys is that there is more time to appropriately gather that information - There will be a Spanish version of the survey and process will encourage bilingual surveyors and peer guides as well - Volunteers are encouraged and needed - Lark Ferrell: What is the number of surveys needed for viable statistical significance? - ASR: We aim for a 95% confidence level with plus or minus 5% accuracy; not exactly sure how many total people we will find but in neighboring Sonoma we do about 500 surveys for a PIT count of 2,600. This allows us to hit subpopulations with a certain degree of confidence (families/veterans, etc.) and maybe oversample them to get that level of confidence - Target will be 150 surveys for Napa; will be able to integrate HMIS profiles - Right after census count will have a good idea of what is needed to have statistically significant numbers and any groups where we want to add more surveys - Question: Are there any modified surveys for people who are in psychiatric hospital during time of sheltered count but are coming back to homelessness - ASR: In general those who are temporarily hospitalized are not counted during PIT - County: We also having same conversation about people in jail - ASR: need a strong ally to get institutional count and to get information within institutional setting - Even if a subset is not counted, it would be good information – for example in school numbers approx. 85% are doubled up and ineligible for PIT but that number is so large and significant that ASR will report that data out, even if not reported to HUD - Per HUD ASR would not count people in emergency rooms but that is good information - Good to have side-by-side chart of PIT and number of people served during year; at any one time community can have about the same numbers over the time period; similarly with school district numbers - Sounds like there has been good progress made recruiting people with lived experience and now PIT process needs volunteers and to make sure there is an insider contact/information for subpopulations discussed today - All are invited to the workgroup meetings – next Thursday at 3 p.m.
7. Community Announcements	<p><i>Public comment and announcements</i></p> <ul style="list-style-type: none"> - Please sign in - Lark Ferrell: Noted that the Planning Commission meeting for Valley Verde/Heritage House EIR went well, thank you for

	<p>support; there was some good dialogue and some good neighbor suggestions about communications and operations that will be incorporated to the plan</p> <ul style="list-style-type: none"> - Feb. 4th is City Council approval – support will be needed and all are encouraged to come - Molly Rattigan noted that there had been some community concern about residents of a mobile home park who got eviction notices on Christmas Eve, all seniors in 80s and 90s. The City and County are actively working with the park owner to correct violations after working with American Canyon/HCD/governor’s office to ensure that this action does not go forward - If anyone does hear more about mobile home violations talk to Lark Ferrell because there are some Napa-specific funds to repair and mitigate damages
8. Agenda Items for Next Meeting	<p><i>Discussion of items for next meeting</i></p> <p>Fiscal report Minutes</p>

- The next **CoC General Meeting** will be held on **Thursday, February 6, 2020**. CoC general meetings are open to the public, and provide information on issues of broad interest to the community, such as national best practices for addressing homelessness.
- The next **CoC Board Meeting** will be held on **Thursday, March 5, 2020**. CoC Board meetings are open to the public, and focus on the CoC Board determining strategies, making decisions, and implementing action steps.
- For meeting questions/agenda items or to receive CoC updates by joining the Napa CoC Google Group please email brandee.freitas@countyofnapa.org

NAPA COUNTY CONTINUUM of CARE (CoC) MEETING

COMMONLY USED ACRONYMS

Acronym	Definition
AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report (for HUD homeless programs)
CDBG	Community Development Block Grant (CPD program – federal)
CSBG	Community Services Block Grant
Continuum of Care	Continuum of Care approach to assistance to the homeless
CoC	Federal grant program stressing permanent solutions to homelessness
Con Plan	Consolidated Plan, a locally developed plan for housing assistance and urban development under CDBG and other CPD programs
CPD	Community Planning and Development (HUD Office)
ESG	Emergency Solutions Grant (CPD – federal program)
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)

HCD	Housing and Community Development (State office)
HEARTH	Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009
HIC	Housing Inventory Count
HPRP	Homeless Prevention and Rapid Re-Housing
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships (CPD program)
HOPWA	Housing Opportunities for Persons with AIDS (CPD program)
HUD	U.S. Department of Housing and Urban Development (federal)
MHSA	Mental Health Services Act
NOFA	Notice of Funding Availability
PHA	Public Housing Authority
PIT Count	Point in Time Count
SAMHSA	Substance Abuse & Mental Health Services Administration
SNAPS	Office of Special Needs Assistance Program (HUD office overseeing CoC)
SOAR	SSI/SSDI Outreach, Access, and Recovery (SSI/SSDI Application program)
SRO	Single-Room Occupancy housing units
SSA	Social Security Administration
SSDI	Social Security Disability Income
SSI	Supplemental Security Income
TA	Technical Assistance
TANF	Temporary Assistance to Needy Families
TAY	Transition Age Youth (usually ages 16-24)
VA	Veterans Affairs (U.S. Department of)
VASH	Veterans Affairs Supportive Housing
VI-SPDT	Vulnerability Index and Service Prioritization Decision Assistance Tool