



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

A MEMORANDUM OF UNDERSTANDING BETWEEN THE COMMUNITY ACTION PARTNERSHIP OF SOLANO, JOINT POWERS AUTHORITY; SOLANO COUNTY; AND THE CITIES OF BENICIA, DIXON, FAIRFIELD, RIO VISTA, SUISUN CITY, VACAVILLE, AND VALLEJO REGARDING THE HOUSING FIRST SOLANO CONTINUUM OF CARE COORDINATED ENTRY SYSTEM

CAP Solano JPA

Attention:

Kathy Lawton-Caesar,
Chair/Executive Director
701 Civic Center Blvd.
Suisun City, CA 94585

707.428.7749
707.428.7798
capsolanojpa.org

This Memorandum of Understanding, hereinafter referred to as "MOU," is made effective DATE by and between the Community Action Partnership of Solano, Joint Powers Authority, hereinafter referred to as the "JPA," Solano County, hereinafter referred to as the "County"; and the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo, hereinafter referred to as the "Cities"; individually, a "Party"; and collectively, the "Parties."

JPA Board of Directors

Kathy Lawton-Caesar,
Chair
City of Suisun City
Emily Cantu, Vice-Chair
City of Vacaville
Dawn La Bar, Secretary
City of Fairfield
Cpl. MarJonne Roberson
City of Benicia
Beth Roberts
City of Rio Vista
Will Morat
City of Vallejo
Tonya Nowakowski
Solano County

RECITALS

WHEREAS the JPA is charged with providing oversight and coordination of homeless and safety net services to the residents of the County and Cities; serving as the conduit for safety net funding support; administering such funds and making grants available to other non-profit entities that provide services to people experiencing homelessness; setting policy and being the central agency for the oversight and technical assistance for the operation of homeless shelters, transitional housing, homeless assistance centers, community action councils and other safety net services; and undertaking such other programs as its Board of Directors may authorize, including such duties and tasks required to receive and distribute federal, state, local, and other funding to support the JPA's mission; and

WHEREAS the Continuum of Care that coordinates the provision of housing and supportive services addressing homelessness in the County and Cities is known as the Housing First Solano Continuum of Care, hereinafter referred to as the "CoC"; and

WHEREAS in March 2017, the JPA released "Neighbors Helping Neighbors: Forward Together," a five-year regional strategic plan to respond to homelessness in Solano County, hereinafter referred to as the "Regional Strategic Plan." The decision to develop the Regional Strategic Plan was a collective one made by the County and Cities, who came to realize that a regional approach was necessary to effectively respond to homelessness both immediately and in the long-term; and



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

WHEREAS one of the key core goals recommended by the Regional Strategic Plan is to improve system navigation by 1) increasing outreach and engagement; 2) reducing the number of people entering the homeless assistance system; 3) improving system-wide communication, collaboration, and coordination; and 4) increasing the supply and diversity of housing and service options to accommodate varied needs of priority subpopulations; and

WHEREAS Coordinated Entry provides a standardized approach to comprehensively assess the housing and service needs of homeless individuals and families and refer them to appropriate available resources that are needed to end their homelessness; and

WHEREAS the U.S. Department of Housing and Urban Development (HUD) requires recipients of Continuum of Care and Emergency Solutions Grants (ESG) Program funding to use a coordinated assessment system, under the authority of the Continuum of Care Program Interim Rule, 24 CFR § 578; the Emergency Solution Grant Program Interim Rule, 24 CFR § 576; and HUD Notice CPD-17-01; and

WHEREAS Coordinated Entry connects the community's network of homeless services and housing resources while streamlining, standardizing, and coordinating the current homeless intake, assessment, and referral process; and

WHEREAS homeless individuals and families, especially highly vulnerable individuals and families who are homeless, are Coordinated Entry's principal users; and

WHEREAS the Parties have agreed that an effective Coordinated Entry process is a critical component to improving system navigation as recommended by the Regional Strategic Plan; and

WHEREAS the Coordinated Entry System serving the Housing First Solano CoC is known as Resource Connect Solano; and

WHEREAS Resource Connect Solano is governed by Housing First Solano's Coordinated Entry System Policies and Procedures; and

WHEREAS the JPA is under contract with HUD through the Continuum of Care Program to employ 3.5 full-time employees and offer transportation assistance to clients in order to operate Resource Connect Solano for the CoC; and

WHEREAS the JPA operates Resource Connect Solano through a subrecipient Coordinated Entry System Operator pursuant to a separate Subrecipient Agreement, hereinafter known as the "Subrecipient Agreement"; and



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

WHEREAS the Parties recognize that additional resources are needed to enable Resource Connect Solano to operate an effective and efficient system to address homelessness and implement best practice solutions to leverage the existing housing stock to increase housing opportunities.

NOW, THEREFORE, in consideration of the premises set forth above, the mutual promises and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. The County and Cities agree to provide funds to the JPA over the course of three years from the effective date for Coordinated Entry services provided throughout Solano County as set forth in Exhibit B (Budget).

1. The County and Cities shall transmit annual payments to the JPA for the deliverables specified in Exhibits A and B.
2. The Memorandum of Understanding may be amended upon written agreement signed by all the Parties.

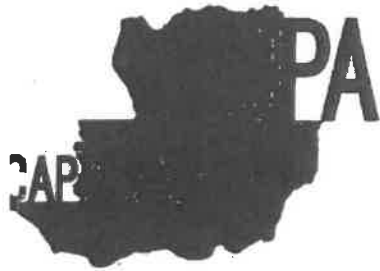
II. Program performance of the JPA

The JPA shall use funding received pursuant to this MOU to deliver the services described in Exhibit A (Scope of Work) in accordance with Exhibit C (Performance) to homeless individuals and families from the County and Cities pursuant to the terms of this MOU.

III. Fiscal responsibilities of the JPA

The JPA agrees to:

1. Monitor the activities listed in Exhibits A (Scope of Work), B (Budget), and C (Performance Objectives), and the terms of this MOU.
2. Adhere to its written JPA Continuum of Care Policies and Procedures for financial management.
3. Be liable for repayment of ineligible costs as defined by the Continuum of Care Program and Emergency Solutions Grant Interim Rules. The JPA shall be afforded the opportunity to respond to any adverse findings regarding ineligible costs before being held subject to repayment.



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

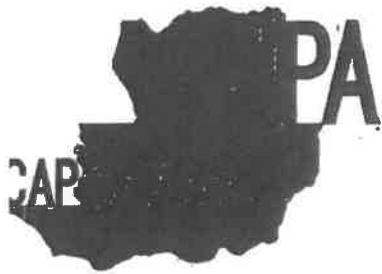
4. Be liable for repayment of costs incurred for activities not consistent with Exhibits A-C. The JPA shall be afforded the opportunity to respond to any adverse findings regarding such costs before being held subject to repayment.
5. Comply with accounting rules SFA 116 and 117 as issued by the Financial Accounting Standards Board in June 1993.
5. Promptly pay any debts or obligations to the County and/or Cities.

IV. Records, reports, and audits of the JPA

1. Governance.

- a. The JPA shall have available and provide to County and/or Cities upon request:
 - i. A copy of 1999 Solano County Board of Supervisors Resolution Number 99-215, a "Resolution Designating the County of Solano as the Community Action Agency and Designating the Solano Safety Net Consortium as the Community Action Agency for Solano County," which created the JPA.
 - ii. A copy of current JPA Bylaws.
 - iii. The current roster of the JPA membership.
 - iv. A copy of the adopted JPA Continuum of Care Policies and Procedures Manual, inclusive of its Conflicts of Interest Policy and its Financial Management policies and procedures.
- b. The JPA shall report any changes to its Bylaws and/or Board membership to the Parties on an annual basis.
- c. The JPA shall notify the Parties if it makes any changes to its interpretation of its compliance obligations under the Ralph M. Brown Act, as specified in the JPA Bylaws, on an annual basis.

2. Establishment and maintenance of records. The JPA shall maintain records sufficient to reflect properly all matters covered by the enclosed Exhibits A-C.



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

3. Preservation of records. The JPA shall preserve and make available its records in accordance with its Bylaws.
4. Examination of records and/or facilities. At any time during normal business hours, and as often as may be deemed necessary, the JPA agrees that the County and/or any City, and/or any duly authorized representatives for those Parties, shall, for a period of five years following the expiration of this MOU, have access to and the right to examine its offices and facilities engaged in performance of this MOU, and audit records and data with respect to matters covered by this MOU; excepting those falling within the attorney-client and attorney-work-product privileges. The County and/or Cities shall provide the JPA with reasonable notice of any such examination.
5. County and City monitoring reviews. The County and/or Cities may conduct monitoring reviews. Such reviews may cover program compliance, as well as fiscal matters. The County and/or Cities shall provide the JPA with reasonable notice that a review will be conducted. The JPA will be afforded a reasonable period of time to respond to any monitoring findings. Cost of such reviews will be borne by the Party(ies) requesting the review. The County and/or Cities may withhold payment and/or terminate this MOU if the JPA fails to respond to or correct finding(s) within a reasonable period of time.
 - a. Performance reports. Throughout the MOU term, the JPA shall share all performance reports prepared pursuant to the oversight of Resource Connect Solano by the JPA.

V. Coordination of program

1. JPA. The Chair / Executive Director of the JPA, or his/her designee, shall have overall responsibility for the progress and execution of this MOU.
2. The County. The County Administrator, or his/her designee, shall serve as the point of contact for the County with respect to this MOU.
3. The Cities. The City Managers, or their designees, shall serve as the point of contact with respect to this MOU.
4. Notices. All notices or other correspondence required or contemplated by this MOU shall be sent to the Parties at the following addresses:



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

JPA: Community Action Partnership of Solano,
Community Action Authority
Attn: Kathy Lawton-Caesar, Chair / Executive Director
701 Civic Center Boulevard
Suisun City, CA 94585

County: Birgitta E. Corsello
County Administrator
Solano County
675 Texas Street, Suite 6500
Fairfield, CA 94538

City of Benicia: Lorie Tinfow
City Manager
City of Benicia
City Hall
250 East L Street
Benicia, CA 94510

City of Dixon: Jim Lindley
City Manager
City of Dixon
600 East A Street
Dixon, CA 95620

City of Fairfield: David White
City Manager
City of Fairfield
1000 Webster Street
Fairfield, CA 94533

City of Rio Vista: Robert Hickey
City Manager
City of Rio Vista
Rio Vista City Hall
One Main Street
Rio Vista, CA 94571



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

City of Suisun City: Suzanne Bragdon
City Manager
City of Suisun City
City Hall
701 Civic Center Boulevard
Suisun City, CA 94585

City of Vacaville: Jeremy Craig
City Manager
City of Vacaville
City Hall
650 Merchant Street
Vacaville, CA 95688

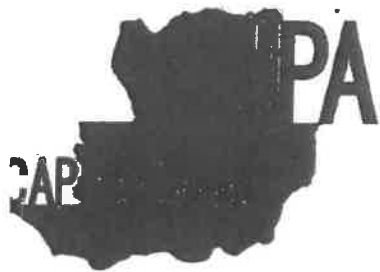
City of Vallejo: Greg Nyhoff
City Manager
City of Vallejo
555 Santa Clara Street
Vallejo CA 94590

VI. Compliance with law

The JPA shall become familiar and comply with and cause all its employees and contractors, if any, to become familiar and comply with all applicable Federal, State, and local laws, ordinances, codes, regulations, and decrees. Failure of the JPA to, in any manner, observe and adhere to laws as described herein or as amended, shall in no way relieve the JPA of its responsibility to adhere to same, and the JPA herein acknowledges this responsibility.

XIII. Indemnification/insurance

The JPA shall indemnify, defend (with independent counsel jointly approved by the County and Cities), and hold harmless the County and Cities and their officers, officials, directors, employees, agents, volunteers, and affiliates from any and all claims, demands, causes of actions, damages, costs, expenses, actual attorney's fees, consultant's fees, expert fees, losses or liability, in law or in equity, of every kind and nature whatsoever arising out of or in connection with the JPA's operations, or any subcontractor's operations, to be performed pursuant to this MOU or the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator, for the fullest extent permitted by law, with the



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

exception of the sole active negligence or willful misconduct of the County and/or any of the Cities.

Per its Subrecipient Agreement with the JPA, the Coordinated Entry System Operator shall procure and maintain for the duration of its Subrecipient Agreement with the JPA insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under its Subrecipient Agreement and the results of that work by the Coordinated Entry System Operator, its agents, representatives, employees, or subcontractors. The County and Cities and their officers, officials, employees, agents and volunteers are to be covered by the Coordinated Entry System Operator as additional insureds against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under its Subrecipient Agreement and the results of that work by the Coordinated Entry System Operator, its agents, representatives, employees, or subcontractors. The JPA shall have the Coordinated Entry System Operator inform the Parties as to the identity of its insurance provider within 30 days of the execution of this agreement.

The provisions of this Section shall survive the expiration or termination of this MOU and are not limited by any provisions relating to insurance in the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator.

The JPA agrees to enforce all the insurance requirements set forth in the Terms and Conditions exhibit to the current Subrecipient Agreement between the JPA and its Coordinated Entry System Operator.

VII. Noncompliance with Scope of Work, Budget, and Performance Objectives

1. The JPA shall be afforded the opportunity to respond to any information that suggests a failure or deficiency by the JPA to comply with any provision of this MOU. Examples of noncompliance include:
 - a. If the JPA (with or without knowledge) makes any material misrepresentation of any nature with respect to any information or data furnished to the Parties in connection with this MOU.
 - b. If there is pending litigation with respect to the performance by the JPA of any of its duties or obligations under this MOU,



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

which may materially jeopardize or adversely affect the undertaking of or the carrying out of its program.

- c. If the JPA is in default under the provisions of this MOU.
 - d. If the JPA makes improper use of funds.
 - e. If the JPA fails to comply with any of the terms and conditions of this MOU in such a manner as to constitute a material breach thereof.
 - f. The JPA refuses to accept any additional conditions that may be imposed by the County and/or any City as a result of changes required by law or by the Federal government.
 - g. If the JPA fails to accomplish the scope of services listed in Exhibits A-C and pursuant to the terms of this MOU in a timely manner.
2. Should the JPA be unable to resolve concerns by a Party about a perceived failure to comply with Exhibits A-C under this MOU within a reasonable period of time, that Party shall have the right to withdraw from this MOU, receive reimbursement for services not yet rendered, and/or require corrective action to enforce compliance with such provision.

XV. Suspension or Termination

1. **Suspension or termination for cause.** This MOU may be suspended or terminated at any time before the date of completion by the JPA or pursuant to a unanimous agreement among the County and Cities if:
 - a. Any Party fails to comply with the conditions of this MOU as described above; or
 - b. The Housing First Solano CoC chooses an entity other than the JPA to operate Resource Connect Solano; or
 - c. The JPA is not able to secure the resources to perform one or more of the duties described in Exhibit A: Scope of Work; or
 - d. The JPA no longer has adequate resources to operate Resource Connect Solano; and



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

- e. The offending Party or Parties is/are afforded a reasonable opportunity to respond to any such concerns, and the offending Party or Parties fail(s) to resolve any such concerns.

2. Upon suspension or termination, the JPA shall:

- a. Not incur new obligations and shall cancel as many outstanding obligations as possible.
- b. Be paid only for services rendered to the County and each City to the date of such suspension or termination; provided, however, if the MOU is suspended or terminated for fault of the JPA, the County and each City shall be obligated to compensate the JPA only for that portion of the JPA's services which were of benefit to the County and each City.

XIV. Rights and remedies not waived

In no event shall payment by the County or any City or acceptance of payment by the JPA hereunder constitute or be construed to be a waiver by any Party of any breach of covenants or conditions of this MOU or any default which may then exist on the part of any Party, and the making of any such payment while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to any Party with respect to such breach or default.

VIII. Integrated document

No verbal agreements or conversations with any officer, agent or employee of the County and/or Cities prior to execution of this MOU shall affect or modify any of the terms or obligations contained in any documents comprising this MOU. Any such verbal agreement shall be considered as unofficial information and in no way binding upon the Parties.

XVI. Severability

In case any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal, or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.



COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY

XVII. Term of MOU

The Term of this MOU is for three years from EFFECTIVE DATE.

###

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized representatives, have executed this MOU in duplicate on the day and year set below each of the parties.

For the JPA:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For Solano County, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Benicia, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE

For the City of Dixon, a municipal
corporation:

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE



**COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY**

**For the City of Fairfield, a municipal
corporation:**

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY **STATE** **ZIP**

DATE

**For the City of Rio Vista, a municipal
corporation:**

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY **STATE** **ZIP**

DATE

**For the City of Suisun City, a municipal
corporation:**

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY **STATE** **ZIP**

DATE

**For the City of Vacaville, a municipal
corporation:**

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY **STATE** **ZIP**

DATE



**COMMUNITY ACTION PARTNERSHIP SOLANO
JOINT POWERS AUTHORITY**

**For the City of Vallejo, a municipal
corporation:**

SIGNATURE

PRINTED NAME

TITLE

ADDRESS

CITY STATE ZIP

DATE



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

EXHIBIT A: SCOPE OF WORK

The JPA hereby enters into this Memorandum of Understanding with the County and Cities for the JPA to deploy the resources provided by the County and Cities to expand the Coordinated Entry System and to expand housing opportunities for individuals experiencing homelessness.

The JPA shall be responsible for the following activities:

- Identifying and selecting a third-party to serve as the Coordinated Entry Services Operator.
- Securing the necessary resources to support the existing 3.5 FTEs employed by the Coordinated Entry Services Operator, including three Coordinated Entry Specialists and a full-time Coordinated Entry Housing Ready Specialist / Case Manager.
- Providing technical assistance and oversight of the Coordinated Entry Services Operator.
- Providing annual reports to the County and the Cities on progress in achieving the milestones outlined in Exhibit C.
- Ensuring that resources provided the County and Cities will be used for the following activities:

I. Resource Connect Solano Coordinated Entry System Manager

The JPA will ensure that the Coordinated Entry Services Operator hires a full-time Coordinated Entry Manager who will be responsible for the implementation and on-going administration, development, and continuous improvement of Solano County's Coordinated Entry System in alignment with Housing First Solano's Coordinated Entry System Policies and Procedures. Duties include, but are not limited to:

1. Conducting Coordinated Entry System analysis, evaluation, monitoring, and review;
2. Maintaining Coordinated Entry System documentation, which includes system performance documents, reporting data, and federal forms;
3. Developing new access and outreach/in-reach points throughout the County to ensure full and equal access;



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

4. Increasing the number of providers using Housing First Solano's Homeless Management Information System (HMIS) and participating in Resource Connect Solano;
5. Creating tools and resources necessary to manage Resource Connect Solano Entry Points;
6. Ensuring consistent usage of and calibration of the assessment tool throughout the Coordinated Entry System;
7. Ensuring that the adopted prioritization criteria are used so that the most vulnerable individuals and families are prioritized for assistance and matched with the appropriate services for them ensuring the most efficient and cost-effective usage of resources;
8. Managing the priority lists in conjunction with the Coordinated Entry staff;
9. Ensuring timely linkage of persons to available housing and services;
10. Providing guidance, training, capacity building support, communication updates, and other project support as needed to Housing First Solano, the County, and the Cities;
11. Ensuring all participating provider agencies have information as necessary to operate and participate in Resource Connect Solano successfully;
12. Creating and presenting quarterly reports to the JPA and preparing annual assessments of the Coordinated Entry System;
13. Establishing a more robust marketing plan to bring awareness to residents across the county, including those precariously housed and those least likely to receive assistance in the absence of such marketing;
14. Creating and disseminating outreach materials about Resource Connect Solano;
15. Reviewing and analyzing HMIS data, including reports on system-wide performance (e.g., clients receiving diversion assistance, vacancy reporting, completion of assessments); and



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

16. Maintaining the integrity of consumer data and ensuring up-to-date security protocols for the system.

II. Coordinated Entry System Administrator

The JPA will ensure the Coordinated Entry Service Operator hires a full-time Coordinated Entry System Administrator to support the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams. Duties would include:

1. Answering and responding to all Coordinated Entry System referral calls;
2. Performing a pre-screen diversion assessment over the phone and full Vulnerability Index – Service Prioritization Decision Assistance Tool assessment, where appropriate;
3. Referring callers to the most pertinent services, including prevention services for callers at-risk of homelessness;
4. Connecting clients to a Coordinated Entry Specialist for further case management;
5. Assisting the Coordinated Entry Specialists with data entry in HMIS;
6. Scheduling appointments with clients for the Coordinated Entry Specialists;
7. Providing training and technical assistance to local outreach teams to support their data entry in HMIS.

III. Coordinated Entry System Housing Locator

The JPA will ensure the Coordinated Entry Services Operator hires a full-time Coordinated Entry Housing Locator to support the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams to identify housing opportunities for individuals experiencing homelessness. Duties would include:

1. Developing and managing a comprehensive outreach/ working relationship with community stakeholders, especially landlords;
2. Implementing a landlord recruitment and retention plan. Recruiting landlord, management firm, and leaseholder



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

participation and/or growth of participation in Continuum of Care and Resource Connect Solano housing programs, which may include Permanent Supportive Housing, Rapid Rehousing, Section 8, TBRA, HUD/VASH, and other subsidy programs;

3. Meeting with owners, landlords and property managers to discuss partnering with Resource Connect Solano, including rental assistance, placement programs, and support services;
4. Negotiating with landlords experiencing conflicts with formerly homeless tenants to find solutions to experienced problems, including outside mediation services for more serious conflicts to help avoid eviction;
5. Building long-lasting relationships with property managers, landlords, owners, and firms to expand the scope of their participation in programs that house those experiencing homelessness;
6. Performing initial site visits at all prospective sites to ensure they meet guidelines for habitability standards;
7. Maintaining a database of landlords, management firms, and leaseholders working with those experiencing homelessness;
8. Sending out daily notices to Resource Connect Solano staff of any new housing availability;
9. Tracking all placements with landlords in HMIS;
10. Maintaining awareness of changes in market and community processes that can impact services; bring forward prospective recommendations to deal with expected changes.

IV. Coordinated Entry System Housing Ready Specialist / Case Manager

The JPA will ensure that the Coordinated Entry Services Operator uses funding from the County and Cities to augment the salary of an existing part-time Coordinated Entry System Housing Ready Specialist / Case Manager to support the Resource Connect Solano staff as well as the various jurisdictional and non-profit outreach teams to identify housing opportunities for individuals experiencing homelessness. Duties would include:



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

- 1. Counseling individuals and families at the top of the Resource Connect Solano prioritization system as to potential housing options;**
- 2. Coordinating supportive services for individuals and families at the top of the Resource Connect Solano prioritization system;**
- 3. Using the Coordinated Entry System to provide comprehensive assessments of participant need for housing and services;**
- 4. Monitoring and evaluating Resource Connect Solano participant progress;**
- 5. Providing Resource Connect Solano participant information and referrals to providers participating in the Coordinated Entry System;**
- 6. Developing individualized housing and service plans for individuals and families at the top of the Resource Connect Solano prioritization system;**
- 7. Providing tenant counseling to individuals and families placed within the past 90 days into housing through Resource Connect Solano;**
- 8. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano to understand the leasing process;**
- 9. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano with securing utilities;**
- 10. Assisting individuals and families at the top of the Resource Connect Solano prioritization system or placed within the past 30 days into housing through Resource Connect Solano with making moving arrangements.**



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

V. Coordinated Entry Systems Operations

The JPA will ensure that resources made available through this MOU for operations are allocated to items such as the costs of office space, maintenance, office equipment, Internet access, a system website, marketing, office supplies, transportation costs incurred by the Resource Connect Solano staff, public transportation costs for consumers, essential training, and conference attendance.

VI. Landlord Support Fund

The JPA will ensure that resources made available through this MOU to establish a Landlord Support Fund will be used to launch and fund a program under which five Solano County-based landlords will be identified to accept one high needs tenant through the Resource Connect Solano referral process. Each participating landlord will be eligible to be reimbursed by the JPA for up to \$2,000 each landlord per year to cover damages caused by the high needs tenant enrolled through the Resource Connect Solano referral process.

VII. Landlord Financial Incentive Pilot

The JPA will ensure that resources made available through this MOU to establish a Landlord Financial Incentive Pilot will be used to launch and fund a program under which five Solano County-based landlords will be eligible to receive one nonrefundable "bonus" payment of \$500 for the first lease that they execute with an individual or family that is exiting homelessness by entering into that lease. Participating landlords would receive a \$250 nonrefundable "bonus" payment for each additional lease that they execute with an individual or family that is exiting homelessness. This pilot program assumes a limit of five total "bonus" payments per landlord.



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

EXHIBIT B: BUDGET

I. Funding

In addition to coordinated entry staff supported by HUD CoC and /or ESG funding, pursuant to this MOU, the Cities and County will provide funding as follows:

1. \$96,000 to pay the salary of a full-time Coordinated Entry Manager, inclusive of employee benefits;
2. \$48,000 to pay the salary of a full-time Coordinated Entry Administrator, inclusive of employee benefits;
3. \$60,000 to pay the salary of a full-time Housing Locator, inclusive of employee benefits;
4. \$30,000 to augment the salary of a part-time Housing Specialist / Case manager;
5. \$50,000 for Coordinated Entry System operational costs;
6. \$20,000 for a Landlord Financial Incentive Pilot;
7. \$7,500 for a Landlord Support Fund Pilot.

Funding for years 2 and 3 will increase at a fixed rate of two (2) percent per year.



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

II. Method of Payment

The County and Cities shall transmit annual payments, to the JPA. The amount of payment was determined by the population of the Cities with a County payment of \$70,000 in year one, and is as follows:

	Year 1	Year 2	Year 3	Total
Solano County	\$70,000	\$71,400	\$72,828	\$214,228
Benicia	16,070	16,391	16,719	49,181
Dixon	11,198	11,422	11,650	34,269
Fairfield	66,240	67,564	68,916	202,720
Rio Vista	5,233	5,338	5,445	16,016
Suisun City	16,998	17,338	17,685	52,022
Vacaville	57,129	58,272	59,487	174,888
Vallejo	68,632	70,005	71,405	210,041
Total	\$311,500	\$317,730	\$324,085	\$953,315

The JPA shall invoice the County and Cities within 30 days of the effective date of this MOU and then each year thereafter within 30 days of the same calendar date. The Cities and County shall make payment of the invoice with 30 days of the date of the invoice.



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

EXHIBIT C: PERFORMANCE OBJECTIVES

**12
months**

- Recruit, hire, onboard, and train Housing Locator
- Develop plan for Landlord Support Fund and Financial Incentive Pilot
- Identify potential private market housing
- Establish and maintain relationships with private market landlords
- Generate new housing opportunities from existing housing stock
- Establish Landlord Support Fund and recruit five landlords to participate
- Establish Financial Incentive Pilot Program and recruit five landlords to participate
- Recruit, hire, onboard, and train Coordinated Entry Manager and Administrator
- Develop new operational plan with additional operations funding
- Outreach and advertise to providers not currently using HMIS or participating in the Coordinated Entry System
- Increase the number of providers using HMIS, VI-SPDAT assessment and participating in Coordinated Entry System
- Expand existing access points in the County to increase geographic coverage
- Increase responsiveness to residents calling Coordinated Entry System and increase referrals to diversion and prevention services

**24
months**

- Establish and maintain relationships with private market landlords
- Publicize "success stories" to community members and potential partner landlords
- Generate new housing opportunities from existing housing stock
- Maintain and lead Landlord Support Fund and the Financial Incentive Pilot
- Expand the Financial Incentive Pilot Program and recruit five new landlords to participate
- Conduct the quarterly performance evaluation to ensure that the most vulnerable population is being served and that the identified targets for increasing Coordinated Entry System utilization are being reached
- Establish that all homeless housing providers are using HMIS, conducting VI-SPDAT assessments, and participating in the Coordinated Entry System
- Help to coordinate the efforts of outreach teams and increase the number of residents being reached and connected to the Coordinated Entry System
- Continue to expand existing access points in the County to increase geographic coverage



COMMUNITY ACTION PARTNERSHIP SOLANO JOINT POWERS AUTHORITY

**36
months**

- Establish and maintain relationships with private market landlords
- Publicize "success stories" to community members and potential partner landlords
- Generate new housing opportunities from existing housing stock
- Maintain and lead Landlord Support Fund and Financial Incentive Pilot
- Conduct the quarterly performance evaluation to ensure that the most vulnerable population is being served and that the identified targets for increasing Coordinated Entry System utilization are being reached
- Establish that all homeless-related service providers are aware of and referring clients to the Coordinated Entry System. Maintain all homeless service provider engagement with the Coordinated Entry System
- Ensure that all homeless housing providers continue using HMIS, conducting VI-SPDAT assessments, and participating in the Coordinated Entry System
- Help to coordinate the efforts of outreach teams and increase the number of residents being reached by the CE System
- Continue to expand existing access points in the County to increase geographic coverage