VENTURA COUNTY
CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, May 8, 2019
1:00pm-2:30pm

Ventura County Office of Education Administration
5100 Adolfo Road, Conejo Room
Camarillo, CA

1. Call to Order

2. Approval of Minutes of the meeting of Governance Board held Wednesday, April 10, 2019

3. Board/Staff Comments

4. Public Comments:

   <u>Continuum of Care Governance Board Business</u>

5. Approval of the CoC Data Committee recommendations for the 2019 California Emergency Solutions and Housing (CESH) program grant funding and authorization for CoC staff to submit the final application to the California Department of Housing and Community Development (HCD) by the amended CESH NOFA deadline of June 28, 2019.

6. Receive and file the submittal of 2019 Housing Inventory Count (HIC) and Point-in-Time (PIT) official submission to the U.S. Department of Housing and Urban Development including full subpopulation data.

7. Receive and file an update of California Department of Housing and Community Development sponsored Technical Assistance Work Plans for Ventura County Continuum of Care on Housing First Implementation and Compliance and Using Rapid Re-Housing as a System.

8. Authorization for CoC Staff to release the 2019 Letter of Intent for the FY19 Continuum of Care Program Competition for Renewal Projects.

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1:00pm-2:30pm

Ventura County Office of Education Administration
5100 Adolfo Road, Camarillo Room
Camarillo, CA

1. Call to Order. CoC Board Chair, Mike Taigman, called the meeting to order at 1:05pm.
   Attendees:
   Board members: Carolyn Briggs, Kevin Clerici, Dawn Dyer, Susan Englund, Pam Marshall, Manuel Minjares, Michael Nigh, Drew Powers, Carmen Ramirez, Mike Taigman, Mara Malch
   Absent: Mike Powers, Nancy Wharfield
   Staff: Tara Carruth, Jennifer Harkey, Christy Madden, Amy Duganne
   HMIS Staff: Marissa Mach
   Public Attendees: Susan White Wood, Roel Briones, Mark Alvarado, April Dosser, Susan Kulwiec, Patti Long, Elizabeth Andrade, Ralph Reyes, Meredith Hart

2. Approval of Minutes of the meeting of Governance Board held Wednesday March 13, 2019.
   Minutes approved as written. Motion by Michael Nigh, Second by Manuel Minjares.

3. Board/Staff Comments: Welcome newest board member Mara Malch.

4. Public Comments: Susan White Wood with VCBH announced one-time (State) funding (~$500,000) for Homeless Prevention/Rental Assistance/Motel Vouchers for persons who are eligible for VCBH services. Coordinated entry/HMIS will be used.
   Ralph Reyes with Interface Children and Family Services announced the June 1st opening of the minor youth shelter with 6 beds for runaway/homeless youth.

<u>Continuum of Care Governance Board Business</u>

5. <u>Approval of 2019-20 Oxnard Emergency Solutions Grant Funding Recommendations from the City of Oxnard.</u>
   Unanimous approval. Moved by Kevin Clerici, Seconded by Manuel Minjares. All in favor.

6. <u>Approval and Authorization for the CoC Data Committee to review and approve proposals for the California Emergency Solutions and Housing (CESH) program grant and submit the final recommendations to the California Department of Housing and Community Development (HCD) by the CESH NOFA deadline of May 6, 2019.</u>
   Jennifer Harkey gave a presentation and overview of the CESH program and LOIs received with staff analysis. Full applications will be provided to CoC Data Committee and recommendations brought back to the CoC Board on May 8, 2019. Moved by Michael Nigh, Seconded by Carolyn Briggs. All in favor of

revised timeline to return to Board on May 8th with funding recommendations.

7. Authorization for Collaborative Applicant staff to work with CoC Youth Collaborative to complete and apply for Youth Homelessness Demonstration Project (YHDP) funding to U.S. Department of Housing and Urban Development (HUD) no later than May 15, 2019.
Jennifer Harkey presented item for discussion summarizing the YHDP NOFA and priorities. Board member Dawn Dyer mentioned the VC Housing Trust Fund has made TAY a priority population. Item approved. Motion by Dawn Dyer, Seconded by Kevin Clerici. All in favor.

8. Receive a Report on the Preparation of a Homeless Cost and Pay-For-Success Study and Authorize the Homeless Management Information System Lead Agency's Participation in Data Sharing to Identify High Utilizers of Services. Christy Madden provided an overview of the Pay For Success initiative for Permanent Supportive Housing and requested the Board's ratification of sharing HMIS data for the purpose of better understanding the highest utilizers of services across multiple service systems. Unanimous approval. Motion by Manuel, Seconded by Pam. All in favor.

9. Authorization for communication to Ventura County CDBG entitlement jurisdictions regarding SB2 funding for affordable housing. Discussion of approach to communicating with jurisdictions about SB2 funding. Board directed staff to return in a future month with a draft letter for discussion.

10. Receive and file CoC Staff and Committee Reports.

Meeting adjourned. Next meeting on May 8, 2019 at 1:00pm at Ventura County Office of Education, 5100 Adolfo Road, Conejo Room.

May 8, 2019

CoC Governance Board

SUBJECT: Approval of recommendations for 2019 California Emergency Solutions and Housing (CESH) grant funding as developed by the CoC Data Committee and Authorization for CoC staff to submit the final application to the California Department of Housing and Community Development (HCD) no later than June 28, 2019.

BACKGROUND: The California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) on March 18, 2019 for the second and final round of the California Emergency Solutions and Housing (CESH) Program. This program is funded from a portion of the third and fourth quarters of revenue deposited in the Building Homes and Jobs Act Trust Fund created by the Building Homes and Jobs Act of 2017.

Eligible funding activities include the following:

- ➢ Rental Assistance, housing relocation and stabilization services;
- ➢ Operating subsidies in the form of 15 year capitalized operating reserves for affordable permanent housing;
- ➢ Flexible housing subsidy funds including bridge subsidies, vacancy payments or project based rental assistance;
- ➢ Operating support for emergency housing interventions including navigation centers or emergency shelter, street outreach, shelter diversion and prevention.

No more than 40% of any funds may be allocated for operating support for emergency housing interventions such as navigation centers or emergency shelters.

DISCUSSION: Total funding to be awarded to Ventura County in this second round of the CESH program is $407,090 with $20,355 allocated for grant administration for the administrative entity. No more than $154,694 (40%) may be allocated for operating support for emergency housing interventions. The total amount available for projects is $386,735.

The CoC established priorities for the CESH program funding during the August 2018 Regional Priority Setting meeting. The Data Committee and CoC Board reviewed and endorsed the following recommendations for the CESH Program:

1) Maximize 40% of funding for Emergency Housing Interventions including emergency shelter, navigation centers and street outreach;
2) Flexible housing subsidies including bridge subsidies, vacancy payments and rental assistance with deeper subsidies to serve households high barriers to housing.

Due to the original HCD NOFA deadline, the CoC staff released an announcement on March 25, 2019 to request a Letter of Intent (LOI) from all potential applicants by April 5, 2019 and released a Request for Proposals (RFP) application with a deadline of April 19, 2019. All agencies or organizations previously approved for CESH funding in the first round were provided the option of requesting an expansion of services or beds in this second round. **HCD announced on April 8, 2019 that the CESH NOFA had been amended due to new requirements in the authorizing resolution and therefore, extended the application due date to June 28, 2019.** CoC staff received six applications by the RFP deadline. CoC staff reviewed the applications, prioritized based on the adopted CoC Board priorities, the population to be served, prior project success, proposed outcomes and the cost per successful housing placement. The CoC Data Committee convened on Wednesday, April 24, 2019 to review and discuss the project proposals. The CoC Data Committee made the following CESH funding recommendations for the CoC Board to review and approve:

Applicant	Project Title	Service Area	Requested	Round 1 CESH Award	Proposed Beneficiaries	Round 2 Funding Recommendation
1. Mercy House	Operating Support for Emergency Shelter & Navigation Center	City of Ventura	$154,694	N/A	165 homeless persons per year with 80-85% placed in PH at exit.	$85,000* (1-year term of Housing Navigation)
2. Human Services Agency	Flexible Housing Subsidies	Countywide	$78,000	$66,550	16 homeless households (40 persons) per year with up to 48-months assistance. 80% to remain in PH for 6-months.	$89,735** (5-year term)
	Homelessness Prevention	Countywide	$65,000	$58,500		$65,000* (5-year term)
	Rapid Re-Housing	Countywide	$117,000	$115,500		$0
3. Turning Point Foundation	Flexible Housing Subsidies	Countywide	$147,000	N/A	25 homeless adults and TAY for up to 48 months assistance with 80% to remain in PH.	$147,000 (2-year term)
4. Turning Point Foundation	Our Place Safe Haven	Countywide	$80,000	$82,000	Serve an additional 50 beneficiaries in 14-bed shelter with 80% exits to PH.	$0*
5. The Salvation Army	Rapid Re-Housing	Countywide	$250,000	$136,799	40 homeless households per year with short-term rental assistance. 80% to PH.	$0
6. Lutheran Social Services	Tenant Based Rental Assistance	East County	$73,147	$28,030 for Street Outreach	10 households (25 persons) with short-term rental assistance. 80% to PH.	$0
					Administrative	$20,355
					TOTAL	**$407,090**

*The total awarded for operating support of emergency housing interventions may not exceed 40% of the net allocation or $154,694.
**Flexible Housing Subsidies is one of the CoC Board priorities, intended to serve households with high barriers to housing. This recommendation is based on the project ranking and proposal to include longer term stabilization with case management for 6-months.

Proposed local timeline for CESH funding:

CoC Release Request for Letters of Intent (LOI) and Requests for Proposals (RFP) for CESH	March 25, 2019
Letters of Intent (LOI) Deadline	April 5, 2019
CoC Board Reviews CESH Proposals	April 10, 2019
Applications Due to CoC Staff	April 19, 2019
CoC Data Committee Review and Recommendations	April 24, 2019
CoC Board Review and Approval	May 8, 2019
CoC Staff Submit Final Application to HCD	June 28, 2019
HCD Award Announcements	August/September 2019
Final Standard Agreements Issued by HCD	October/November 2019

RECOMMENDATIONS:

1. Approval of final recommendations for 2019 CESH funding;
2. Approval of amended funding timeline;
3. Authorize CoC staff to submit the final application to HCD by June 28, 2019.

2019 California Department of Housing & Community Development (HCD)
ROUND 2 - California Emergency Solutions and Housing (CESH) Grant Funding
Letter of Intent (LOI) requests are listed in the order received, not in priority order.
VC CoC Board Approval on 4/10/19. VC CoC Data Committee Approval on 4/24/19. CESH Application to HCD on 5/6/19.

Date LOI Rcvd	Applicant	Project Title	Service Area	Round 1 CESH Award	Proposed Beneficiaries	Project Description	Round 2 CESH Request	Cost Efficiency for 12-months
3/29/2019	County of Ventura Human Services Agency	Flexible Housing Subsidies	Countywide	$66,550	**Round 1 Award:** 80 households for 5-year grant (16 households per year); an estimated 200 persons in five years (40 persons per year) **Round 2 Request:** 16 additional households per year if fully funded.	Aims to serve 16 homeless households (40 persons) per year with longer-term rental assistance, housing location services and stabilization for up to 48 months. Goal: 80% will remain in permanent housing with case management for 6-months.	$78,000	32 individuals into PH each year; Average $1,625 per successful housing outcome in 5-year grant.
		Homelessness Prevention	Countywide	$58,500			$65,000	
		Rapid Re-Housing	Countywide	$115,500			$117,000	
4/1/2019	Ventura County Behavioral Health	Street Outreach and HMIS Licensing Costs	Countywide	N/A	**Round 2 Request:** Increase the capacity of outreach teams for RISE and STAR programs with 40 new HMIS user licenses for VCBH staff.	HMIS costs include $250 per license as well as the one-time $250 implementation fee for each new license. VCBH staff with RISE and STAR serve homeless persons and need access to HMIS, to assist with referrals in coordinated entry.	$30,000	40 staff HMIS licenses; An estimated $750 per Street Outreach team member.
4/2/2019	Mercy House	Operating Support for Emergency Shelter & Navigation Center (City of Ventura)	Ventura	N/A	**Round 2 Request:** 55-bed shelter intends to serve 165 persons per year.	Aims to serve 165 homeless persons per year with 80% placed in permanent housing at exit.	$154,694	132 individuals into PH per year; Average $1,172 per successful housing outcome in a 1-year grant.

Date	Organization	Program	Location	Round 1 Award	Request	Goal	Amount	Outcome
4/2/2019	The SPIRIT of Santa Paula	Emergency Shelter Navigation Center	Santa Clara Valley	N/A	**Round 2 Request:** 20 households per year through street outreach and emergency shelter. 20 households per year through homelessness prevention.	Intents to serve 40 homeless households per year overall. Goal: 80% will exit to permanent housing.	$10,000	32 households into PH each year; Average $1,250 per successful housing outcome in 2-year grant.
		Homelessness Prevention	Santa Clara Valley	N/A			$20,000	
		Street Outreach	Santa Clara Valley	N/A			$10,000	
4/3/2019	Turning Point Foundation	Safe Haven / Emergency Shelter	Countywide	$82,000	**Round 1 Award:** 14-bed low barrier shelter will serve 90 mentally ill homeless individuals. Goal: 75% will move into PH at exit. **Round 2 Request:** Serve an additional 50 individuals per year.	Intents to serve 50 addtional homeless individuals per year overall. Goal: 75% will exit to permanent housing.	$80,000	38 individuals into PH each year; Average $2,987 per successful housing outcome in 2-year grant.
		Flexible Housing Subsidies	Countywide	N/A			$147,000	
4/4/2019	Catholic Charities	Homelessness Prevention	Countywide	N/A	**Round 2 Request:** 15 households per year over a four year grant term.	Aims to serve 15 homeless households per year with 90% to remain in permanent housing.	$75,000	14 households into PH per year; Average $1,339 per successful housing outcome in 4-year grant.
4/4/2019	The Salvation Army	Rapid Re-Housing	Countywide	$136,799	**Round 1 Award:** 150 households for 2-year grant. **Round 2 Request:** serve an additional 75 households per year for a 5-year grant term.	Intends to serve 75 homeless households per year with short-term and medium-term rental assistance, housing location services and stabilization. Goal: 95% will move into permanent housing at exit.	$250,000	71 households into PH per year; Average $704 per successful housing outcome in 5-year grant.

4/4/2019	Lutheran Social Services	Tenant Based Rental Assistance	East County	N/A	**Round 2 Request:** Assist 50 households (75 individuals) in 17 housing units with case management.	Intends to serve 75 homeless individuals with tenant based rental assistance and case management with 1.25 FTE. Goal: 95% will move into permanent housing and remain stably housed with case management.	**$386,735**	48 households into PH per year; Average $5,156 per successful housing outcome in a 1-year grant.

Total Requested: $1,423,429

Total Available: $386,735

Rank	Project Score	Applicant	Project Title	Service Area	Round 1 CESH Award	Proposed Beneficiaries	Project Description	Round 2 CESH Request	Cost Efficiency for 12-months	CoC Staff Notes	Round 2 Funding Recommendation
1	95	Mercy House	Operating Support for Emergency Shelter & Navigation Center (City of Ventura)	Ventura	N/A	Aims to serve 165 homeless persons per year with 80-85% placed in permanent housing at exit.	Operating support for low barrier 55-bed 24/7 emergency shelter, on-site supportive services and housing navigation to literally homeless adults.	$154,694	132 individuals into PH per year; Leveraged funds are $978,366; Average $8,584 per successful housing outcome in a 1-year grant.	Includes CoC priority for Housing Navigation and the expansion of shelter beds in a new project. Adheres to Housing First model. Prior outcomes are impressive.	$85,000 (1-year term of Housing Navigation)
2	95	County of Ventura Human Services Agency	Flexible Housing Subsidies	Countywide	$66,550	**Round 1 Award:** 80 households for 5-year grant (16 households per year); an estimated 200 persons in five years (40 persons per year) **Round 2 Request:** 16 additional households per year if fully funded.	Expansion to serve an additional 16 homeless households (40 persons) per year with longer-term rental assistance, housing location services and stabilization for up to 48 months. Goal: 80% will remain in permanent housing with case management for 6-months.	$78,000	32 individuals into PH each year; Leveraged funds are $260,000. Average $3,250 per successful housing outcome in 5-year grant.	Includes CoC priorities for flexible housing subsidies and homelessness prevention. Adheres to Housing First model with longer-term subsidies.	$89,735 (5-year term)
			Homelessness Prevention	Countywide	$58,500			$65,000			$65,000 (5-year term)
			Rapid Re-Housing	Countywide	$115,500			$117,000			$0

3	95	Turning Point Foundation	Flexible Housing Subsidies	Countywide	N/A	Proposes to serve 25 adults and TAY with rental subsidies for permanent or bridge housing.	Rental subsidies for up to 48 months, bridge subsidies to property owners waiting for approval on permanent rental subsidy source and project-based rent for permanent housing. 80% exits to permanent housing.	$147,000	20 individuals into PH each year; Leveraged funds are $372,846; Average $6,498 per successful housing outcome.	Includes CoC priority for flexible housing subsidies. Adheres to Housing First model with longer-term subsidies.	$147,000 (2-year term)
4	90	Turning Point Foundation	Safe Haven / Emergency Shelter	Countywide	$82,000	**Round 1 Award:** 14-bed low barrier shelter will serve 90 mentally ill homeless individuals. Goal: 75% will move into PH at exit. **Round 2 Request:** Serve an additional 50 individuals per year.	Safe Haven & Street Outreach to serve an additional 50 beneficiaries with 80% exits to permanent housing.	$80,000	60 individuals into PH each year; Average $2,700 per successful housing outcome.	Proposes to serve additional beneficiaries; however, no additional beds or units to be added. Limited funding available for shelters.	$0
5	85	The Salvation Army	Rapid Re-Housing	Countywide	$136,799	**Round 1 Award:** 150 households for 2-year grant. **Round 2 Request:** serve an additional 40 households per year for a 5-year grant term.	Intends to serve 40 additional homeless households per year with short-term and medium-term rental assistance, housing location services and stabilization. Goal: 80% will move into permanent housing at exit.	$250,000	32 households into PH per year; Average $1,563 per successful housing outcome in 5-year grant.	Proposal does not include the flexibility of longer-term subsidies, retention and case management.	$0
6	85	Lutheran Social Services	Tenant Based Rental Assistance	East County	$28,030 for Street Outreach	Proposes to serve 25 beneficiaries (10 households) with short-term rental assistance.	Short-term rental assistance and case management with 1.25 FTE. 80% successful permanent housing placements.	$73,147	20 beneficiaries in PH per year; Average $4,333 per successful housing outcome in a 1-year grant.	Proposal does not include the flexibility of longer-term subsidies. Also, the cost per beneficiary is high for short-term rental assistance.	$0

	Total Requested:	$964,841
	Total Available:	$386,735
	40% maximum for emergency housing interventions*:	**$154,694**

* Emergency housing interventions must be limited to no more than 40 percent of total grant funds, which include: 1) Navigation Center (shelter & case management), 2) Street Outreach, and 3) Shelter Diversion (including homelessness prevention activities).

May 8 2019

CoC Governance Board

SUBJECT: Receive and file the submittal of 2019 Housing Inventory Count (HIC) and Point in Time (PIT) official submission to U.S. Department of Housing and Urban Development including full subpopulation data.

BACKGROUND: Continuums of Care across the country are responsible for submitting the HIC and PIT reports annually to HUD. The PIT report includes all sheltered and unsheltered persons that meet the HUD definition of homelessness on one night in January. The HIC report includes all beds and units which are considered part of the CoC homeless assistance system. Beds and Units in the HIC must be dedicated to serving homeless persons or for permanent housing projects, dedicated for persons who were homeless at program entry. For the purposes of the HIC, a project with dedicated beds/units is one where:

A. The primary intent of the project is to serve homeless persons;
B. The project verifies homeless status as part of eligibility determination; and
C. The actual project clients are predominantly homeless (or, for permanent housing were homeless at entry).

Beds in institutional settings not specifically dedicated for persons who are homeless such as detox facilities, emergency rooms, jails and acute crisis or treatment centers should not be included in the HIC. The CoC should have a goal of having all beds reported on the HIC, programmed into HMIS.

The attached report is the full report submitted to HUD on April 24, 2019.

Point-in-Time Count CA-611 Oxnard, San Buenaventura/Ventura County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	19	40	6	**65**
Total Number of persons (Adults & Children)	**49**	**130**	**18**	**197**
Number of Persons (under age 18)	30	74	11	**115**
Number of Persons (18 - 24)	2	8	0	**10**
Number of Persons (over age 24)	17	48	7	**72**

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	32	75	9	**116**
Male	17	55	9	**81**
Transgender	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	**0**

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	13	51	8	**72**
Hispanic/Latino	36	79	10	**125**

Point-in-Time Count CA-611 Oxnard, San Buenaventura/Ventura County CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	44	115	16	**175**
Black or African-American	5	6	0	**11**
Asian	0	0	0	**0**
American Indian or Alaska Native	0	0	1	**1**
Native Hawaiian or Other Pacific Islander	0	0	0	**0**
Multiple Races	0	9	1	**10**

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	3		0	**3**
Total number of persons	6		0	**6**

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	0	0	0	1	1
Total Number of children (under age 18)	0	0	0	1	1

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	0	0	0	1	1
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	0	0	0	0	0
Hispanic/Latino	0	0	0	1	1

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional			
White	0	0	0	1	**1**
Black or African-American	0	0	0	0	**0**
Asian	0	0	0	0	**0**
American Indian or Alaska Native	0	0	0	0	**0**
Native Hawaiian or Other Pacific Islander	0	0	0	0	**0**
Multiple Races	0	0	0	0	**0**

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	**0**

Point-in-Time Count CA-611 Oxnard, San Buenaventura/Ventura County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	181	40	11	1,239	**1,471**
Total Number of persons (Adults)	**181**	**40**	**11**	**1,239**	1,471
Number of Persons (18 - 24)	12	2	1	68	**83**
Number of Persons (over age 24)	169	38	10	1,171	**1,388**

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	63	12	6	362	**443**
Male	116	28	5	870	**1,019**
Transgender	2	0	0	5	**7**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	2	**2**

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	117	21	7	831	**976**
Hispanic/Latino	64	19	4	408	**495**

Point-in-Time Count CA-611 Oxnard, San Buenaventura/Ventura County CoC

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	164	30	9	950	**1,153**
Black or African-American	5	6	1	98	**110**
Asian	4	0	0	17	**21**
American Indian or Alaska Native	2	1	0	30	**33**
Native Hawaiian or Other Pacific Islander	0	0	1	11	**12**
Multiple Races	6	3	0	133	**142**

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	7		6	305	**318**

Date of PIT Count: 1/22/2019
Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	200	80	11	1,246	**1,537**
Total Number of Persons	230	170	11	1,258	**1,669**
Number of Children (under age 18)	30	74	0	12	**116**
Number of Persons (18 to 24)	14	10	1	68	**93**
Number of Persons (over age 24)	186	86	10	1178	**1,460**

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	95	87	6	371	**559**
Male	133	83	5	880	**1,101**
Transgender	2	0	0	5	**7**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	2	**2**

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	130	72	7	839	**1,048**
Hispanic/Latino	100	98	4	419	**621**

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	208	145	9	967	**1,329**
Black or African-American	10	12	1	98	**121**
Asian	4	0	0	17	**21**
American Indian or Alaska Native	2	1	0	31	**34**
Native Hawaiian or Other Pacific Islander	0	0	1	11	**12**
Multiple Races					

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	13		6	305	**324**

Methodology for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Sheltered Population Total

1. What data source(s) was used to produce the total number of people included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? Please indicate the percentage of the PIT count derived from each of the sources. (If a source was not used, please enter zero).

HMIS Data	**65%**
Provider-level surveys	**0%**
Client-level surveys	**35%**
Observation	**0%**
Other	**0%**
Total	**100%**

2. Was the CoC able to collect information about the number of people being sheltered on the night of the count from all emergency shelters, Safe Havens, and transitional housing projects listed on the HIC or only some? listed on your HIC or only some?

- Complete census count

3. What information or method(s) was used to de-duplicate the count of the total number of people included in the sheltered population?

- Comparison of unique client identifiers (not PII)

Sheltered Subpopulation

4. What data source(s) was used to produce the demographic and subpopulation data included in the sheltered population (staying in an emergency shelter, Safe Haven, or transitional housing) on the night of the count? (select all that were used)

- HMIS Data

- Client-level surveys

5. Was the CoC able to collect information about the demographic and subpopulation characteristics of all sheltered people or only some?

- All sheltered people

6. Looking at the change in your sheltered count from last year's count, please choose up to three reasons that best explains these changes from the drop down list below.

- Change in emergency shelter capacity

- Change in transitional housing capacity

Please provide a brief description of these specific factors (500 word limit):

Our CoC typically has a large winter shelter open during the winter months and the homeless count. This shelter has capacity up to 120 persons. The shelter was activated as a foul weather shelter during cold and rain events while the city partners ramped up for a permanent year-round shelter program. The shelter was not open the night of the count resulting in a decrease in our sheltered population.

Unsheltered Population

7. What approach(es) was used to count the total number of people included in the unsheltered population during the PIT count. (select all that were used)

- "Night of the count" - known locations

- Service-based count

7a. Were certain areas within the CoC geography specifically excluded because the CoC had reason to believe there were no unsheltered people in those areas?

Yes

7b. How did the CoC select the areas that were included for canvassing?

- Areas were not selected randomly, but an effort was made to use local knowledge to target known locations (e.g., areas with known concentrations of unsheltered homeless people)

7b1. Did the CoC adjust the information in some way (e.g., statistical adjustment or extrapolation) to account for areas within the CoC geography that were not canvassed but where unsheltered people might have been on the night of the PIT count?

No

7c. In areas that were canvassed, did the CoC count all unsheltered people in those areas or a sample of people?

- All people encountered during the count

8. What information or method(s) was used to de-duplicate the total count of people in the unsheltered population? (Check all that apply)

- Comparison of unique client identifiers (not PII)

- Interview/survey question(s) with screening questions (e.g., have you already completed a count survey)

Unsheltered Subpopulations

9. What approach(es) was used to collect demographic and subpopulation data about unsheltered people included in the unsheltered population during the PIT count?

- Surveys/interviews of people identified as unsheltered on the night of the PIT count

- Surveys/interviews of people identified within 7 days following the night of the PIT count night who may have been unsheltered on the night of the PIT count (e.g., "service-based" surveys at locations where people who are homeless go for assistance)

10. Were all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview?

- All people encountered were surveyed

11. What information or method(s) was used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations?

- Comparison of unique client identifiers (not PII)

- Interview/survey question(s) with screening questions (e.g., have you already completed a count survey)

12. Looking at the change in your unsheltered count from last year's count, please choose up to three reasons that best explains these changes from the drop down list below

- Increased or improved PIT count training

- Change in awareness of PIT count and relevant resources

- Change in emergency shelter capacity

Please provide a brief description of these specific factors (500 word limit):

Ventura County typically has a West County Winter Shelter program with up to 120 beds during winter months in Oxnard or Ventura. This year both cities are working to establish a permanent shelter program in each city. The cities in partnership with the County activated foul weather shelter in the interim for cold and rainy events before opening up a temporary facility that is bridging shelter until the permanent facility is established. The shelter was not open on the night of the count resulting in an increase in unsheltered persons.
We continue to improve with coverage of harder to count populations including those in homeless encampments and persons living in vehicles.
We had increased engagement of volunteers and community partners because State funding is being allocated based on PIT count numbers.

Point In Time Methodology for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Point In Time Methodology for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Point In Time Methodology for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Point-in-Time Count Veterans CA-611 Oxnard, San Buenaventura/Ventura County CoC

Inventory Count Date: 1/22/2019

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	0	0	0	0
Total Number of Persons	0	0	0	0
Total Number of Veterans	0	0	0	0

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	0	0	0	0
Male	0	0	0	0
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	0	0	0	0
Hispanic/Latino	0	0	0	0

Point-in-Time Count Veterans CA-611 Oxnard, San Buenaventura/Ventura County CoC

Race (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	0	0	0	0
Black or African-American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0

Chronically Homeless (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

Inventory Count Date: 1/22/2019
Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	7	19	0	80	**106**
Total Number of Persons	7	19	0	80	**106**
Total Number of Veterans	7	19	0	80	**106**

Gender (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	12	**12**
Male	7	19	0	68	**94**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	**0**

Ethnicity (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	5	17	0	68	**90**
Hispanic/Latino	2	2	0	12	**16**

Race (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	7	18	0	67	92
Black or African-American	0	1	0	3	4
Asian	0	0	0	1	1
American Indian or Alaska Native	0	0	0	6	6
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	3	3

Chronically Homeless (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	31	32

Point-in-Time Summary Veterans for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Date of PIT Count: 1/22/2019
Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	7	19	0	80	**106**
Total Number of Persons	7	19	0	80	**106**
Total Number of Veterans	7	19	0	80	**106**

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	12	**12**
Male	7	19	0	68	**94**
Transgender (male to female)	0	0	0	0	**0**
Transgender (female to male)	0	0	0	0	**0**

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	5	17	0	68	**90**
Hispanic/Latino	2	2	0	12	**16**

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		

White	7	18	0	67	**92**
Black or African-American	0	1	0	3	**4**
Asian	0	0	0	1	**1**
American Indian or Alaska Native	0	0	0	6	**6**
Native Hawaiian or Other Pacific Islander	0	0	0	0	**0**
Multiple Races	0	0	0	3	**3**

Chronically Homeless	**Sheltered**			**Unsheltered**	**Total**
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	31	**32**

Inventory Count Date: 1/22/2019
Population: Sheltered and Unsheltered Count

Unaccompanied Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of unaccompanied youth households	12	2	1	68	**83**
Total number of unaccompanied youth	**12**	**2**	**1**	**69**	84
Number of unaccompanied children (under age 18)	0	0	0	1	**1**
Number of unaccompanied young adults (age 18 to 24)	12	2	1	68	**83**

Gender (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	4	2	0	19	**25**
Male	8	0	1	48	**57**
Transgender	0	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	2	**2**

Ethnicity (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	8	2	1	31	**42**
Hispanic/Latino	4	0	0	38	**42**

Race (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	8	2	1	51	**62**
Black or African-American	0	0	0	1	**1**
Asian	0	0	0	1	**1**
American Indian or Alaska Native	0	0	0	3	**3**
Native Hawaiian or Other Pacific Islander	0	0	0	1	**1**
Multiple Races	4	0	0	12	**16**

Chronically Homeless (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	11	**11**

Inventory Count Date: 1/22/2019
Population: Sheltered and Unsheltered Count

Parenting Youth Households

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of parenting youth households	2	1	0	3
Total number of persons in parenting youth households	4	3	0	7
Total Parenting Youth (youth parents only)	2	2	0	4
Total Children in Parenting Youth Households	2	1	0	3
Number of parenting youth (under age 18)	0	0	0	0
Children in households with parenting youth under age 18 (children under age 18 with parent under 18)	0	0	0	0
Number of parenting youth (age 18 to 24)	2	2	0	4
Children in households with parenting youth age 18 to 24 (children under age 18 with parents under age 25)	2	1	0	3

Gender (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	2	1	0	**3**
Male	0	1	0	**1**
Transgender	0	0	0	**0**
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	**0**

Ethnicity (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	0	0	0	**0**
Hispanic/Latino	2	2	0	**4**

Race (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	2	2	0	**4**
Black or African-American	0	0	0	**0**
Asian	0	0	0	**0**
American Indian or Alaska Native	0	0	0	**0**
Native Hawaiian or Other Pacific Islander	0	0	0	**0**
Multiple Races	0	0	0	**0**

Chronically Homeless (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	1		0	1
Total number of persons	2		0	2

Additional Homeless Populations Summary for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Date of PIT Count: 1/22/2019
Population: Sheltered and Unsheltered Count

Other Homeless Subpopulations

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adults with a Serious Mental Illness	28	14	7	358	**407**
Adults with a Substance Use Disorder	16	5	4	283	**308**
Adults with HIV/AIDS	1	0	1	14	**16**
Adult Survivors of Domestic Violence	22	4	1	30	**57**

May 8, 2019

CoC Governance Board

SUBJECT: Receive and file an update on California Department of Housing and Community Development (HCD) sponsored Technical Assistance Work Plans for Ventura County Continuum of Care.

BACKGROUND: The California Department of Housing and Community Development (HCD) announced the availability of Technical Assistance (TA) to counties and Continuums of Care to build capacity and improve the delivery of programs for people experiencing homelessness. HCD has contracted with consultants from Technical Assistance Collaborative Inc. (TAC), Corporation for Supportive Housing (CSH) and Home Base to offer on-site assistance, interactive training and regional workshops at no cost to the jurisdictions. The funding for this TA is derived from Emergency Solutions Grant (ESG) and No Place Like Home (NPLH) set-asides by the State. Approximately 13,000 hours of TA is available statewide.

CoC staff requested TA in the areas of Capacity Building, Housing First and Housing Stability.

DISCUSSION: HCD responded quickly to the Ventura County request for technical assistance and HCD asked staff to prioritize requests understanding CoC staff will need to make time to facilitate these initiatives within the community. At this time, Ventura County CoC is engaged in two initiatives with two TA providers. These TA providers also work with HUD and have extensive experience in working with communities on the approved work plans.

Housing First---Homebase is the provider for the Housing First workplan. They will be focused on helping Ventura County CoC achieve the following objectives:

- Converting existing emergency shelters to a low-barrier or Housing First emergency shelter;
- Adopting and incorporating the core components of Housing First for all programs that serve homeless persons and families;
- Improving or establishing a diversion strategy to prevent homelessness or reduce the demand for shelter beds.

Staff from Homebase will review and provide recommended revisions to both existing system-wide policies and individual program guidelines to suppler implementation of Housing First in all program types. Staff will provide supporting materials to the CoC Lead Agency to assist with monitoring projects for implementation of Housing First. A systemwide training will be provided for all service providers.

Rapid Re-Housing/Housing Stability—TAC is the provider for Rapid Re-Housing/Housing Stability workplan. This TA is intended to evaluate the system of Rapid Re-Housing programs and develop

recommendations for right-sizing the system with the right amount of Rapid Re-Housing assistance while working to integrate the programs into a fully effective coordinated system. Recommendations will also include updating CoC Written Standards/Policies and Procedures and evaluating landlord engagement/housing navigation efforts.

Both TA initiatives have begun the evaluation process and will continue throughout the fall in working with the Ventura County CoC service system.

VENTURA COUNTY
CONTINUUM OF CARE ALLIANCE | ENDING HOMELESSNESS IN VENTURA COUNTY

May 8, 2019

CoC Governance Board

SUBJECT: Authorization for CoC Staff to Release a Letter of Intent for the FY19 Continuum of Care Program Competition.

Background: The FY19 Continuum of Care Program Competition registration opened on January 31, 2019 and was due on March 14, 2019. Information in the program registration indicates the Notice of Funding Availability (NOFA) is expected to be released as early as May 2019. HUD's policy and program priorities continue to include:

- ❖ Create a systemic response to homelessness
    - Measure System Performance
    - Create an Effective Coordinated Entry Process
    - Promote participant choice
    - Plan as a system
    - Make the delivery of homeless assistance more open, inclusive and transparent.
- ❖ Strategically Allocate Resources
    - Comprehensively review project quality, performance and cost effectiveness.
    - Maximize use of mainstream and other community based resources.
    - Review transitional housing projects for alignment with priority populations.
- ❖ End Chronic Homelessness
    - Target persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing.
    - Increase Units
    - Improve Outreach
- ❖ End Family Homelessness
- ❖ End Youth Homelessness
- ❖ End Veteran Homelessness
- ❖ Using a Housing First Approach
    - Use data to more quickly and stably house homeless persons
    - Engage landlords and property owners
    - Remove barriers to entry
    - Adopt client-centered service methods

The FY19 Appropriations Act requires HUD to verify that all CoCs project applications are evaluated and ranked based on how they improve system performance.

- ❖ CoCs cannot receive grants for new projects, other than reallocation unless the CoC competitively ranks projects based on how they improve system performance;
- ❖ HUD must base an increasing share of the CoC score on performance criteria;
- ❖ HUD must prioritize funding for Coc's that have demonstrated willingness to reallocate resources to higher performing projects.
- ❖ HUD will continue the reallocation process. Eligible projects will be detailed in the forthcoming CoC NOFA including details on possible bonus or new funding and tiering of projects.

Discussion: An updated Letter of Interest (LOI) was developed based on the FY18 CoC Debrief scoring. Staff requests authorization to release the LOI to determine which programs elect to renew in the competition. The CoC Data Performance & Evaluation committee will review, score and rank the LOIs for each renewal project based on project and system performance. System Performance Data will be included in the LOI including 1) Length of Time Homeless; 2) Exits to Permanent Housing and 3) Retention in Housing placements. Information will be evaluated including filling vacancies through coordinated entry, providing supportive services with a Housing First approach and preventing returns to homelessness.
Data Committee will bring recommended ranking of projects to CoC Board with recommendations of the preliminary ranking of projects and reallocation of funds.

Recommendation: Authorize CoC staff to release the FY19 Letter of Intent for CoC renewal applications in preparation of the FY19 CoC funding competition.

2019 Letter of Intent to Renew CoC Project

Instructions: Please complete one letter for each renewal application.

Lead Agency Information

CCR #:
DUNS #:
Agency Name:
Agency Address:
City: State: Zip:
Phone: Fax: email:

Grant/Application Contact Person:
       Name:
       Phone:
       Email:

Agency Director:
       Name:
       Phone:
       Email:

HMIS Contact Person:
       Name:
       Phone:
       Email:

Project Information:
Name of Project:
Project Address:
Grant Amount:
Grant Term:
Expiration Date:
Program Type:
Primary Population:
Annual Renewal Amount for project: _____

Total Number of Units: _____

Previously approved budget amounts by activity:

Activity:	Budget Amount:
Leased Units	
Leased Structures	
Rental Assistance	
Supportive Services	
Operations	
HMIS	
Administration	
Total:	

Name and Signature of Person who will complete the application:

_____ _____

Name and Signature of Person authorized to sign the HUD application:

_____ _____

I certify, on behalf of my agency that all information contained in this application is accurate and true, based on our current records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on my overall review and may result in removal from the Continuum of Care Application to HUD. I also understand that projects not submitting their Letter of Intent by the deadline may be reallocated.

_____
Executive Director/CEO/President   Date

Background Information:

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in 2020 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in the NOFA or they will be rejected from consideration for funding.

While considering the need to continue funding for projects expiring in 2020, the CoC Independent Review Panel will review the information that HUD noted in the 2019 NOFA CoC Program Competition, which is as follows:

1. When considering renewal projects for award, HUD will review financial information; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
    a. Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
    b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
    c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
    d. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

2. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:
    a. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
    b. Audit/Monitoring finding(s) for which a response is overdue or unsatisfactory;
    c. History of inadequate financial management accounting practices;
    d. Evidence of untimely expenditures and unspent funds on prior award;
    e. History of other major capacity issues that have significantly affected the operation of the project and its performance;

f. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.[1]

I. Recipient Compliance with Grants and Financial Management:

Per 24 CFR part 578 and the 2018 CoC Program Competition NOFA requires that Project Applicants specifically identify four benchmarks for grants and financial management that communities must reach to meet this standard, which are

1. On-time APR submission;
2. Resolved HUD or Office of Inspector General (OIG) Audits, if applicable;
3. Monthly submission of claims; and
4. The full expenditure of awarded funds.

The following questions are designed to inform HUD of the recipient's performance related to these four statutory and regulatory requirements and to provide the recipient with an opportunity to explain their inability to meet the related standards.

1. **Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?**

APRs are due within 90 days after the grant term expires. Select **"Yes"** to indicate that an APR has been submitted for the grant term that has most recently expired. Select **"No"** to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.

☐ Yes
☐ No
☐ This is a first-time renewal for which the original grant term has not yet expired.

If you selected **"No"** above, provide a brief explanation for why the APR was not submitted on time in the box below (expand box as needed). For those first-time renewals for which the original grant term has not yet expired, please write, "First-time renewal and grant term has not yet expired" and provide the date by which the APR must be submitted.

---

[1] NOFA for 2019 CoC Program Competition, pages 39-40.

2. **Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?**

   ☐ Yes
   ☐ No

Select **"Yes"** if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select **"No"** if there are no unresolved HUD Monitoring or OIG Audit findings.

   a. **Date HUD or OIG issued the oldest unresolved finding(s):**
      If you selected **"Yes"** above, provide the date that the oldest unresolved finding was issued.

      Date the oldest unresolved finding was issued: _____

   b. **Explain why the finding(s) remains unresolved:**
      If you selected **"Yes"** above, provide a brief explanation in the box below (expand box as needed) for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

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3. **Has the recipient maintained timely and consistent monthly submission of claims for the most recent grant terms related to this renewal project request?**

   ☐ Yes
   ☐ No

CoC Program recipients are required to submit claims on a monthly basis. Select **"Yes"** to indicate that you have maintained monthly submission of claims for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2015 renewal, for others the FY 2014, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select **"No"** to indicate that the recipient has not maintained consistent monthly claim submission for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.

   a. **Explain why the recipient has not maintained timely and consistent monthly claim submission for the most recent grant terms related to this renewal project request.**

If you selected **"No"** above, provide a brief explanation in the box below (expand box as needed) for why monthly claim submissions have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.

<div style="border:1px solid black; min-height:80px;"></div>

4. **Have any funds been recaptured by or returned to HUD for any of the three (3) most recently expired grant terms related to this renewal project request?**

☐ Yes
☐ No
☐ Project has not yet completed a grant term

Select **"Yes"** to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the three previous completed grant terms. Select **"No"** to indicate that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.

a. **If you selected "Yes" above, explain the circumstances that led to HUD recapturing/returning funds from any of the three (3) most recently expired grant term related to this renewal project request:**

Provide a brief explanation in the box below (expand box as needed) for why the total awarded funds were not expended and were returned/recaptured. Include the amount returned for each year.

<div style="border:1px solid black; min-height:80px;"></div>

II. Housing First and Low Barriers Approach

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the program participant's termination from the

project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. For more information, review page 18 of the 2019 CoC Program Competition NOFA and the Housing First in PSH brief at: www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/

1. **Does the project quickly move participants into permanent housing?**

    ☐ Yes
    ☐ No

Select **"Yes"** to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select **"Yes"** if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select **"No"** if the project does not work to move program participants quickly into permanent housing.

2. **Has the project removed the following barriers to accessing housing and services?**

    ☐ Having too little or little income
    ☐ Active or history of substance abuse
    ☐ Having a criminal record with exceptions for state-mandated restrictions
    ☐ Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement
    ☐ None of the above

(Select ALL that apply): Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select "None of the above."

3. **Has the project removed the following as reasons for program termination?**

    ☐ Failure to participate in supportive services
    ☐ Failure to make progress on a service plan
    ☐ Loss of income or failure to improve income
    ☐ Fleeing domestic violence

☐ Any other activity not covered in a lease agreement typically found in the project's geographic area

☐ None of the above

Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project's geographic area. If all of these reasons for program termination still exist, select "None of the above."

Additional attachments: *Please attach the following supporting documentation that shows that your agency provided staff training and policies and procedures so that staff fully understands how to implement the Housing First approach: a copy of the agency Policies and Procedures, staff training materials, and any forms or other related documents.*

III. Supportive Services for Participants

Please identify whether the project includes the following activities:

1. **Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?**

   ☐ Yes
   ☐ No

Select **"Yes"** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs. Select **"No"** if transportation is not regularly provided or cannot be provided consistently as requested.

2. **Use of a single application form for four or more mainstream programs?**

   ☐ Yes
   ☐ No

Select **"Yes"** if the project uses a *single application form that allows program participants to sign up for four or more mainstream programs. Select **"No"** if application forms cover 3 or fewer mainstream programs.

*Agencies utilizing *My Benefits CalWIN* meet this requirement.

3. **Regular follow-ups with participants to ensure mainstream benefits are received and renewed?**

   ☐ Yes
   ☐ No

Select **"Yes"** if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select **"No"** if there is no or irregular follow-up concerning mainstream benefits.

4. **Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?**

   ☐ Yes
   ☐ No

Select **"Yes"** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency–through a formal or informal relationship. Select **"No"** if there is no or significantly limited access to SSI/SSDI technical assistance

5. **Has the staff person providing the technical assistance completed SOAR training in the past 24 months?**

   ☐ Yes
   ☐ No

This question will only appear if **"Yes"** is selected to the previous question. Select **"Yes"** to indicate that the applicant, subrecipient or partner agency staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, online or in person, in the past 24 months. If more than one person will provide technical assistance, select **"Yes"** only if all persons have completed the training. Otherwise, select "No."

IV. Outreach for Participants

Project Applicants are required to identify where their eligible program participants come from with respect to HUD's homeless definition and must include percentages of program participants that are served using requested funds. Project Applicants must ensure that all persons served in renewal RRH projects meet the requirements found in 24 CFR part 578 and the 2019 CoC Program Competition NOFA.

1. **Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations: Indicate the percentage of homeless persons who will be admitted from each of the listed locations. Not all of the following locations are eligible locations for all projects types. For example, persons coming from transitional housing are not eligible for PH-RRH projects. Instead, renewal RRH projects must continue to serve individuals and families coming from the streets or emergency shelters. New RRH projects created through reallocation in the FY 2015 competition could also serve persons fleeing domestic violence Note: It is critical that you refer to 24 CFR part 578, the FY 2016 CoC Program Competition NOFA to confirm the eligible locations for each type of project (please contact your local HUD field office if you are unclear as to which NOFA requirements take precedence). The total percentage must equal 100% in order to submit the project application.**

%	Eligible Locations:
	Directly from the street or other locations not meant for human habitation.
	Directly from emergency shelters. (this includes domestic violence emergency shelters)
	Directly from safe havens.
	From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens.
	Persons fleeing domestic violence (or attempting to flee).
	Total of above percentages

Individuals coming from an institution where they have resided for 90 days or less AND have entered the institution from the streets, emergency shelter, or safe haven, maintain their homeless status during that time. Include these program participants in the percentages for streets, places not meant for human habitation, emergency shelters, and safe havens accordingly.

Projects that have been approved to change from TH to PH-RRH should list residents who are remaining in the program from the previous grant term according to the place from which they originally entered. They should not be listed as entering from transitional housing simply because they were in the program during the previous grant term.

Refer to 24 CFR part 578, the 2019 CoC Program Competition NOFA, and the homeless definition at www.hudexchange.info/resource/1928/hearth-defining-homeless-final-rule/ for further guidance.

V. Participation in Homeless Management Information System (HMIS)

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS at least annually?   ☐ Yes ☐ No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: _____
Total number of clients reported in the HMIS: _____

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

☐ Federal law prohibits (please cite specific law)   ☐ State law prohibits (please cite specific law)

☐ New project not yet in operation   ☐ Other (please specify prohibition)

Also, for those participant records that were reported in the HMIS, indicate the percentage of values that were missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused"). If there were no unknown values, note a "0" value.

Data Collection Requirements
All CoC Program funded projects are required to collect all of the Universal Data
Elements and a select number of Program-Specific Data Elements.
*** Indicate the percentage of unduplicated client records with null or missing values
during the last 10 days of January 2018**

Universal Data Element (Use HMIS Data Quality Report)	Records with no values (%)	Records where value is refused or unknown (%)
3.1 Name		
3.2 Social Security Number		
3.3 Date of Birth		
3.4 Race		
3.5 Ethnicity		
3.6 Gender		
3.7 Veteran Status		
3.8 Disabling condition		
3.917 Living Situation		
3.10 Project entry date		
3.11 Project exit date		
3.12 Destination		
3.15 Relationship to Head of Household		
3.16 Client Location		
Program Specific Data Element (From the most recent APR)	**Records with no values (%)**	**Records where value is refused or unknown (%)**
4.2 Income and Sources		
4.3 Non-Cash Benefits		
4.4 Health Insurance		
4.5 Physical Disability		
4.6 Developmental Disability		
4.7 Chronic Health Condition		
4.8 HIV/AIDS		
4.9 Mental Health Problem		
4.10 Substance Abuse		
4.11 Domestic Violence		
4.17 Residential Move-In Date (RRH only)		

VI. Participation in Coordinated Entry System

CoC funded projects are required to participate in the local Coordinated Entry System. As defined by HUD:

"Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities' outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- prioritize persons with the longest histories of homelessness and the most extensive needs;
- lower barriers to entering programs or receiving assistance; and,
- ensure that persons receive assistance and are housed as quickly as possible.[2]

The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail the responsibilities of the CoC with regard to establishing and operating such a system. In addition to the definition, HUD also posted on the HUD Exchange the Coordinated Entry Policy Brief in February 2015 that helps inform local efforts to further develop CoCs' coordinated entry processes.

1. **How many households (a household can be a single individual or family) entered your program during the past 12 months?** _____

   a. **How many of the households that you stated in the question above entered your project through the coordinated entry system?** _____

2. **If any households entered your program during the past 12 months that were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).**

Note: this information will be verified through HMIS.

VII.   Performance Measures

The purpose of the HUD's System Performance Measures is to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal. The performance of each project in the CoC is crucial in

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[2] NOFA for 2018 CoC Program Competition

the overall performance of the CoC. The source data for performance measures include the APR and System Performance Measures.

1. **Bed Utilization for Permanent Supportive Housing (PSH)**

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day. Bed utilization rates below 65 percent are usually attributed to the project not entering all their clients into the HMIS or the project was under-utilized. Bed utilization rates above 105 means the project did not capture exit dates for all their clients and/or the project offered overflow beds.

From your most recent APR, complete the table below on the point-in-time count of households served on the last Wednesdays in

	*Total # of Beds	Total # of Clients Served	Utilization Rate
January			
April			
July			
October			

*The total number of beds should equal the number of beds submitted in your application.

2. **Rapid Rehousing (RRH)**

Rapid Re-Housing (RRH) provides short or medium term tenant-based rental assistance in community-based housing paired with necessary supportive services for homeless individuals and families (with or without a disability). RRH assistance usually begins prior to the client entering housing. Project performance is measured when client moves into permanent housing. Using data from HMIS during the past 12 months, answer the questions below:

- Proposed number of households: _____
- Total number of households served: _____
- Total number of households moved into permanent housing: _____
- If the total number of households that move into permanent housing is lower than the proposed number of households, please explain why in the box below (expand box as needed).

3. **Employment and Income Growth**

HUD's System Performance Measure 2 – Change in employment income during the reporting period for program stayers. Meeting this criterion will be based on demonstrating that the percent of homeless adults being served in CoC Program projects increase their earned (i.e., employment) income. From your most recent APR, complete the table below to indicate the number of program stayers and leavers who increased employment or earned income.

	Total # of Adults in Program	# of Adults with increased employment/ earned income	% of adults with increased employment/ earned income
Program Stayers			
Program Leavers			

4. **Obtain and Maintain Permanent Housing**

HUD's System Performance Measure 7b: Successful Placement in or Retention of Permanent Housing. Meeting this criterion will be based on demonstrating an increase in the percent of persons served in permanent housing projects who retain permanent housing or exit to permanent housing destinations.

# of Persons in Permanent Housing*	# of Persons who remained in permanent housing	# of Persons who exited from permanent housing to permanent housing

Permanent housing includes:
- *Owned by client, no ongoing housing subsidy*
- *Owned by client, with ongoing housing subsidy*
- *Rental by client, no ongoing housing subsidy*
- *Rental by client, with VASH housing subsidy*
- *Rental by client, with GPD TIP housing subsidy*
- *Rental by client, with other ongoing housing subsidy*
- *Staying or living with family, permanent tenure*
- *Staying or living with friends, permanent tenure*

Additional attachments: *Please attach the following systmem performance documentation for each project from the most recent complete grant term:*
   HMIS Report #700 - Length of Time Homeless (Safe Haven only)
   HMIS Report #700.1b - Length of Time Homeless (all projects)
   HMIS Report #701 - Exits to Permanent Housing with Returns to Homelessness
   HMIS Report #703 - Employment and Income Growth
   HMIS Report #706 - Permanent Housing Placement-Retention

VIII. HEARTH Act Compliance

This section of the Letter of Intent (LOI) asks questions of all renewal projects to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

1. **Participation of homeless individuals**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

> (g) Participation of homeless individuals.
> (1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.
>
> (2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

> a. **Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?**
>
> ☐ Yes
> ☐ No

> If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the box below (expand box as needed).

b. Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?

☐ Yes
☐ No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

2. **Faith-based activities**

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with faith-based activities requirements under § 578.87(b), which is as follows:

(b) Faith-based activities.
    (1) Equal treatment of program participants and program beneficiaries.

        (i) Program participants. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Continuum of Care program. Neither the Federal Government nor a State or local government receiving funds under the Continuum of Care program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

        (ii) Beneficiaries. In providing services supported in whole or in part with federal financial assistance, and in their outreach activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious

belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(2) Separation of explicitly religious activities. Recipients and subrecipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(3) Religious identity. A faith-based organization that is a recipient or subrecipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

a. **Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law?**

☐ Yes
☐ No

3. Involuntary family separation

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with involuntary family separation requirements under § 578.93(e), which is as follows:

> (e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.

a. Does the project accept all families with children under age 18 without regard to the age of any child? In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.

Note there is an exception outlined in the Act: Project sponsors of transitional housing receiving funds may target transitional housing resources to families with children of a specific age only if the project sponsor: (1) operates a transitional housing program that has a primary purpose of implementing evidence based practice that requires that housing units be targeted to families with children in a specific age group; and (2) provides assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

☐ Yes. Project certifies that is accepts all families with children under age 18 without regard to the age of any child.

☐ No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

☐ No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

☐ N/A. Project does not serve families.

☐ N/A. Project is new and has not started yet.

4. Discrimination Policy

Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sexual orientation.

Does your program deny services to potential recipients based on any of the following:

- Age   □ Yes □ No
- Color   □ Yes □ No
- Disability   □ Yes □ No
- Familial Status   □ Yes □ No
- Gender   □ Yes □ No
- Marital Status   □ Yes □ No
- National Origin   □ Yes □ No
- Race   □ Yes □ No
- Religion   □ Yes □ No
- Sexual Orientation   □ Yes □ No

  If you answered "yes" to any of the above, please explain why in the box below (expand box as needed).

5. Active participation in local Continuum of Care meetings

HUD states that a successful CoC will have involvement from a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

> **a. Describe what local Continuum of Care committees, subcommittees, and/or working groups that your agency participates in on a regular basis in the box below (expand box as needed). Please include the names and titles of those participating as well as their level of involvement/participation.**

6. Housing Quality Standards (HQS)

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with housing quality standards requirements under § 578.75(b), which is as follows:

(b) Housing quality standards. Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

> (1) Before any assistance will be provided on behalf of a program participant, the recipient, or subrecipient, must physically inspect each unit to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the recipient or subrecipient verifies that all deficiencies have been corrected.

> (2) Recipients or subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS.

a. **Does your project meet applicable Housing Quality Standards?**

☐ Yes
☐ No
☐ This is a new project and has not started yet

Please briefly explain your inspection process for HQS in the box below (expand box as needed).

b. **Has your project received HQS corrective action plan in the last 2 years:**

☐ Yes
☐ No
☐ This is a new project and has not started yet

If you selected Yes, explain the nature of the concerns/issues and how it was resolved in the box below (expand the box as needed.

IX. Cost Effectiveness

HUD states in the 2018 CoC Program Application that "CoCs should consider how much each project spends to serve and house an individual or family as compared to other projects serving similar populations."

HUD states that the project must be cost-effective and not deviate substantially from the norm in that locale for the type of activity including case management and other supportive services.

1. **Is your project cost-effective concerning case management and other supportive services?**

   ☐ Yes
   ☐ No
   ☐ This is a new project and has not started yet
   ☐ Not applicable to this project

   If you answered "yes" or "no" please explain your response in the box below (expand box as needed).

X. Miscellaneous Information

1. Match requirement

Match must equal 25 percent of the total grant request including Admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an

in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third part will provide such services and value towards the project.

- Will your agency be able to provide the match requirement for your renewal project (including a commitment letter or MOU)?

  ☐ Yes
  ☐ No

2. Exit Surveys

   HUD encourages client surveys particularly exit surveys.

- Does your renewal program conduct exit surveys or interviews with clients?

  ☐ Yes
  ☐ No
  ☐ This is a new project and has not started yet
  ☐ Not applicable to this project

If no, please explain why in the box below (expand box as needed).

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