Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: CA-611 - Oxnard, San Buenaventura/Ventura County CoC

1A-2. Collaborative Applicant Name: County of Ventura

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of Ventura Human Services Agency

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	Yes	Yes
Hospital(s)	Yes	Yes
EMS/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
Veteran Service Providers	Yes	Yes
Faith based organizations	Yes	Yes
Universities	Yes	Yes

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness.
(limit 2,000 characters)

The Alliance has a Board, four standing committees and multiple workgroups focused on a variety of initiatives. Invitations to participate and apply for funding are sent through email distribution, web postings and social media postings. Press releases are distributed to local and regional media for attempt at broad distribution of funding opportunities and new applicants are encouraged to apply. Targeted outreach is conducted by staff and CoC Alliance members to invite new members to ensure the stakeholder representation includes groups and organizations that advocate for underrepresented populations including LGBTQ, youth, persons fleeing domestic violence and persons in the criminal justice system. All Alliance meetings are public and compliant with the Brown Act including public postings of agenda and minutes. Local press frequently attend and cover relevant topics of the CoC Alliance meetings. Staff, providers and advocates attend community, commission and council meetings throughout the region to share information about the Alliance's work and funding opportunities. The CoC Public Information and Outreach committee has developed outreach materials for distribution through social media, the Alliance website and other local organizations to educate the public. Through work of this committee, the Alliance will be hosting community forums to share data on progress, unmet need and local initiatives to end homelessness. Through all of these efforts public opinions, stakeholder feedback, current and formerly homeless persons and service provider input is shared with CoC Board and other leaders to inform them as they make funding and system decisions. Efforts to increase participation of people with lived experience is a continuous process in all committees and meetings including identifying funding to compensate people for their time. There is an opportunity for public comment and input at every publicly held VC CoC Alliance meeting.

1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

The VC CoC Alliance is seeking new members on an ongoing basis through multiple outreach efforts. There is an annual email sent out to the full

distribution list of the Alliance encouraging members to share and invite new partners to join the Alliance as an official voting member. The Alliance staff attend monthly community meetings, commissions, council meetings and other public forums. At each of these regularly attended meetings, staff invite new partners to participate in and join the Alliance. On the CoC Alliance's website there is a "Get Involved" tab that includes information on the Alliance, membership application and link to the Alliance Facebook page. Membership applications are available on the Alliance website (www.venturacoc.org), promoted on social media and provided at all Alliance meetings and other community meetings. The Alliance's Public Information and Outreach committee continues to work to improve outreach efforts to new partners and the community through developing educational and informational tools and using social media to educate and encourage participation. Homeless service providers are encouraging their clients to become involved in CoC efforts through direct invitation at their agencies. The CoC is currently participating in a privately-funded advocacy project called Lift Up Your Voice to assist clients in telling their stories and share experiences in a variety of settings.

**1B-3.Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals.
(limit 2,000 characters)**

The CoC Board, subcommittees and staff discuss all funding opportunities including CoC funding at all VC CoC Alliance meetings and encourage new applicants to apply for funding through a broad distribution of the Requests for Proposals (RFP). RFPs are shared on the Alliance website, shared through wide email distribution and shared through a press release to regional media outlets. The Alliance's CoC RFP was released on June 29, 2018. In addition to the RFP, the VC CoC posts the CoC Ranking and Review policy along with the scoring rubric for applicant review. It is specifically noted that new applicants who are not currently funded are encouraged to apply for funding. A workshop was held on July 19, 2018 for new and renewal applicants to provide an overview of CoC priorities and provide technical assistance to applicants. Proposals are submitted to the Alliance staff via email and through eSNAPS, reviewed by staff and the Alliance's Data, Performance & Evaluation committee. The Data & Evaluation committee is comprised of a diverse membership representing stakeholders and homeless subpopulations. Voting members participating in the evaluation of project proposals must not be conflicted through receipt of funds. Funded parties may participate in the discussion but not the voting process. The Data & Evaluation Committee evaluates each proposal on feasibility, program design, past and current performance and system needs based on current data. Each proposal is scored based on these categories and ranked in the decision-making process. The committee uses this information and rankings to make recommendations to the CoC Board for new project priorities for new and reallocated funding. A RFP was released after the Board approved the committee recommendations.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Office of Education	Yes
Victim Service Providers	Yes

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

VC CoC Alliance staff administer ESG funds that pass through the County of Ventura through direct allocation and California State ESG pass through funds. Other ESG funds are received directly by the City of Oxnard and administered by their staff. Priority setting, RFP development and review and scoring of

proposals are conducted annually by the VC CoC Data, Performance & Review Committee and Board in collaboration with ESG program recipients. Applications for ESG funding and priorities are evaluated by the VC CoC Data Committee and approved by the VC CoC Board for County, State and Oxnard ESG funds. The Data committee provides recommendations to the VC CoC Board for approval of funding awards to projects, which includes the evaluation of performance outcomes. All three entities participate in the same process with Oxnard having final funding approval through their city council. Oxnard and the CoC are using the same monitoring tool and discussing project level and system performance at the CoC Data committee meetings. CoC staff offer technical assistance to service providers who request assistance or are struggling to meet performance outcomes set by the CoC.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?

Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)?

Yes

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors. Applicants must describe:
(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and
(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

Survivors of domestic violence/sexual assault (DV/SA) have access to all Ventura County coordinated entry processes and resources. Growing partnerships with Ventura County's victim service providers, Interface Children & Family Services (ICFS) and the Coalition for Family Harmony (CFH) are informing process improvements in integrating the two systems for seamless access to housing and services for persons fleeing domestic violence, sexual assault, human trafficking and stalking. CoC and ESG funded resources are prioritized for persons fleeing DV/SA. Other privately funded programs, DOJ and HHS programs that serve survivors of DV/SA in addition to serving families with children and youth also prioritize persons fleeing violence and seeking safety. All CES staff and agencies that serve as points of entry to the broader system including 2-1-1 receive ongoing training on screening, assessing and identifying persons fleeing or attempting to flee violence/assault. Additional training is provided on trauma-informed practices and being victim or client-centered by respecting client choices regarding shelter/housing (location and

type). Safety of persons fleeing domestic violence/sexual assault is the top priority for this population in the VC CoC system of care. The CoC's protocols require each assessing provider to provide a complete screening that assesses risk and includes safety planning protocols that prioritize a person's safety while respecting and maximizing client choice. Services are voluntary in all CoC/ESG and VSP programs. Confidentiality is always maintained. The VC CoC's protocol also require each temporary and permanent housing provider to provide each survivor household a notice of occupancy rights, which includes a request for an emergency transfer as outlined in the CoC's emergency transfer plan (pg 22).

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The VC CoC and HMIS team provide quarterly training to all service providers and CES operators. Training is provided by CoC/HMIS staff as well as domestic violence advocates. Training curriculum includes Trauma-Informed Care, Human Trafficking, Domestic Violence, Confidentiality and Privacy and Programs training that includes a review of all services and programs. Pathways to Home provider workshops are held quarterly to review CE process for all populations including those fleeing violence and make continuous improvements. Annual training is provided to all homeless service providers and CES staff, including trauma-informed care and screening for domestic violence and safety planning. This year the VC CoC partnered with a local advocacy group, Forever Found, to provide training on human trafficking. New training is scheduled in October 2018 for system service providers and coordinated entry staff on best practices in screening for domestic violence, safety planning and coordination with domestic violence service providers. The VC CoC has requested consultation and technical assistance from the federal Domestic Violence and Housing Technical Assistance Consortium to further the work of the VC CoC in improving the response to the intersection of domestic and sexual violence and homelessness and housing. The resources provided by this consortium and the Safe Housing Partnerships have been valuable in improving the CoC's collaborative response to persons and families fleeing DV/SA and experiencing a housing crisis. In addition to CoC providers and stakeholders receiving frequent training and information, the CoC staff also provide training to DV advocates in the service system on a quarterly basis including information on new programs, coordinated entry and best practices.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

The VC CoC receives data quarterly from victim service providers (VSP) and is using this data to improve the coordinated entry process and right-size the system to meet the needs of families fleeing violence.The VC CoC receives data from the 2 key VSP, Interface Children & Family Services and the Coalition

for Family Harmony. Data shared with the CoC is de-identified aggregate data and comparable to HMIS data. Data is evaluated to understand how many survivors are being served through the CoC and VSP and unmet needs. The data includes demographics (race/ethnicity, gender, age and city location of client/household). Additional data includes language, family size, income, & housing and shelter needs. In 16-17, there were a total of 1,268 adult DV survivors that requested services with the 2 VSP. 96 of the 1, 268 were sheltered by VSP shelters and 88 had an unmet shelter/housing need. The unmet need may be due to a variety of factors including shelter at capacity, geographic location, safety concerns. The primary focus of the CoC partnership with DV VSP is to meet the immediate safety needs and long term housing needs of survivors. CoC demographic data is reviewed and showed a total of 978 people in HMIS with a DV history in 2017. Of those persons, 174 reported a recent history of DV within the last 3 months. Reviewing this data alongside VSP data is a critical step in planning for services and understanding the need of persons fleeing DV or with a history of DV.The CoC is partnering with VSP and advocates including the District Attorney's office on efforts to establish a Family Justice Center to meet the growing needs of DV survivors. Ventura County has a high reported rate of DV per capita compared to other counties in the state. Law enforcement in VC responds to nearly 7,000 DV related calls annually. Given that domestic violence is grossly underreported, we can assume the actual number of incidences is much greater.

**1C-4. DV Bonus Projects. Is your CoC   Yes
applying for DV Bonus Projects?**

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	
RRH	X
Joint TH/RRH	X

**1C-4b. Applicants must describe:
 (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;
(2) the data source the CoC used for the calculations; and
(3) how the CoC collected the data.
 (limit 2,000 characters)**

The Ventura County CoC served a total of 978 domestic violence survivors in 2017 through various programs and services. This data was collected and reported in HMIS. As a standard practice, persons fleeing domestic violence, sexual assault, human trafficking and stalking are not entered into HMIS but a comparable database managed by Victim Service Providers. Any data entered into HMIS that reflects a history of domestic violence is strictly confidential and not shared among partner agencies without the written and verbal consent of the program participant. In addition, VSP in Ventura County are providing

quarterly data from a HMIS comparable database on the numbers of persons served, demographics and housing needs. Of the 978 persons in HMIS that reported DV, 174 persons reported a recent experience of DV in the past three months and 47 in the past 3-6 months. The number surpasses the total number of persons served by our local DV partners with a total of 1,395 in FY 17-18. Of the 1,395 reported by DV providers, an estimated 20% have an unmet housing need that could be met by expanded services through the DV Bonus project applications of PH-RRH and TH-RRH.

1C-4c. Applicants must describe:
(1) how many domestic violence survivors need housing or services in the CoC's geographic area;
(2) data source the CoC used for the calculations; and
(3) how the CoC collected the data.
(limit 2,000 characters)

The Ventura County CoC has a large number of persons with DV history in the service system. A total of 978 people in 2017 reported a history with 18% of those persons reporting a recent incident of DV. The 978 persons have data reported in HMIS but recently the CoC began formally collaborating with local DV service providers to look closely at system data between the two systems and understand the housing and service needs of survivors of domestic violence who are also experiencing homelessness. The VSP organizations have served 1,395 persons in 17-18 and estimate 20% or 279 of those persons have an immediate housing/shelter need. The unmet need was calculated by reviewing housing outcomes of current VSP and CoC programs serving persons with reported DV need. Of the persons with reported housing needs in both systems, 80% had positive housing outcomes after seeking services from either system. The remaining 20% had an unmet need or discontinued services for unknown reasons.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:
(1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;
(2) quantify the unmet need for housing and services for DV survivors;
(3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and
(4) describe how the CoC determined the unmet need for housing and services for DV survivors.
(limit 3,000 characters)

The VC CoC and two VSP have reviewed annual data between the 2 systems and determined unmet needs fall into two categories: 1) immediate shelter/housing need and 2) long term housing. The two categories are closely connected because in most cases, an emergency shelter placement is not available because there is a delay in obtaining a permanent housing option for another individual or family currently in shelter. Client level data was evaluated from two VSP's data combined reporting of HMIS comparable data with HMIS data. In evaluating outcomes data between the two service systems, survivor households have a 85% successful permanent housing outcome at exit from CoC, ESG and VSP programs. 15% of households served have an

unsuccessful or unknown destination at exit. With data combined from both systems the VC CoC determined an estimated 356 persons or 15% had an unmet need in 2017. The unmet shelter need reported by VSP organizations was 12% of the total population served with the full 15% of households without a positive housing outcome reporting a longterm housing need at program entry.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

The VC CoC is applying for two separate components of the DV Bonus. The Housing Authority of the City of SanBuenaventura (HACSB) is partnering with VSP, the Coalition for Family Harmony (CFH) to apply for a TH-RRH component. CFH has an operational RRH program and have identified a challenge in serving families with high barriers to obtaining rental housing. In some cases, safety, limited income or legal challenges require a transitional housing placement while focusing on safety of the survivor and working on a plan for safe and stable permanent housing. This proposal will address the unmet need of emergency placement for survivor households that have serious safety concerns and need a TH placement. HACSB will provide a safe unit of TH for the survivor family while CFH provides voluntary services and works with the survivor on permanent housing through their RRH program. Interface Children and Family Services (ICFS) is the second VSP in Ventura County. ICFS offers shelter, transitional housing and supportive services for survivors of domestic violence and human trafficking. The ICFS proposal to apply for a PH-RRH program through the DV bonus to meet the unmet need of survivor households through expanded capacity to provide RRH.   The PH-RRH proposal will expand the opportunities of persons experiencing homelessness and DV to have RRH assistance provided with continuity of service provider while seeking safety and stability from experiences of domestic violence. It is the hope of the VC CoC that integrating more housing services within the service system designed to help survivor households seek safety and stability will result in improved housing outcomes for households through increased capacity and integrated services. These programs propose to serve the most vulnerable households with the highest barriers to housing using a low barrier/housing first approach.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:
(1) rate of housing placement of DV survivors;
(2) rate of housing retention of DV survivors;
(3) improvements in safety of DV survivors; and
(4) how the project applicant addresses multiple barriers faced by DV survivors.
(limit 4,000 characters)

The VC CoC in partnership with the two primary VSP estimate over 350 survivors a year seek assistance with housing either with the goal to remain safely in their home or in finding new housing that meets their needs. Many persons in immediate need of safe housing need connection to programs that

can simultaneously meet their needs of safety planning and housing assistance. Ventura County is fortunate to have two organizations with a breadth of experience that are experienced in meeting the needs of survivors. The VSP and CoC systems continue to improve collaboration and data sharing to understand the needs of the community and tailor programs appropriately. The DV Bonus provides Ventura County with the opportunity to provide dedicated funding to our VSP partners by expanding capacity to address the unmet housing needs of persons fleeing domestic violence, sexual assault, stalking and human trafficking by the service providers that are also addressing their safety needs. The goal of these proposals is to equip the VSPs will the tools to address the housing needs of the most vulnerable survivor families by putting their care in the hands of the agencies that are focused on their safety needs. With additional capacity through these proposals, the VC CoC hopes to see an increase in positive housing outcomes and housing retention among survivor households. Interface Children & Family Services (ICFS) proposes to implement a housing-first, survivor-centered PH-RRH program for 20 households. ICFS has demonstrated a 82% successful housing placement rate through their emergency shelter and transitional housing programs and aims to improve that rate to align with the CoC goal of 85% or more successful housing placements. Having a new dedicated RRH program that can provide longer and deeper rental subsidies will allow ICFS to serve the households that are the most vulnerable and have the highest barriers to housing (limited income, history of eviction, etc). ICFS in alignment with the Ventura County CoC aims to help more than 90% of households maintain housing to prevent returns to homelessness. ICFS propose to serve the most vulnerable households by implementing a program that moves survivor households quickly into safe and permanent housing while providing the family with mobile advocacy services driven by the household's goals. Relationships with landlords will be cultivated with assistance from CoC partner agencies. Services will be voluntary and focused on helping households maintain their housing and safety. Data on program participants will be entered into a HMIS comparable database, TIER and data will be reported quarterly to the CoC. The Housing Authority of the City of San Buenaventura (HACSB) in partnership with a second agency leading efforts to address issues of domestic violence in Ventura County, Coalition for Family Harmony (CFH) propose a project that leases a housing unit as a transitional safe unit to partner with CFH's existing RRH program. HACSB has successfully managed HUD funding including CoC supportive housing and is a leader in the community in innovative and collaborative initiatives to meet vulnerable populations housing needs. CFH has been administering a state funded RRH program for several years with great success and has identified a gap in serving the most vulnerable survivor families. CFH will also use a HMIS comparable database and aim to help more than 85% of survivor households served by the program achieve stable permanent housing with 90% or more maintaining housing at 6 months, 12 months and 18 months after exit to permanent housing. CFH and HACSB will serve 4 households through this program providing TH-RRH for the most vulnerable households with the highest barriers to housing including immediate safety concerns, limited income, and history of eviction.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC's

geographic areas:
(1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;
(2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and
(3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Housing Authority of the City of San Buenaventura	17.00%	Yes-Both	No
Area Housing Authority of Ventura County	10.70%	Yes-HCV	No
Oxnard Housing Authority	7.00%	Yes-HCV	No
Santa Paula Housing Authority	0.00%	No	No
Port Hueneme Housing Authority	0.00%	No	No

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy.
(limit 2,000 characters)

The VC CoC Board recently authorized staff to customize a letter to send to all public housing authorities in Ventura County. This letter was designed to impute a sense of urgency around the issue of homelessness and the need to use best practices, including a homeless admission preference. The letter invites all five housing authorities to the table to engage in a conversation about how the housing authorities can be a partner in ending homelessness while understanding the PHA may have requests from the CoC to be able to implement homeless preferences effectively. The VC CoC staff are in regular communication with housing authority administration in order to strategize and encourage solutions to ending homelessness. The 3 largest PHAs do have homeless preferences in their programs although they vary. The 2 smaller PHAs do not have any homeless preferences or move-on strategies in their plan to administer assistance. The CoC has taken steps to engage with the Santa Paula and Port Hueneme Housing Authorities which do not have a currently adopted homeless preference policy. Those steps include: having meetings and conversations with PHA staff, providing information and resources as a follow up to conferences including examples of other successful implementation of homeless preference in PHA programs; asking PHAs with homeless preferences to assist PHAs without homeless preference on process to establish a preference and offering to partner on implementation including filling vacancies/vouchers through coordinated entry and matching participant with appropriate supportive services to ensure success. The Santa Paula Housing Authority recently set aside 5 units in a new housing development for senior homeless persons with disabilities.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)?   No

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

VC CoC policy ensures that all CoC/ESG funded programs, including benefits and services, are open to all eligible homeless individuals and families regardless of sexual orientation, gender identity or marital status. The VC CoC has adopted the Equal Access Rule requirements and conducts annual training on how to implement this rule effectively. Clients, residents and the public are made aware of their rights to equal access through coordinated entry, program staff and publicly posted information. The VC CoC staff and stakeholders also participate in local LGBTQ community meetings and forums. LGBTQ leaders and organizations such as Diversity Collective and Rainbow Umbrella have joined the CoC and will be providing ongoing consultation and training to CoC service providers to educate on culturally competent practices LGBTQ individuals and families. Trainers have focused on identifying strategies for building sustainable trust and rapport with LGBT persons who are homeless and focused on teaching best practices for outreach, intake, assessment and housing search and navigation when serving LGBT persons.Training also includes an emphasis on how LGBT individuals experiencing homelessness are often at an increased risk of violence, abuse and exploitation and increasing awareness on the importance of providing safety and support.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual's Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of

homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Engaged/educated local business leaders:	X
Implemented communitywide plans:	X
No strategies have been implemented:	
Other:(limit 50 characters)	
Engaged with District Attorney	X
Partnered with Public Defender	X
N/A	

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC's standard assessment tool.
(limit 2,000 characters)

The VC CoC coordinated entry system, Pathways to Home covers the full geography of the county through various access points which allow immediate linkage to the system, provide the same assessment approach and offer street outreach staff to assist throughout the County. Access points are both physical locations including emergency shelter, day service programs, as well as virtual entry through a 2-1-1 hotline that directly connects callers to the appropriate services and completes the standard assessment. Providers and partner agencies who do not serve as points of entry are informed on how to help persons in need access the system including the school system, churches, libraries and other mainstream service providers. In efforts to engage those who are least likely to access services, outreach is conducted through various healthcare programs including Ventura County Behavioral Health, Healthcare for the Homeless programs and the Whole Person Care team at locations near homeless encampments. The VC CoC has adopted CE policies and procedures that prioritize the most vulnerable for assistance and works to ensure persons receive assistance in a timely manner. Since the launch of Pathways to Home in 2016, Ventura County has decreased the length of time from referral to placement by more than 50% (>30 days). The CE outreach and public information is shared through social media, reverse text with 2-1-1 and available in multiple languages and inclusive and accessible for people with hearing and

visual impairment. VC CoC uses a local screening and assessment tool along with the VI-SPDAT for eligibility, assessment of needs and assistance with prioritization.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1E. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:
(1) objective criteria;
(2) at least one factor related to achieving positive housing outcomes;
(3) a specific method for evaluating projects submitted by victim services providers; and
(4) attach evidence that supports the process selected.

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:
(1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and
(2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.
(limit 2,000 characters)

The CoC Data Performance & Evaluation Committee reviews new and renewal projects for grant compliance, cost-effectiveness, best practices including low-barrier/housing first approach, project and system performance and severity of needs and vulnerabilities of the target populations for each project proposal. Renewal applicants submit a Letter of Intent to the Collaborative Applicant which includes supportive documentation to score applicants on all categories mentioned above. Applicants are scored on meeting the locally adopted performance benchmarks including 85% or more of project participants will achieve a positive housing outcome. New and Renewal projects were scored on their commitment to following local standards including low barrier, housing first and local prioritization standards. Projects serving CH individuals and families with the longest history of homelessness and most severe service needs (mental illness, substance abuse, low or no income, abuse/victimization and youth) were scored with additional points for serving vulnerable populations. DV service providers were required to submit data from a comparable database to evaluate performance and the degree to which they improve safety for the target population. Collaborative applicant staff work with the Data committee to

review, score and rank applications. The scores and ranking are shared with the full membership of the CoC and feedback is shared with applicants. The CoC Board approves the final ranking of projects.

1E-3. Public Postings. Applicants must indicate how the CoC made public:
(1) objective ranking and selection process the CoC used for all projects (new and renewal);
(2) CoC Consolidated Application–including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and
(3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	☐	CoC or other Website	☐
Email	☐	Email	☐
Mail	☐	Mail	☐
Advertising in Local Newspaper(s)	☐	Advertising in Local Newspaper(s)	☐
Advertising on Radio or Television	☐	Advertising on Radio or Television	☐
Social Media (Twitter, Facebook, etc.)	☐	Social Media (Twitter, Facebook, etc.)	☐

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:
(1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline–attachment required;
(2) rejected or reduced project application(s)–attachment required; and
(3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline–attachment required. :

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes

(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required.   Yes

2A-1a. Applicants must: (1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and (2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).   3-6

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required.   Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor?   Mediware

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area.   Single CoC

**2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and**

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	159	37	102	83.61%
Safe Haven (SH) beds	10	0	10	100.00%
Transitional Housing (TH) beds	192	12	113	62.78%
Rapid Re-Housing (RRH) beds	617	0	617	100.00%
Permanent Supportive Housing (PSH) beds	592	0	413	69.76%
Other Permanent Housing (OPH) beds	0	0	0	

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months.
(limit 2,000 characters)

The Emergency Shelter and Transitional Housing beds that are not in HMIS are operated by privately funded organizations. The CoC staff have consulted with these organizations by highlighting the importance of coordinated entry. The HMIS Lead Agency has offered to cover the initial setup fees to assist with the onboarding. Also, one local Housing Authority has not yet on-boarded HMIS to enter the Veteran Affairs VASH vouchers. The HMIS Lead has presented an orientation to the Housing Authority staff. The CoC staff have also reached out to the local VASH staff regarding their participation in HMIS. An MOU has been signed for communication on these clients but the authorization to obtain licenses is currently pending.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/27/2018

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

**2B-1. PIT Count Date. Applicants must enter   02/21/2018
the date the CoC conducted its 2018 PIT
count (mm/dd/yyyy).**

**2B-2. HDX Submission Date. Applicants   04/27/2018
must enter the date the CoC submitted its PIT
count data in HDX (mm/dd/yyyy).**

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the   FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA.   Please submit technical questions to the   HUD Exchange Ask A Question.

2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC's sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC's sheltered PIT count results.
(limit 2,000 characters)

There were no changes to the methodology of the Ventura County Homeless Count but some new tools were used including a mobile app. Additional questions were asked related to a wildfire disaster prior to the count.
VC CoC used the Simtech Solutions, "Counting Us" mobile app in 2018 for both sheltered (outside of HMIS) and unsheltered PIT count data. This resulted in better data collection on sub-populations in the sheltered and unsheltered Count. In addition, Ventura County collected data on the number of persons who reported becoming homeless as a result of a wildfire disaster in the community.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count?   Yes

2C-2a. If "Yes" was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	26
Beds Removed:	1
Total:	25

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC's 2018 sheltered PIT count?   Yes

2C-3a. If "Yes" was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	26
Beds Removed:	1
Total:	25

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct and unsheltered PIT count in 2018, select Not Applicable.

Yes

2C-4a. If "Yes" was selected for question 2C-4, applicants must:
 (1) describe any change in the CoC's unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018; and
 (2) specify how those changes impacted the CoC's unsheltered PIT count results.
(limit 2,000 characters)

VC CoC used the Simtech Solutions mobile app in 2018 for the unsheltered PIT count data. CoC staff offered training to volunteers and service providers for the use of this new technology. Data collection was more precise with the input of real-time survey data. In addition, volunteers made a significant outreach effort to survey those living in encampments and more rural areas this year.

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count?

Yes

2C-5a. If "Yes" was selected for question 2C-5., applicants must describe:
 (1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
 (2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
 (3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

The CoC Youth Collaborative group held planning sessions meetings and provided input on how to improve data collection and surveys of youth experiencing homelessness. Youth providers and advocates participated in the PIT count with each team including identifying locations where youth could be identified and participating in the surveying of youth. The Youth Collaborative

works diligently to engage and encourage youth participation in their committee and solicits input from youth on the PIT count process as well as service provision and planning. The Family & Youth Service Bureau (FYSB) funded RHY provider participates in the Youth Collaborative and PIT count planning and engaged youth from its programs to participate in the PIT count.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and
(3) Veterans experiencing homelessness.
(limit 2,000 characters)

The CoC conducted several planning meetings with agencies that serve chronically homeless persons, families with children and veterans to pre-identify locations to send volunteers during the count. Meetings involved coordination with VA, VASH and SSVF providers and other programs that serve veterans. Meetings involved outreach workers who serve chronically homeless persons to identify less visible encampments including riverbeds, arroyos and open spaces. Other meetings involved agencies that serve families with children including school district to identify areas where vehicle dwelling families park overnight. Other CoC actions to improve the count included 1) Having at least one homeless or formerly homeless individual or stakeholder on each survey team; 2) Additional County staff to coordinate the event; 3) Additional trainings with all count leads and participated in all city volunteer trainings; 4) An increase in the total number of volunteers deployed for the count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	358

3A-1a. Applicants must:
(1) describe how the CoC determined which risk factors the CoC uses to identify persons becoming homeless for the first time;
(2) describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

A county-wide process has been implemented to identify specific risk factors that include loss of income, history of residential instability, sudden death or illness, utility shutoffs, etc., through CES. These factors have been identified as high-risk factors for households falling into homelessness for the first time. Strategic steps in place focus on personal safety, particularly for families fleeing DV, and if safe and fitting, focus on shelter diversion by stabilizing households in current housing or temporary housing with family or friends until household is ready to obtain and maintain PH. Steps also include links to supports and case management if needed. Temporary support include one-time or short-term rental and/or utility assistance and participation in employment and educational services. Ongoing supports include mainstream resources such as financial, childcare and healthcare benefits and on-the-job training. Overall goal is to stabilize household and prepare a plan if another housing crisis occurs. The organization overseeing these efforts in partnership with multiple service providers including the County Human Services Agency is the VCCEO.

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:
(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);
(2) describe the CoC's strategy to reduce the length-of-time individuals and persons in families remain homeless;
(3) describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
(4) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time

individuals and families remain homeless.
(limit 2,000 characters)

VC CoC Length of Time (LOT) homeless in FY17 increased slightly to an average of 107 bed nights for ES/SH and 166 bed nights for ES/SH and TH programs. CoC process identifies persons with longest LOT homeless during an assessment through CES that uses the VI-SPDAT to determine priority for PSH and RRH. CoC houses persons with longest LOT homeless which has primarily consisted of unsheltered persons by connecting them with Housing Navigators that serve as the primary point of contact for each person and help reduce the average LOT homeless by implementing a Housing First/low barrier approach, incorporating shelter diversion practices, and scaling PH opportunities. Accomplishments the CoC has experienced include recruiting private landlords, enhanced security deposits, set-aside funds for damages, conflict resolution assistance, and improving discharge planning from systems of care. The organization responsible for overseeing the strategy with partnership of multiple service providers and organizations is the VCCEO.

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:
(1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and
(2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	58%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	100%

3A-3a. Applicants must:
(1) describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and
(2) describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

CoC strategy to increase exits to PH include streamlining admissions, using a Housing First approach; providing housing navigation; recruiting private landlords; leveraging mainstream resources to increase income; and reallocate resources to create and expand PH projects. Current strategies to retain PH includes housing-focused case management and ensuring landlord/provider communication to resolve issues before they escalate. Improving strategy includes reviewing and incorporating 1) Strategies to increase housing availability including partnerships with Housing Authorities; 2) Sharing of performance results at quarterly provider workshops; and 3) determine which providers are struggling to meet performance targets and respond to TA or

capacity building needs. CoC will continue to align all PH funding to create new PH and expand high performing PH projects. VCCEO is the lead on this initiative.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	2%

3A-4a. Applicants must:
(1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;
(2) describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families returns to homelessness.
(limit 2,000 characters)

Current strategies for preventing returns to homelessness include: 1) adopting housing first strategies to minimize returns to homelessness including not evicting for not participating in services or other issues not related to a lease violation; 2) providing wrap-around services with case management to help maintain housing; and 3) case conferencing any household with risk of returning to homelessness to find an alternative placement and prevent a return to the streets. Serviices are also provided to landlords to intervene early and prevent evictions. The HMIS Lead Agency runs reports for all project types that track the percentage of households that return to homelessness after exiting to PH. These reports are reviewed by CoC Data Committee to look for patterns that may indicate why households are returning to homelessness. Programs with high returns to homelessness are provided CoC technical assistance and recommended for reallocation if outcomes are not reached. New strategies in next 12 months will include improving partnerships with mainstream providers to increase income and improving discharge planning system-wide.In addition to reviewing system data on returns to homelessness, the VC CoC partners have initiated a process during system-wide case conferencing to identify households who are at high-risk of returning to homelessness and formulating a plan for engaging tenant in services to prevent eviction and/or returns to homelessness. VCCEO is leading this initiative with service providers as partners in the effort.

3A-5. Job and Income Growth. Applicants must:
(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;
(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

(limit 2,000 characters)

The CoC has facilitated improvement through trainings on ways to link participants to mainstream benefits and employment services, including the online Benefits CalWIN program and the Community Service Centers operated by the Human Services Agency. Each participant is assessed for employment, income and benefits, and reassessed to ensure benefits are received. SOAR trained staff expedite access to SSDI. The CoC has been working to provide linkages to employment resources through the local Job & Career Centers, GoodWill Industries, and Workforce Development Board. In addition, the CoC participates in a case management network with the Ventura County Area Agency on Aging to connect low-income seniors and adults with disabilities to the appropriate resources. The VCCEO responsible for overseeing the strategy to increase job and income growth, as well as mainstream benefits.

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 05/30/2018

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:
(1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and
(2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.

Total number of beds dedicated as DedicatedPLUS	10
Total number of beds dedicated to individuals and families experiencing chronic homelessness	162
Total	172

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required.

Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
Number of previous homeless episodes	X
Unsheltered homelessness	X
Criminal History	
Bad credit or rental history	X
Head of Household with Mental/Physical Disability	X

3B-2.2. Applicants must:
(1) describe the CoC's current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;
(2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and
(3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.
(limit 2,000 characters)

Service providers use CoC, ESG, CalWORKs (State), private and flexible funding to provide RRH assistance to families with children to house them within 30 days. The strategy to rapidly rehouse every family in 30 days includes entering each family into CES by assessing unique needs and characteristics of each family. Through CES prescreening, families are diverted from shelter if family supports and other resources are present. When diversion is not possible, ES providers locate a short-term placement with low barriers and work quickly to identify an available rental unit to move families into stable housing using a housing first approach. This generally means moving families into bridge housing for up to seven days while working with pre-identified potential landlords. Extending bridge housing or moving families into other temporary shelter for 30 days happens if needed. The provision of supportive services and housing navigation helps ensure a stay of no more than 30 days. RRH assistance is provided to ensure that a stay in ES is no more than 30 days and is flexible so families with lower barriers receive modest financial assistance and those with higher barriers receive moderate assistance. To ensure that families maintain their housing staff assist families with connecting them to mainstream resources. Staff do not simply provide referrals, they ensure families participate in the process so they will gain knowledge & skills necessary to maintain the connection to resources. CMs work with families for six months after RRH ends. Services are voluntary but include connection to mainstream resources including assistance with increasing income. Program staff proactively work with landlords and property managers to provide early intervention to mitigate any issues that arise with landlords to help maintain housing. Local data has shown the effectiveness of the strategy. There were just 6 unsheltered families counted in 2018. Leading this strategy is VCCEO.

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	☐
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	☐
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	☐
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	☐
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	☐

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT youth homelessness	Yes
Exits from foster care into homelessness	Yes
Family reunification and community engagement	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
Number of Previous Homeless Episodes	X
Unsheltered Homelessness	X
Criminal History	
Bad Credit or Rental History	X

3B-2.6. Applicants must describe the CoC's strategy to increase:
(1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
(2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
(limit 3,000 characters)

The VC CoC has created a Youth Collaborative with 15 local organizations that provide services to homeless youth. This subcommittee assists with cross-system coordination by including non-CoC funded partners to improve the utilization of services across the region. Interface Children & Family Services (ICFS) took the lead as the only FYSB funded RHY program in applying for the Youth Homelessness Demonstration Project (YHDP) funding. The CoC Youth Collaborative recently participated in HUD Youth Technical Assistance, as the community pursued YHDP funding. Interface has been assisting unsheltered homeless youth with shelter through a Memorandum of Understanding with Casa Pacifica. Outreach and in-reach is conducted on a regular basis. The ICFS 24/7 Youth Outreach Line is utilized by youth, supportive adults, school and youth-serving organization staff. Youth may text or call trained workers who will respond to youth-specific needs. Outreach to known locations where youth

are living unsheltered is done weekly and in-reach at places including drop-in programs, community centers, and libraries are also done on a weekly basis. Workers are receiving training to respond to the unique needs of particularly vulnerable youth, including pregnant and parenting youth and their families, LGBTQ youth, minors under the age of 18, youth involved with juvenile justice and foster care systems, victims of human trafficking and sexual exploitation, and youth with disabilities. Housing navigators use prevention and diversion strategies to help homeless youth avoid shelter whenever possible which include family reunification and rapid rehousing assistance to obtain and maintain shared permanent housing. The VC CoC implemented a policy for all shelters regarding the diversion of unaccompanied youth and transitional-age youth. The VC CoC anticipates nearly $5 million from the California Homeless Emergency Aid Program this year which will allocated at least 5% to assist homeless youth by creating and/or expanding services for this targeted population.

3B-2.6a. Applicants must:
(1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;
(2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and
(3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.
(limit 3,000 characters)

The strategies to effectively end youth homelessness includes collaboration with multiple youth service providers, including the Ventura County Office of Education for direct referrals to assist youth who are at-risk of homelessness and those who are literally homeless. Interface conducts street outreach and case management, which have been proven effective with a 95% success rate of safe shelter placements and family reunification. The VC CoC calculates the effectiveness of these strategies by ensuring that all youth referred for homeless services are entered into HMIS for coordinated referrals to services. The VC CoC works with partners who are not required to use HMIS to encourage the use of the database for improved system coordination and data analysis. The VC CoC uses a variety of different data sources that drive local planning and action towards increasing housing and services for all homeless youth and availability of housing and services for unsheltered youth. Point-in-Time data is used to estimate the number of youth experiencing homelessness within the CoC region, the scale of the need for homelessness services and housing on any given day, and how that need is changing from year to year. HMIS data is used to help understand the number and characteristics of youth who experience housing instability or homelessness on a monthly basis and over the course of a year. This data is critical to understanding the level of local need and the resources necessary to provide each youth with an appropriate and effective level of housing assistance and connections to services to address their needs. By-name list is used to develop real-time information about homeless youth on a weekly basis. Local Education Agency (LEA) Public School Data is used to help understand the scope and scale of homelessness among youth and families with children three years of age through high school. The data helps understand the challenges facing families, children, and teenagers. These sources of data also help determine if there are

subpopulations within the homeless youth population that are increasing such as youth age 18 – 24 that help develop targeted outreach and engagement strategies. The weekly contact through outreach and in-reach help workers get to know homeless youth by name and needs, which provides workers with on-going opportunities to help homeless youth understand the temporary and permanent housing opportunities available and supportive services. Analyzing the data from the data sources noted above, helps the CoC determine the number of types of permanent housing needed. Since the data has shown that a significant majority of homeless youth are not chronically homeless, the CoC has prioritized rapid rehousing assistance over permanent supportive housing, though the CoC does want to increase the number of PSH units.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:
(1) youth education providers;
(2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);
(3) school districts; and
(4) the formal partnerships with (1) through (3) above.
(limit 2,000 characters)

The CoC Youth Collaborative improves the coordination and effectiveness through monthly meetings with the following organizations: Area Housing Authority, Cal State Channel Islands, Casa Pacifica, City of Simi Valley, City of Ventura Housing Authority, Children & Family Services, Human Services Agency, Interface, Many Mansions, Pacific Clinics TAY Tunnel, School on Wheels, Ventura County Office of Education (VCOE). The CoC has a partnership with Interface as the grantee of Runaway & Homeless Youth funding as well as the lead in pursuing Youth Homelessness Demonstration Project funding. VCOE regularly attends CoC meetings and makes referrals through school homeless liaisons. The CoC has distributed educational materials to the Youth Collaborative and encourage partners to educate their staff on the CoC programs. Formal partnerships have resulted in CoC collaborating with school districts and homeless youth programs in the CoC to conduct a homeless youth survey and subsequent report. The survey raises awareness of the issues of child and youth homelessness, educates the public about the unique needs and challenges of this population. The CoC governing board oversees the Youth Collaborative which was created to investigate the needs of homeless youth in the CoC and to find solutions to those needs. Policies and procedures have resulted in the Youth Collaborative and school district liaison having established protections to keep homeless students from discrimination based on their housing status. The CoC lead agency prepared letters of support for grants to fund the Ventura County Office of Education for the McKinney-Vento Education for Homeless Children and Youth Programs. These grants have specific measureable deliverables and milestones that the LEAs must meet which include planning and activity related measures.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The CoC Policies and Procedures include special initiatives to assist homeless youth and also include clear direction on how to address youth presenting at homeless shelters. The CoC has regular meetings with local school district liaisons and mutually provide information and resources. Together, they work with CoC and ESG funded programs to identify homeless children and youth through the coordinated entry system. Once placed in a CoC and ESG funded program, program representatives' work with liaisons through designated staff to ensure the identification of homeless youth and children. They also work together to inform homeless families of eligibility for McKinney-Vento education services which includes ensuring that families are aware of educational rights through regular school mailings and handouts at the beginning of the school year. Such materials are provided in English and Spanish and reviewed orally between families, children, youth, case managers, and liaisons. More specifically, they assure families receive a letter verifying eligibility for services, ensure transportation; formally reviews educational rights with parents; posts Educational Rights at program sites; provide mutual advocacy when educational rights are violated, have access to academic tutoring and counseling, and incorporate education in exit planning with clients. If possible, they help ensure every homeless child and youth remain enrolled in the school of their original residence prior to becoming homeless. When necessary, they give families and youth access to shelters and transitional housing programs closet to the school where they are enrolled. Also, when necessary, they work together to help enroll children escaping Domestic Violence in a school of their choice within the district and establish procedures to protect their safety and rights. CoC and ESG funded programs inform liaisons when children have exited their programs to help ensure their education continues uninterrupted.

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No". Applicants must select "Yes" or "No", from the list below, if the CoC has written formal agreements, MOU/MOA's or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans

experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 2,000 characters)

Outreach workers, which cover the entire geographical area, have created a by-name list of veterans that includes those who are chronically homeless and the vulnerable and hardest-to-reach. In-reach is also coordinated with correctional and health care facilities. The CoC also maintains an active list of homeless Veterans through HMIS and verifies each client's VA eligibility using the VA SQUARES tool. Veterans are entered into the coordinated entry system that helps match them to appropriate housing and services including VASH and SSVF. Veterans with highest acuity are referred to HUD-VASH, moderate acuity to SSVF, and lower acuity to other community resources. Veterans ineligible for VA services are assigned to housing navigators who help with other community services. Homeless services providers are notified to refer Veterans to the appropriate services. The HMIS Administrator has been working with the housing authorities to start entering VASH into HMIS. The CoC has conducted outreach by educating local organizations about these available resources as well as making announcements at public meetings. The CoC recently contracted with a housing specialist to assist with landlord engagement and recruitment efforts, to assist VASH or SSVF recipients in finding an appropriate rentals. The CoC has been following the HUD guidelines for ending Veteran homelessness.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? No

3B-5. Racial Disparity. Applicants must:
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary. Yes

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	X
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	X
There are no racial disparities in the provision or outcome of homeless assistance.	
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	☐
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	☐
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	☐
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	☐
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	☐
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	☐
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	☐
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	☐
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	☐
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	☐
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	☐
Other:	☐

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:
(1) assists persons experiencing homelessness with enrolling in health insurance; and
(2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits **(State or Federal benefits, Medicaid, Indian Health Services)**	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		
N/A	No	No

4A-1a. Mainstream Benefits. Applicants must:
(1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;
(2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and
(3) provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits. (limit 2,000 characters)

The CoC service providers assist homeless program participants in applying for benefits through the online Benefits CalWIN program, which includes CalFresh (Food Stamps), WIC, CalWORKs (TANF), General Relief, Medi-Cal (Medicaid) and SSI benefits. The service providers may direct participants to walk-in to one of the 7 Community Service Centers across the county or to a local One-Stop Health Care for the Homeless program. Referrals may also be made to the Human Services Agency directly to assist with comprehensive benefits enrollment. The CoC conducts quarterly training to educate program staff on mainstream resources and HMIS updates. The Ventura County Health Care Agency, Ventura County Human Services Agency, Gold Coast Health Plan (local managed care plan) and Clinicas del Camino Real (local healthcare

provider and benefits enrollment) provide outreach, education and technical assistance on health care programs throughout Ventura County. Recently, CoC staff invited the Workforce Development team to make a presentation to the full CoC Alliance for training and referral purposes. The CoC service providers may refer homeless program participants for employment training classes as appropriate, which includes childcare options for households with children. Program participants may also be referred to the Screening Triage Assessment & Referral (STAR) program to determine if a substance abuse program and/or mental health services would be beneficial. SAMSHA funded outreach services connect homeless persons to behavioral health and substance use services. The Alcohol and Drug Program also offers services tailored to youth at several sites throughout the county. The VCCEO is the lead on this initiative with partners including the Ventura County Human Services Agency and Health Care Agency.

4A-2.Housing First: Applicants must report:
(1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and
(2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	23
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach–meaning that the project quickly houses clients without preconditions or service participation requirements.	23
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:
(1) describe the CoC's outreach;
(2) state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
(3) describe how often the CoC conducts street outreach; and
(4) describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

Teams provide outreach seven-days a week and serve 100% of the CoC geographic area. Target areas include encampments, to serve persons with the longest history of homelessness and most severe service needs. Street outreach staff immediately connect and link them to resources that assist with obtaining permanent housing. Engagement consists of multiple contacts to develop rapport and trust. Connecting them means entering information into HMIS for the CES by-name master list to measure progress and to help make housing related decisions. CES has protocols in place to ensure that persons have immediate access to assistance and assist with obtaining permanent

housing. Resources include housing navigation to help with housing search and overcoming barriers to obtain housing. Street Outreach has been tailored to expand to more rural areas and teams also partner with local law enforcement to reach persons that do not seek services on their own.

4A-4. Affirmative Outreach. Applicants must describe:
(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and
(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.
(limit 2,000 characters)

The CoC has implemented minimum standards for accessibility in accordance with the Rehabilitation Act, the Fair Housing Act and Title II of the Americans with Disabilities Act. Each funded project must meet the regulatory requirements relating to access, transportation, disability accommodations and linguistic needs, as approved by the CoC. All subrecipients must provide program participants with information on rights and remedies available under federal, state and local fair housing and civil rights laws. The CoC Public Information and Outreach Committee has developed outreach materials to market housing and supportive services to all eligible persons. Outreach materials have been distributed to community partners, including those serving persons with disabilities and those with limited English proficiency, as well as posted on the CoC website and social media. The CoC hosts quarterly training, presented by the Housing Rights Center, to educate subrecipients and the public on fair housing laws.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	424	617	193

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction?   No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes?   No

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	Oxnard, County of...	08/14/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	VC Coordinated As...	08/23/2018
1E-1. Objective Critiera–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	VC Rank and Revie...	08/14/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes	Posted CoC Approv...	09/14/2018
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	VC CoC Public Pos...	09/13/2018
1E-4. CoC's Reallocation Process	Yes	VC CoC Reallocati...	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	VC CoC FY18 Accep...	09/13/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	FY18 VC CoC Rejec...	09/13/2018
1E-5. Public Posting–Local Competition Deadline	Yes	VC CoC Public Pos...	09/13/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	VC CoC HMIS MOU	09/13/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	VC HMIS Policies ...	09/13/2018
3A-6. HDX–2018 Competition Report	Yes	FY18 CoC Competit...	08/14/2018
3B-2. Order of Priority–Written Standards	No	VC CoC Written St...	09/13/2018

3B-5. Racial Disparities Summary	No	VC CoC Racial Dis...	09/13/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: Oxnard, County of Ventura, City of Ventura PHA Plans

Attachment Details

Document Description:

Attachment Details

Document Description: VC Coordinated Assessment Tool

Attachment Details

Document Description: VC Rank and Review Policy

Attachment Details

Document Description: Posted CoC Approved Consolidated Application

Attachment Details

Document Description: VC CoC Public Posting RFP Ranking of Projects

Attachment Details

Document Description: VC CoC Reallocation Process

Attachment Details

Document Description: VC CoC FY18 Accepted Projects

Attachment Details

Document Description: FY18 VC CoC Rejected Project Notification

Attachment Details

Document Description: VC CoC Public Posting Competition Deadline

Attachment Details

Document Description: VC CoC HMIS MOU

Attachment Details

Document Description: VC HMIS Policies and Procedures

Attachment Details

Document Description: FY18 CoC Competition Report

Attachment Details

Document Description: VC CoC Written Standards Adopted Prioritization policy

Attachment Details

Document Description: VC CoC Racial Disparities Assessment

Attachment Details

Document Description:

Attachment Details

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Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	09/11/2018
1C. Coordination	09/17/2018
1D. Discharge Planning	09/11/2018
1E. Project Review	09/11/2018
2A. HMIS Implementation	09/11/2018
2B. PIT Count	09/11/2018
2C. Sheltered Data - Methods	09/17/2018
3A. System Performance	09/17/2018
3B. Performance and Strategic Planning	09/17/2018
4A. Mainstream Benefits and Additional Policies	09/17/2018
4B. Attachments	09/14/2018

Submission Summary   No Input Required

who has been honorably discharged from a branch of the military service of the United States of America or is a reservist or a National Guardsman, after serving at least 182 consecutive days, and whose discharge can be confirmed by submission of a Department of Defense (DoD) Form 214. The discharge must be classified as "general" or better.

"Active Serviceperson" shall mean an individual currently serving in a branch of the military forces, including a reservist or National Guardsman, to the United States of America and who has served at least 182 consecutive days.

AHA Preference

This preference encompasses applicants with challenging living conditions:

1) Applicants whose head(s) of household is displaced and are not living in standard, permanent replacement housing or are unable to live in their current residence because of:

- Demolition or disposition of their residence as a result of local, state, or federal mandates.

- Residing in a multifamily rental housing project when HUD sells, forecloses upon or demolishes the project.

- Residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.

- Providing information on criminal activities to a law enforcement agency and, after a threat assessment and to avoid reprisals, the law enforcement agency recommends housing the family to reduce risk of violence to the family. The AHA will take reasonable precautions to assist the law enforcement agency in concealing the new location of the family in cases of witness protection.

- Being the victim of one or more hate crimes and vacating the home because of the crime or the fear of such a crime. A hate crime is actual or threatened, physical violence or intimidation that is directed against a person or his property and is based upon the person's race, color, religion, sex, national origin, disability, familial status, or sexual orientation, and occurred within the past yea rand is of a continuing nature.

- Being the victim of domestic violence is defined as applicants who have been subjected to or victimized by a member of the family or household within the past year. The AHA will require evidence that the family has been displaced as a result of fleeing violence in the home. Applicants are also eligible for this preference if there is evidence that the family is currently living in a situation where they are being subjected to or victimized by violence in the home. The AHA will consider the following criteria to establish this preference:

  - Evidence of actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives with the family. Such violence must be documented as being of a continued nature.

  - The applicant must certify that the abuser will not reside with the applicant unless the AHA gives prior written approval.

  - The applicant may be transitioning from an interim-housing program designed to assist victims of domestic violence and their children.

- An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced and is not eligible for this preference.

- If the abuser returns to the family without approval of the AHA, the AHA will deny or terminate assistance for breach of the certification. At the family's request, the AHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

The AHA will take reasonable precautions to assist the law enforcement agency in concealing the new location of the family in cases of domestic violence.

- Facing the imminent placement of a family's child or children in out-of-home care, or the delay of the discharge of a child or children to the family from out-of-home care due to the lack of adequate housing. The "lack of adequate housing" means the family is:

  - Living in substandard housing,

  - Homeless,

  - Displaced by domestic violence, or

  - Living in an inadequately sized unit.

- Facing the imminent release from an authorized children's-care facility (such as a foster-care home) or other juvenile facility due to reaching the maximum age allowable at the facility. Applicants must have a need for affordable housing as certified by Interface Children Family Services of Ventura County. Such applicants must meet all Section 8 Program requirements, including minimum age qualifications.

2) Applicants whose head(s) of household's dwelling meets one or more of the following criteria:

- Is dilapidated, as cited by officials of the local code enforcement agencies;

- Does not have operable indoor plumbing;

- Does not have a usable flush toilet or bathtub/shower inside the unit for the exclusive use of the family;

- Does not have electricity or has inadequate or unsafe electrical service;

- Does not have a safe or adequate source of heat;

- Should, but does not, have a kitchen (Single Room Occupancy (SRO) Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit); or

- Has been declared unfit for habitation by a government agency.

3) Applicants whose head(s) of household is homeless and are considered to be living in substandard housing due to:

- The lack of a fixed, regular and adequate nighttime residence, and

- Having a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations, or an institution providing residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for people.

Families who are residing with friends or relatives on a temporary basis may be evaluated for inclusion in the homeless definition.

This preference also includes displacement by non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are:

- Entry and egress of the unit and building

- A sleeping area

- A full bathroom

- A kitchen, if the person with a disability must do their own food preparation/other.

4) Applicants whose head(s) of household is qualified and approved participants in the California Work Opportunity and Responsibility to Kids (CalWORKS) welfare reform program. The preference is intended to:

- Help specific CalWORKS families achieve or retain employment by assisting them to rent housing close to where they work; or

- Stabilize housing in order to enable them to get to work regularly; or

- Help make possible safe and stable housing for CalWORKS families who have physical or mental disabilities.

CalWORKS applicants must be in "good standing", in compliance with identified welfare-to-work program requirements, and have a need for affordable housing as certified by the Ventura County Human Services Agency. The agency's certification must state the reasons why the family is being recommended for preference consideration. The agency, in conjunction with CalWORKS staff, must determine if the Section 8 voucher would:

- Increase the client's job stability

- Help with child care arrangements

- Relieve a burden in caring for special needs children

- Assist at a time of loss of the second parent due to death, domestic violence, or imprisonment

- Allow the family to break away from a dangerous or unhealthy multi-family housing situation.

The agency, in conjunction with CalWORKS staff, must also determine if the family:

- Shows consistency in follow-through on their case plan

- Demonstrates the ability to budget and manage money

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies (24 CFT 960.202(c)(2)).

> OHA Policy
>
> When an applicant or resident family requests a copy of the OHA's tenant selection policies, the OHA will provide copies to them at a reasonable fee per page in accordance with the City Schedule.

4-III.B. SELECTION AND HCV FUNDING SOURCES

Set aside Vouchers

A local preference will be given to applicants that have been referred by the local service agencies partnering with the OHA and providing services to meet a special need, based on the funding availability. All referrals must meet Section 8 guidelines, contingent upon maintaining program eligibility which includes, complying with the servicing agencies specific program requirement. The PHA has the following set aside Voucher preferences:

- **Homelessness Preference** – The PHA has a local preference for homeless families or those at risk of being homeless. The PHA must offer the opportunity to current applicants on the HCV waiting list and who are receiving supportive of services. The eligibility criteria will be determined by local service agencies partnering with the PHA in an effort to address homelessness. The PHA will issue vouchers to the first fifteen (15) referrals received from local service agencies to eligible families. The PHA will maintain a separate waiting list for homeless families and will assist them when a Homeless Set Aside Voucher becomes available, or by time and date of application, whichever occurs first. If the PHA does not have enough applicants on the waiting list who qualify for the preference, the PHA will open its waiting list strictly for families to which the preference applies.

*For the Definition of Homeless, see the Glossary

Head of household. The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Homeless. For the purposes of the PHA's tenant selection policies, the following definition of "homeless" shall apply awarding preferences to a family:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

a. An individual or family with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or

b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low income individuals); or

c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Any individual or family who:

a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and

b. Has no other residence; and

c. Lacks the resource or support networks, e.g., family, friends and faith based or other social networks, to obtain other permanent housing.

Housing assistance payment. The monthly assistance payment by a PHA, which includes: (1) A payment to the owner for rent to the owner under the family's lease; and (2) An additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing agency (HA). A State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. ("PHA" and "HA" mean the same thing.)

Housing Quality Standards. The HUD minimum quality standards for housing assisted under the voucher program.

HUD. The Department of Housing and Urban Development.

Imputed Asset. Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

Imputed Asset Income. The OHA-established passbook rate multiplied by the total cash value of assets. Calculation used when net family assets exceed $5,000.

HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA

PUBLIC HOUSING PROGRAM
Admissions and Continued Occupancy Policy

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding the type of waiting list it will utilize as well as the various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

==**Definition of "Homeless" [Notice PIH 2013-15]**==

==For the purposes of the PHA's tenant selection policies, the following definition of "homeless" shall apply in awarding preference to a family:==

==An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:==

    a. ==An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or==

    b. ==An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or==

    c. ==An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;==

==Any individual or family who:==

4-III.B. SELECTION METHOD

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

HACSB Policy

HACSB will select families from the waiting list as follows:

1. Families who are permanently displaced due to local (within HACSB's jurisdiction) government action will be selected first from the waiting list.

2. Families displaced by federally declared disasters who are a): existing Section 8 voucher holders or public housing residents in another jurisdiction; or b) a displaced Ventura resident will be selected second from the waiting list. Preference will be given to those applicants who are currently on the waitlist at the time of the disaster; those who are new eligible Victims due to the disaster will be assisted next.

3. Families that have been terminated from HACSB's HCV program due to insufficient funding will be selected third from the waiting list.

After families identified above are selected from the waiting list, HACSB will select families based on the total number of points families receive when the following preferences are applied. Families with the highest number of points will be selected first. Among families with equal points, families with the earliest date and time of application will be selected first. A family can earn no more than a maximum of 4 points.

One (1) point will be given to a family that is:

- An Elderly Family (head of household, spouse, or co-head is 62 years of age or older); or,

- A family that contains a disabled family member; or,

- A family whose head of household is a U.S. Veteran (unless they received a dishonorable discharge); or,

- A family whose head of household is a surviving spouse of a Veteran; or

- A family with minor children.

<u>One (1) point will be given to families:</u>

- <u>That contain minor children who meet the definition of "homeless" in § 4-II.A above and are referred by an agency or consortium of agencies in accordance with referral agreements with the HACSB. Assistance will be particularly targeted toward those referred families who qualify as "chronically homeless" in accordance with 24 C.F.R. § 578.3.</u>

One (1) point will be given to families who qualify for the Residency Preference.

In order to qualify for the residency preference, the head of household, spouse, or co-head must:

- o Hold legal residence within HACSB's jurisdiction (includes a homeless family who previously resided within the HACSB's jurisdiction but are currently residing in a county sponsored shelter); or

- o Work within HACSB's jurisdiction; or

- o Have been hired to work within HACSB's jurisdiction.

One (1) point will be given to families who qualify for the Working Preference.

In order to qualify for the working preference, the head of household, spouse, or co-head must meet one of the following criteria:

- Be currently working, and have worked a minimum of 20 hours a week for the last three months; or

- Be currently enrolled and fully participating in the educational program as a full-time student in school or in a qualified training program; or

- Be currently working and have worked a minimum of 16 hours a week for the last three months AND be currently enrolled at least part-time in school or in a qualified training program.

    The HACSB defines training program as "a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period to time. It is designed to lead to a higher level of proficiency, and it enhances the individual's ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education" [expired Notice PIH 98-2, p. 3].

- Be a family where the head of household is either elderly or disabled (if there is no spouse or co-head); or

- Be a family where the head of household and the spouse/cohead is either elderly or disabled (if there is a spouse or co-head).

Example 1: Head of household is elderly and the spouse is elderly. The family would receive benefit of the working preference.

Example 2: The head of household is disabled. The spouse is neither elderly nor disabled. This family would not receive benefit of the working preference. In order to receive such preference, the spouse would need to meet the working or school requirements as outlined above.

HOUSING CHOICE VOUCHER PROGRAM

Administrative Plan

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

Definition of "Homeless" [Notice PIH 2013-15]

For the purposes of the PHA's tenant selection policies, the following definition of "homeless" shall apply in awarding preference to a family:

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

 d. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or

 e. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low- income individuals); or

 f. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Any individual or family who:

 d. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and

 e. Has no other residence; and

 f. Lacks the resources or support networks, e.g., family, friends, and faith- based or other social networks, to obtain other permanent housing

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PART III: SELECTION FOR HCV ASSISTANCE

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that such families were admitted with special program funding.

> HACSB Policy
>
> The HACSB administers tenant based vouchers for the following assistance targeted by HUD:
>
> - VASH – Applicants are certified and referred by Department of Veteran Affairs
>
> - Continuum of Care - Applicants are certified and referred by Ventura County Behavioral Health
>
> - FUP and FUPY - Applicants are certified and referred by County of Ventura Human Services Agency Children and Family Services Division

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

HACSB Policy

HACSB will select families from the waiting list as follows:

1. Families who are permanently displaced due to local (within HACSB's jurisdiction) government action will be selected first from the waiting list.

2. Families displaced by federally declared disasters who are a): existing Section 8 voucher holders or public housing residents in another jurisdiction; or b) a displaced Ventura resident will be selected second from the waiting list. Preference will be given to those applicants who are currently on the waitlist at the time of the disaster; those who are new eligible Victims due to the disaster will be assisted next.

3. Families that have been terminated from HACSB's HCV program due to insufficient funding will be selected third from the waiting list.

4. Current Public Housing residents living in units proposed for disposition through RAD Conversions that request a voucher.

.

After families identified above are selected from the waiting list, HACSB will select families based on the total number of points families receive when the following preferences are applied. Families with the highest number of points will be selected first. Among families with equal points, families with the earliest date and time of application will be selected first. A family can earn no more than a maximum of 4 points.

Applicant families consisting of one individual who is elderly or disabled in the HACSB's jurisdiction will be given a selection priority over all "other Single" applicants.

One (1) point will be given to a family that is:

- An Elderly Family (head of household, spouse, or co-head is 62 years of age or older); or,

- A family that contains a disabled family member; or,

- A family whose head of household is a U.S. Veteran (unless they received a dishonorable discharge); or,

- A family whose head of household is a surviving spouse of a Veteran; or

- A family with two or more members in the household.

- That contain minor children who meet the definition of "homeless" in § 4-II.A above and are referred by an agency or consortium of agencies in accordance with referral agreements with the HACSB. Assistance will be particularly targeted toward those referred families who qualify as "chronically homeless" in accordance with 24 C.F.R. § 578.3.

One (1) point will be given to families who qualify for the Residency Preference.

> In order to qualify for the residency preference, the head of household, spouse, or co-head must:

> - o Hold legal residence within HACSB's jurisdiction; or
> - o Work within HACSB's jurisdiction; or
> - o Have been hired to work within HACSB's jurisdiction.

One (1) point will be given to families who qualify for the Working Preference.

> In order to qualify for the working preference, the head of household, spouse, or co-head must meet one of the following criteria:

> - Be currently working, and have worked a minimum of 20 hours a week for the last three months; or
> - Be currently enrolled and fully participating in the educational program as a full-time student in school or in a qualified training program; or
> - Be currently working and have worked a minimum of 16 hours a week for the last three months AND be currently enrolled at least part-time in school or in a qualified training program.

>> *The HACSB defines training program as "a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period to time. It is designed to lead to a higher level of proficiency, and it enhances the individual's ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education" [expired Notice PIH 98-2, p. 3].*

> - Be a qualified and approved participant in the California Work Opportunity and Responsibility to Kids (CALWORKS) welfare reform program. Must be an active participant in good standing and in compliance with identified welfare-to-work program requirements.
> - Be currently receiving unemployment benefits and actively seeking work
> - Be a family where the head of household is either elderly or disabled (if there is no spouse or co-head); or

- Be a family where the head of household and the spouse/co-head is either elderly or disabled (if there is a spouse or co-head).

  Example 1: Head of household is elderly and the spouse is elderly. The family would receive benefit of the working preference.

- Example 2: The head of household is disabled. The spouse is neither elderly nor disabled. This family would not receive benefit of the working preference. In order to receive such preference, the spouse would need to meet the working or school requirements as outlined above.

PATHWAYS TO HOME SCREENING ASSESSMENT (A)

Date: _____

Person completing this form (Case Mgr / SW): _____

Client Name: _____

DOB: _____

Date of Birth Type:
☐ Full DOB Reported (HUD)
☐ Approximate or Partial DOB Reported (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Primary Race:
☐ American Indian or Alaska Native (HUD)
☐ Asian (HUD)
☐ Black or African American (HUD)
☐ Native Hawaiian or Other Pacific Islander (HUD)
☐ White (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Secondary Race:
☐ American Indian or Alaska Native (HUD)
☐ Asian (HUD)
☐ Black or African American (HUD)
☐ Native Hawaiian or Other Pacific Islander (HUD)
☐ White (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Ethnicity:
☐ Non-Hispanic / Non-Latino (HUD)
☐ Hispanic / Latino (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Gender:
☐ Female

☐ Male
☐ Transgender male to female
☐ Transgender female to male
☐ Doesn't identify as male, female, or transgender
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Phone #1: _____
  Phone #1 Information: (who does phone number belong to?) _____

Phone #2: _____
  Phone #2 Information: (who does phone number belong to?) _____

E-mail Address: _____

Relationship to Head of Household:
☐ Self (head of household)
☐ Head of household's child
☐ Head of household's spouse or partner
☐ Head of household's other relation member (other relation to head of household)
☐ Other: non-relation member
☐ Data not collected

Household Type:
☐ Household with adults and children under 18
☐ Household with adults only
☐ Household with only children
☐ Single adult

Adults in Household: _____

Children in Household: _____

City, Self-Identified:
☐ Camarillo
☐ El Rio
☐ Fillmore

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☐ Foster Park
☐ Meiners Oaks
☐ Moorpark
☐ Newbury Park
☐ Oak Park
☐ Oak View
☐ Ojai
☐ Oxnard
☐ Piru
☐ Port Hueneme
☐ Santa Paula
☐ Saticoy
☐ Simi Valley
☐ Somis
☐ Thousand Oaks
☐ Ventura
☐ Westlake Village
☐ Not Ventura County

Impacted by Ventura County Fire?

☐ Yes
☐ No

Below indicate where the client spent the night prior to entering your program

Residence prior to Project Entry: (Choose **_ONLY_** One)
☐ Place not meant for habitation (HUD)
☐ Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)
☐ Safe Haven (HUD)
☐ Interim Housing
☐ Foster care home or foster care group home (HUD)
☐ Hospital or other residential non-psychiatric medical facility (HUD)
☐ Jail, prison or juvenile detention facility (HUD)
☐ Long-term care facility or nursing home (HUD)
☐ Psychiatric hospital or other psychiatric facility (HUD)
☐ Substance abuse treatment facility or detox center (HUD)
☐ Hotel or motel paid for without emergency shelter voucher (HUD)
☐ Owned by client, no ongoing housing subsidy (HUD)
☐ Owned by client, with ongoing housing subsidy (HUD)
☐ Permanent housing for formerly homeless persons (HUD)
☐ Rental by client, no ongoing housing subsidy (HUD)
☐ Rental by client, with VASD subsidy (HUD)
☐ Rental by client, with GPD TIP subsidy (HUD)
☐ Rental by client, with other ongoing housing subsidy (HUD)

☐ Residential project or halfway house with no homeless criteria (HUD)
☐ Staying or living in a family member's room, apartment or house (HUD)
☐ Staying or living in a friend's room, apartment or house (HUD)
☐ Transitional housing for homeless persons (including homeless youth) (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)
☐ Subsidized housing

Length of Stay in Previous Place:
☐ One night or less
☐ Two to six nights
☐ One week or more, but less than one month
☐ One month or more, but less than 90 days
☐ 90 days or more, but less than one year
☐ One year or longer (HUD
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Did you stay less than 90 days?   ☐ **Yes**   ☐ **No**
Did you stay less than 7 nights?   ☐ **Yes**   ☐ **No**
On the night before did you stay on the streets, Emergency Shelter or Supportive Housing? ☐ **Yes** ☐ **No**

Approximate date homelessness started: _____

Regardless of where they stayed last night – Number of times the client has been on the streets, in Emergency Shelter or Supportive Housing in the past three years, including today:
☐ One time (HUD)
☐ Two times (HUD)
☐ Three times (HUD)
☐ Four times (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Total number of months homeless on the street, in Emergency Shelter or Supportive Housing in the past three years:
☐ One month (this is the first month) (HUD)
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8

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☐ 9
☐ 10
☐ 11
☐ 12
☐ More than 12 months (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Zip Code of Last Permanent Address: _____

Client Location: ___CA-611___ (default)

If you are not homeless, are you or your family in danger of losing your primary nighttime residence?
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

If yes, residence will be lost within 14 days of today?
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

If yes, do you have an alternative plan for housing (family, friends, or otherwise)?
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Does client have a disabling condition?
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

PATHWAYS TO HOME SCREENING ASSESSMENT (A)

Is your disability related to substance abuse?	☐ **Yes** ☐ **No**
Is your disability related to a mental illness?	☐ **Yes** ☐ **No**

Disability Type:

Alcohol Abuse (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Both Alcohol and Drug Abuse (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Chronic Health Condition (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Developmental (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Drug Abuse (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

HIV / AIDS (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Mental Health Problem (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Physical (HUD) ☐YES ☐NO ☐Client Doesn't know ☐Client refused ☐Data not collected

Income from any source:
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Total Monthly Income: _____

Percentage of AMI:
☐ Less than 30%
☐ 30% to 50%
☐ Greater than 50%

Source of Income:

Alimony or Other Spousal Support (HUD) ☐YES ☐NO ☐Data not collected

Child Support (HUD) ☐YES ☐NO ☐Data not collected

Earned Income (HUD) ☐YES ☐NO ☐Data not collected

General Assistance (HUD) ☐YES ☐NO ☐Data not collected

Other (HUD) ☐YES ☐NO ☐Data not collected

Pension of Retirement Income from Another Job (HUD) ☐YES ☐NO ☐Data not collected

Private Disability Insurance (HUD) ☐YES ☐NO ☐Data not collected

Retirement Income from Social Security (HUD) ☐YES ☐NO ☐Data not collected

PATHWAYS TO HOME SCREENING ASSESSMENT (A)

SSDI (HUD) ☐YES ☐NO ☐Data not collected

SSI (HUD) ☐YES ☐NO ☐Data not collected

TANF (HUD) ☐YES ☐NO ☐Data not collected

Unemployment Insurance (HUD) ☐YES ☐NO ☐Data not collected

VA Non-Service Connected Disability Pension (HUD) ☐YES ☐NO ☐Data not collected

VA Service Connected Disability Pension (HUD) ☐YES ☐NO ☐Data not collected

Worker's Compensation (HUD) ☐YES ☐NO ☐Data not collected

Non-Cash Benefit from any source:
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Source of Non-Cash Benefit:
Supplemental Nutrition Assistance Program (Food Stamps) (HUD) ☐YES ☐NO ☐Data not collected

Special Supplemental Nutrition Program for WIC (HUD) ☐YES ☐NO ☐Data not collected

TANF Child Care Services (HUD) ☐YES ☐NO ☐Data not collected

TANF Transportation Services (HUD) ☐YES ☐NO ☐Data not collected

Other TANF-Funded Services (HUD) ☐YES ☐NO ☐Data not collected

Section 8, Public Housing, or other ongoing rental assistance (HUD) ☐YES ☐NO ☐Data not collected

Other Source (HUD) ☐YES ☐NO ☐Data not collected

Temporary rental assistance (HUD) ☐YES ☐NO ☐Data not collected

Covered by Health Insurance:
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Health Insurance Type:
Medicaid ☐YES ☐NO ☐Data not collected

Medicare ☐YES ☐NO ☐Data not collected

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PATHWAYS TO HOME SCREENING ASSESSMENT (A)

State Children's Health Insurance Program ☐YES ☐NO ☐Data not collected

Veteran's Administration (VA) Medical Services ☐YES ☐NO ☐Data not collected

Employer – Provided Health Insurance ☐YES ☐NO ☐Data not collected

Health Insurance obtained through COBRA ☐YES ☐NO ☐Data not collected

Private Pay Health Insurance ☐YES ☐NO ☐Data not collected

State Health Insurance for Adults ☐YES ☐NO ☐Data not collected

Indian Health Services Program ☐YES ☐NO ☐Data not collected

Other ☐YES ☐NO ☐Data not collected

Domestic Violence Victim / Survivor:
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

If yes, for domestic violence victim / survivor, when experience occurred:
☐ Within the past three months (HUD)
☐ Three to six months ago (HUD)
☐ From six to twelve months ago (HUD)
☐ More than a year ago (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

If yes, for domestic violence victim / survivor, are you fleeing?
☐ Yes (HUD)
☐ No (HUD)
☐ Client doesn't know (HUD)
☐ Client refused (HUD)
☐ Data not collected (HUD)

Do you have, or are you able to obtain, a government issued ID? ☐ Yes ☐ No

For Permanent and Transitional Programs, please complete the following:
Have you ever been convicted of a misdemeanor or felony? ☐ **Yes** ☐ **No**
If yes, was it a crime against a child? ☐ **Yes** ☐ **No**
If yes, was it a sex offense? ☐ **Yes** ☐ **No**

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If yes, was it arson? ☐ **Yes** ☐ **No**

If yes, was it a violent crime? ☐ **Yes** ☐ **No**

Outreach:

Date of Contact: _____

Start Date: _____

Location:
☐ Place not meant for habitation
☐ Service setting, non-residential
☐ Service setting, residential

End Date: _____

Date of Engagement: _____

Residential Move-in Date: _____

* Name of Assessing Social Worker: _____

* Name of Assessing Agency: _____

* Agency Telephone Number: _____

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Ventura County Continuum of Care (VC CoC)
Ranking and Selection Criteria for the Fiscal Year 2018
Continuum of Care Program Competition

The Ventura County Continuum of Care (VCCoC) will use the following process to rank all projects/applications in the 2018 HUD Continuum of Care Program Competition.

Section I: HUD requirements and policies

Section II: Ventura County CoC's policies related to Re-Allocation, Project Ranking and Project Tiers

Section III: Process and criteria for ranking Renewal Projects

Section IV: Process and criteria for ranking New Projects

Section V: Policy and process for developing the final Project Priority Listing

On June 20, 2018, the US Department of Housing and Urban Development (HUD) published the Notice of Funding Availability (NOFA) for the Continuum of Care (CoC) Homeless Assistance Program. Applications are due to HUD by September 18, 2018.

For the 2018 CoC Program Competition, approximately $2.1 billion is available for FY 2018 including 50 million available for Domestic Violence (DV) Bonus projects. . Although the available amount of funding is expected to be sufficient to fund anticipated eligible renewal projects in the FY 2018 funding process, HUD continues to require Collaborative Applicants to rank all projects in two tiers. *(HUD has stated that Tier 2 will 6% of the CoC's ARD this year plus any amount available for bonus projects. Strong emphasis on performance and encouraging CoCs to reallocate under-performing projects).*

A. **Ranking Requirements:** The CoC must assign a unique rank to each project that it intends to submit to HUD for FY 2018 funding except for the CoC planning grant. Ranking of renewal projects must incorporate scoring on project performance, system performance and effectiveness.
Each CoC must comprehensively review both new and renewal projects within its geographic area, using CoC-approved scoring criteria and selection priorities, to determine the extent to which each project is still necessary and addresses the listed policy priorities. Funds for projects that are determined to be underperforming, obsolete, or ineffective should be reallocated to new projects that are based on proven or promising models.

Re-Allocation & Bonus: CoCs may use funds from part or whole existing grants to create new projects through re-allocation. A CoC is eligible to apply for up to 6% of its Final Pro Rata Need (FPRN) and may apply for more than one bonus project provided it has demonstrated the ability to reallocate lower performing projects to create new higher performing projects. CoCs may submit new project applications under the bonus and reallocation process. In the FY18 competition, HUD will allow projects and CoCs to combine bonus and reallocation available funding into a single project as both new bonus and new projects have the same eligible new components:

1. **Permanent supportive housing (PSH) projects** where all beds are dedicated for chronically homeless individuals or families as defined in 24 CFR 578.3.
2. **Rapid Re-Housing (RRH) projects** for homeless individuals or families that come directly from the streets or emergency shelters, including unaccompanied youth.
3. **Joint Transitional Housing (TH) and Permanent Housing (PH)-Rapid Re-Housing (RRH) TH-RRH**: projects that will serve homeless individuals or families fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking who meet the HUD definition of homelessness or are residing in a TH program being eliminated.
4. **New Supportive Services Only (SSO)** for coordinated entry system.
5. **New dedicated HMIS projects** for costs at 24 CFR 578.37(a)(2) to be carried out by the HMIS Lead.

B. **New Projects for Domestic Violence (DV) Bonus:**
CoC's may create new DV projects. CoC's may apply for up to 10% of its Preliminary Pro Rata Need (PPRN) or a minimum of $50,000 or a maximum of $5 million. A CoC may apply for one of each of the following types of projects. Projects are limited to a 1 year funding request and must follow the Housing First approach:
1. Rapid Re-Housing (PH-RRH) projects.
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C. **Tiers & Priority Order**
HUD will continue the Tier 1 and Tier 2 funding process. In the FY18 CoC Program Competition, Tier 1 will equal 94% of the CoC's ARD. Tier 2 is 6% of the ARD plus the amount available for the PSH bonus.

Any new or renewal project may be placed in Tier 1. CoCs should carefully consider the priority and ranking for all projects in Tier 1 and Tier 2. Projects in Tier 1 will be conditionally selected if applications pass both HUD's eligibility and threshold review.
Projects placed in Tier 2 will be assessed for eligibility threshold and threshold requirements and funding will be determined using the CoC Applications score as well as factors listed in the NOFA.

D. **CoCs should consider the policy priorities established in the NOFA in conjunction with local priorities** to determine the ranking of new projects created through reallocation, CoC planning, UFA costs, and renewal project requests.

HUD'S FY 18 POLICY AND PROGRAM PRIORITIES

(1) Ending homelessness for all persons.
(2) Create a Systemic Response to Homelessness—measure system performance; create effective coordinated entry system; promote participant choice; plan as a system; make the delivery of homeless assistance more open, inclusive and transparent.
(3) Strategically allocating and using resources—review project quality, performance and cost effectiveness; maximize mainstream resources. Maximize mainstream and community resources when serving persons who are homeless.
(4) Use a Housing First approach.

Ventura County Policy on Project Ranking and Tiering
(adopted and finalized on June 13, 2018 by VC CoC Board)

Section II: Ventura County Policy on Project Re-Allocation, Ranking and Tiering

A. Policy Objectives:
In developing our local policy governing project ranking, re-allocation and tiering, Ventura County CoC's objectives are to:
- Comply with HUD requirements;
- Preserve funding for high performing and effective projects;
- Fund programs that contribute positively to the overall system performance;
- Shift investments from lower performing projects and ones which are at risk of losing HUD funding to new projects that help advance our community's goal of reducing homelessness and demonstrate effective approaches and best practices.

Rationale for Preliminary Rankings

- Closely followed HUD's priorities and guidelines for ranking projects.

- Positive contribution to System Level Performance (exits to housing/maintain housing) will be heavily weighted when ranking projects.

- Examine under-performing projects and under-utilized projects and consider reallocation.

- Projects/agencies engagement in Continuum of Care efforts and participation in Coordinated Entry will be weighted when ranking projects.

- Projects that serve chronically homeless—those programs with dedicated CH beds were ranked higher on the list than programs without dedicated beds. Programs that described they would target chronically homeless for non-dedicated beds as they became available were ranked higher on the list.

- Projects implementing a Housing First model with policies and procedures to emphasize their practices ranked higher.

- Projects serving vulnerable populations (chronically homeless, mentally ill, youth and persons fleeing domestic violence) will receive additional points when ranking projects.

- Cost efficiency and utilization will be considered when ranking projects within the project component (PH, PSH, TH).

B. Project Review and Ranking Policy:
 The Ventura County CoC will invite submissions for new and renewal projects and will conduct a review and ranking following the procedures stated in Sections III and IV.

 The general approach to rating and ranking will be to organize projects into three groups:
   1) renewal PH and RRH;
   2) renewal Safe Haven
   3) new PH and RRH

 Within each type, projects will be scored using a score system specific to that program type and placed within their ranked order, with renewal PSH and RRH in the first group (ordered by score) and the new PSH and RRH in the second group (ordered by score).

C. Tiering Policy
 Once the rank order of projects has been determined the projects at the bottom of the list will fall into Tier 2 (6% of ARD).
 As HMIS and Coordinated are HUD mandated requirements in order to receive Continuum of Care funding, it is strongly recommended as one of the top priorities in Tier 1 in order to secure funding for this required activity.
 The CoC Planning Grant is not ranked per HUD's guidance.

Section III: Process for Rating and Ranking of Renewal Projects

 A: Rating and Ranking Process

A Letter of Intent (LOI) was issued by the CoC on June 20, 2018 to gather relevant performance and threshold documentation from each renewal project. LOIs are due to CoC staff by July 11, 2018

All renewal projects will be ranked using an objective scoring system as approved as recommended by the CoC Data and Performance Committee. CoC Staff will use data provided through the LOI process (for both SH and PH renewals) to calculate a score for each renewal and use the results to develop the Project Priority Listing for review and approval by the CoC Board as recommended through the CoC Data and Performance Committee.

The LOI process is intended to assess agency's capacity to administer CoC homeless projects while complying with HUD requirements. Additionally the LOI helps staff and the CoC Committees review the following:
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4. Financial Commitment (Match)

5. Alignment with Best Practices: Housing First/Low Barrier/Harm Reduction
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CoC Staff and CoC Data and Performance Committee use data provided through the LOI process, HMIS reports (Annual Performance Reports and System Wide Performance Data) analysis to develop the Project Priority Listing for review and approval by the CoC Board as recommended by the Data and Performance Committee. This process is conducted in open meetings and all meetings and materials are posted on the VC CoC website: www.venturacoc.org

B. Scoring Criteria for Renewal Permanent Housing (PSH and RRH)

The scoring system will have a maximum of 100 points with points for project and system performance and threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their LOI response. System Performance Data will be pulled from HMIS; however, victim service providers must submit data generated from a comparable database for review.

The performance measures will be based on those established by HUD, VC CoC local performance targets and tracked through HMIS data:
- at least 85 percent of project participants either remained in permanent housing, or exited to another permanent housing location;
- at least 55 percent of project participant increased their income from sources other than employment in an operating year;
- at least 90 percent of project participants obtained mainstream benefits

Some renewing PH projects will not have a full year of performance data to be considered in the review and rank process because they have not yet been operational for a full year. These projects will be reviewed on the data they have available but will not be penalized for not serving the full number of participants. If a new project does not have enough performance data to review, they will be reviewed for administrative and program compliance and be ranked at the bottom of Tier 1. Their overall score will place them in the bottom of the group of PSH and RRH renewals but they will be placed in Tier 1 because PH renewals as a group will be the first on the Project Priority List.
If a project is poorly performing and lacks capacity, the committee may recommend the project for re-allocation.

C. Scoring Criteria for Renewal Safe Haven

The scoring system will have a maximum of 100 points with points for project and system performance and threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their LOI response. System Performance Data will be pulled from HMIS.

The performance measures will be based on those established by HUD, VC CoC local performance targets and tracked through HMIS data:

- at least 80 percent of project participants either exit to permanent housing, or a temporary placement progressing towards permanent housing;
- at least 55 percent of project participant increased their income from sources other than employment in an operating year;
- at least 90 percent of project participants obtained mainstream benefits

D. HMIS Renewal

Consistent with previous CoC applications, HMIS renewals will be exempt from the full Letter of Intent (LOI) but will be assessed for performance and spending in alignment with HUD requirements. As noted in Section II, the HMIS renewal will be placed in Tier 1.

Section IV: New Projects

The CoC Board will examine recommendations from the CoC Data and Performance Committee and CoC staff to determine the amount of funding available for reallocation.

Reallocated funds and new bonus funds will be awarded through a Request for Proposal (RFP) process for open competition for projects that provide permanent supportive housing to chronically homeless individuals or RRH projects that serve single adults, families or youth. An additional RFP process will be held for CoC Domestic Violence Bonus funding. This funding is eligible for the following project types that serve persons fleeing domestic violence, sexual assault and human trafficking: 1) PH-RRH; 2) TH-RRH; 3)CE-SSO. Applications will be scored the same as other new projects with additional points for projects that have a plan for promoting safety for the population served. Victim Service Provider applicants will provide data from a comparable database through this application process to demonstrate need, capacity and performance.
The RFP will be structured to award funds to projects that 1) meet Ventura County's CoC priorities; and 2) are most competitive in evaluating project capacity and past performance. In addition, projects must meet HUD's threshold and quality requirements. The RFP will require applicants to submit project narrative, applicant capacity and financial information sufficient to assess all of these factors.

To evaluate whether projects meet the HUD threshold, quality standards, and performance standards, the projects will be reviewed by the CoC Data and Performance Committee.

To evaluate project quality and fit with Ventura County objectives and develop a ranked order, the CoC will convene an unbiased project review panel to review each new project. Projects will be scored based on a 100 point system (Attachment A and B). The panel will then hold one meeting to review and score applications and arrive at a proposed final ranking for new projects, including a recommendation of which project should be submitted as the permanent supportive housing bonus. The panel may also recommend that projects should either increase or decrease their funding request to maximize the use of available reallocated or bonus funds.

The final ranking of new projects as determined by the Panel will be discussed and approved by the CoC Board on September 12, 2018 to determine the order on the Project Priority Listing.

Section IV: Final Project Priority List and Notification to Applicants

Once the rating and ranking processes for new and renewal applicants are complete, CoC staff will integrate the results of the scoring/ranking processes and create the final proposed Project Priority Listing for review by the CoC Board. This proposed list can include recommendations to adjust the placement of projects in Tier 2 in order to maximize the total funding award for Ventura County. The proposed final list will be approved and notice sent to the applicants of the final results no later than September 13, 2018.

Section V: Appeal Process

1) Applicants my appeal any of the following decisions of the VC CoC:
2) Placement of project into Tier 2
3) Reduction in funding
4) Project not included in final FY18 CoC consolidated application.

Appeals must be submitted to the Ventura County Collaborative Applicant no later than September 13, 2018. Appeals will be heard by the chairs of the Data Committee. The decision of the appeal panel is final.

Attachment A

Permanent Supportive Housing (PSH)/Rapid Re-Housing Performance Measures - Max. 100 Points with 40 points towards System Performance detailed below.

- at least 85 percent of project participants either remained in permanent housing or exited to another PH
- at least 55 percent of project participants increased their total income in a given operating year;
- at least 90 percent of project participants obtained mainstream benefits;
- fewer than 5% returns to homelessness within a year of exiting from PH/RRH program;

Projects meeting:
All 4 performance measures will receive 40 points.
3 of 4 performance measures will receive 30 points.
2 of 4 performance measures will receive 20 points.
1 of 4 performance measures will receive 10 points.
0 of 4 performance measures will receive 0 points.

Projects can receive an additional 10 points for maximizing utilization of their program vacancies with an average of no less than 95% utilization in the previous 4 quarters. HMIS Data Quality should reflect no more than 10% of any missing data element will receive full points by showing

Permanent Housing (PSH/RRH) Projects:

Threshold Renewal Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Annual Performance Report submitted timely, HUD monitoring, eLOCCS, close-out certificates; new projects will provide relevant information on managing federal grants.	**20**	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = 10pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	**10**	
Best Practices/Supportive Services	LOI + supportive documentation (intake packets, lease agreements, service documents) consistent with Housing First, Low Barrier and local prioritization standards (*serving the most vulnerable*), filling vacancies through coordinated entry = 10pts Missing document (-2pts) Inconsistency with documents = 5pts No Housing First = 0 pts	**10**	
CoC participation, HEARTH compliance	Attendance records or commitment for new partners to participate in CoC meetings (5); compliance with CoC Partner MOU (5)	**10**	
Project Performance	Bed Utilization (90%+), HMIS Data Quality	**10**	
System Level Performance	Returns to Homelessness, Length of time Homeless, Increase Income, Exits to Permanent Housing	**40**	
TOTAL		**100**	

*New projects will receive a median score for those items not available.

Agency_____

Project_____

Attachment B

The following will be applied for the performance measures scored for Safe Haven (SH) Projects renewals.
SH Performance Measures - Max. 100 Points with 40 points towards System Performance

- at least 80 percent of project participants exit to a permanent housing or other positive destination;
- at least 55 percent of project participants increased their total income in a given operating year;
- at least 90 percent of project participants obtained mainstream benefits;
- fewer than 5% returns to homelessness within a year of exiting from SH program

Projects meeting:
All 4 performance measures will receive 40 points.
3 of 4 performance measures will receive 30 points.
2 of 4 performance measures will receive 20 points.
1 of 4 performance measures will receive 10 points.
0 or 1 performance measures will receive 0 points.

*Underperforming projects will be discussed in detail with CoC Data and Performance Committee and recommendations will be made for reallocation to the CoC Board when appropriate.

Safe Haven (SH) Projects:

Threshold Renewal Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Annual Performance Report submitted timely, HUD monitoring, eLOCCS, close-out certificates; new projects will provide relevant information on managing federal grants.	20	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = 10pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	10	
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CoC participation, HEARTH compliance	Attendance records or commitment for new partners to participate in CoC meetings (5); compliance with CoC Partner MOU (5)	10	
Project Performance	Bed Utilization (90%+), HMIS Data Quality	10	
System Level Performance	Returns to Homelessness, Length of time Homeless, Increase Income, Exits to Permanent Housing	40	
TOTAL		100	

Attachment C

The following will be applied to score the new bonus project applications:

Threshold Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Provide relevant information on managing federal grants and demonstrate capacity for success.	**20**	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = 20pts Commitment to Housing First with some exceptions, based on project type = 10pts No Housing First = 0 pts	**20**	
Best Practices/Supportive Services	Supportive documentation consistent with Housing First, Low Barrier and local prioritization standards (*serving the most vulnerable*), filling vacancies through coordinated entry = 10pts Missing document (-2pts) Inconsistency with documents = 5pts No Housing First = 0 pts	**10**	
CoC participation, HEARTH compliance and collaboration	Commitment for new partners to participate in CoC meetings (5); compliance with CoC Partner MOU (5); Collaboration with other organizations and programs to address the needs of the target population (10)	**20**	
Project Performance	Proposed program effectiveness in compliance with HUD and CoC performance standards	**20**	
Cost Efficiency	The average cost per exit to permanent housing based on the total program costs.	**10**	
TOTAL		**100**	

Get Involved

CoC Agendas

- CoC Board Meeting Packet 8.8.18
- CoC Data & Evaluation Committee Meeting Packet 8.1.18
- CoC Alliance Meeting Agenda 7.19.18
- CoC Housing & Services Committee Agenda 6.21.18

Archived Board Agendas

Upcoming Events

SEP 12 09.12.2018 1:00 pm – 2:30 pm
CoC Board Meeting

SEP 20 09.20.2018 10:00 am – 12:00 pm
Housing & Services Committee Meeting

OCT 10 10.10.2018 1:00 pm – 2:30 pm
CoC Board Meeting

OCT 18 10.18.2018 10:00 am – 12:00 pm
Housing & Services Committee Meeting

News & Announcements

- **Year–Round Shelter Operator Request for Proposals (RFP) –** Due August 15, 2018
- 2018 Ventura County CoC NOFA Workshop Presentation
- 2018 Ventura County CoC NOFA Calendar
- 2018 HUD CoC Program NOFA
- 2018 NOFA Ranking Recommendations

"The Ventura County Continuum of Care Alliance is a collaborative group dedicated to promoting a safe, desirable and thriving community by ending homelessness in Ventura County."

Good Afternoon,

I'm pleased to share with you two funding opportunities through the Continuum of Care 2018 funding competition. The RFPs are attached and also posted on www.venturacoc.org under News & Announcements.

One RFP is for new and reallocated funding for new projects including Permanent Supportive Housing, Rapid Re-Housing and Supportive Services Only for Coordinated Entry. The second is for CoC bonus funding focused on serving persons fleeing domestic violence.

We will be announcing the time and location of a NOFA Workshop for new and renewal applicants

on 7/19. Please reach out to me if you have any technical questions and please share this notification with any partners that may be interested in applying for these funds.

Applications are due on July 31 at 3pm in order to meet the NOFA timeline constraints.

Thank you!
Tara

Tara L. Carruth, MSW
Ventura County Continuum of Care
County of Ventura, County Executive Office
800 S. Victoria Avenue, L#1940
Ventura, CA 93009
805-654-3838 (office)
805-340-4969 (cell)
www.venturacoc.org

Ventura County Continuum of Care (VC CoC)
Ranking and Selection Criteria for the Fiscal Year 2018
Continuum of Care Program Competition

The Ventura County Continuum of Care (VCCoC) will use the following process to rank all projects/applications in the 2018 HUD Continuum of Care Program Competition.

Section I: HUD requirements and policies

Section II: Ventura County CoC's policies related to Re-Allocation, Project Ranking and Project Tiers

Section III: Process and criteria for ranking Renewal Projects

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Section 1: HUD Requirements and Priorities

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B. Scoring Criteria for Renewal Permanent Housing (PSH and RRH)

The scoring system will have a maximum of 100 points with points for project and system performance and threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their LOI response. System Performance Data will be pulled from HMIS; however, victim service providers must submit data generated from a comparable database for review.

The performance measures will be based on those established by HUD, VC CoC local performance targets and tracked through HMIS data:
- at least 85 percent of project participants either remained in permanent housing, or exited to another permanent housing location;
- at least 55 percent of project participant increased their income from sources other than employment in an operating year;
- at least 90 percent of project participants obtained mainstream benefits

Some renewing PH projects will not have a full year of performance data to be considered in the review and rank process because they have not yet been operational for a full year. These projects will be reviewed on the data they have available but will not be penalized for not serving the full number of participants. If a new project does not have enough performance data to review, they will be reviewed for administrative and program compliance and be ranked at the bottom of Tier 1. Their overall score will place them in the bottom of the group of PSH and RRH renewals but they will be placed in Tier 1 because PH renewals as a group will be the first on the Project Priority List.
If a project is poorly performing and lacks capacity, the committee may recommend the project for re-allocation.

C. Scoring Criteria for Renewal Safe Haven

The scoring system will have a maximum of 100 points with points for project and system performance and threshold factors. Data to assess both performance and threshold criteria will be obtained from the information submitted by the applicants in their LOI response. System Performance Data will be pulled from HMIS.

The performance measures will be based on those established by HUD, VC CoC local performance targets and tracked through HMIS data:
- at least 80 percent of project participants either exit to permanent housing, or a temporary placement progressing towards permanent housing;

- at least 55 percent of project participant increased their income from sources other than employment in an operating year;
- at least 90 percent of project participants obtained mainstream benefits

D. HMIS Renewal

Consistent with previous CoC applications, HMIS renewals will be exempt from the full Letter of Intent (LOI) but will be assessed for performance and spending in alignment with HUD requirements. As noted in Section II, the HMIS renewal will be placed in Tier 1.

Section IV: New Projects

The CoC Board will examine recommendations from the CoC Data and Performance Committee and CoC staff to determine the amount of funding available for reallocation.

Reallocated funds and new bonus funds will be awarded through a Request for Proposal (RFP) process for open competition for projects that provide permanent supportive housing to chronically homeless and or RRH for homeless families.
The RFP will be structured to award funds to projects that 1) meet Ventura County's CoC priorities; and 2) are most competitive in evaluating project capacity and past performance. In addition, projects must meet HUD's threshold and quality requirements. The RFP will require applicants to submit project narrative, applicant capacity and financial information sufficient to assess all of these factors.

To evaluate whether projects meet the HUD threshold, quality standards, and performance standards, the projects will be reviewed by the CoC Data and Performance Committee.

To evaluate project quality and fit with Ventura County objectives and develop a ranked order, the CoC will convene an unbiased project review panel to review each new project. Projects will be scored based on a 100 point system (Attachment A and B). The panel will then hold one meeting to review and score applications and arrive at a proposed final ranking for new projects, including a recommendation of which project should be submitted as the permanent supportive housing bonus. The panel may also recommend that projects should either increase or decrease their funding request to maximize the use of available reallocated or bonus funds.

The final ranking of new projects as determined by the Panel will be discussed and approved by the CoC Board on September 12, 2018 to determine the order on the Project Priority Listing.

Section IV: Final Project Priority List and Notification to Applicants

Once the rating and ranking processes for new and renewal applicants are complete, CoC staff will integrate the results of the scoring/ranking processes and create the final proposed Project Priority Listing for review by the CoC Board. This proposed list can include recommendations to adjust the placement of projects in Tier 2 in order to maximize the total funding award for Ventura County. The proposed final list will be approved and notice sent to the applicants of the final results no later than September 13, 2018.

Section V: Appeal Process

1) Applicants my appeal any of the following decisions of the VC CoC:
2) Placement of project into Tier 2
3) Reduction in funding
4) Project not included in final FY18 CoC consolidated application.

Appeals must be submitted to the Ventura County Collaborative Applicant no later than September 13, 2018. Appeals will be heard by the chairs of the Data Committee. The decision of the appeal panel is final.

Attachment A

Permanent Supportive Housing (PSH)/Rapid Re-Housing Performance Measures - Max. 100 Points with 40 points towards System Performance detailed below.

- at least 85 percent of project participants either remained in permanent housing or exited to another PH
- at least 55 percent of project participants increased their total income in a given operating year;
- at least 90 percent of project participants obtained mainstream benefits;
- fewer than 5% returns to homelessness within a year of exiting from PH/RRH program;

Projects meeting:
    All 4 performance measures will receive 40 points.
    3 of 4 performance measures will receive 30 points.
    2 of 4 performance measures will receive 20 points.
    1 of 4 performance measures will receive 10 points.
    0 of 4 performance measures will receive 0 points.

    Projects can receive an additional 10 points for maximizing utilization of their program vacancies with an average of no less than 95% utilization in the previous 4 quarters. HMIS Data Quality should reflect no more than 10% of any missing data element will receive full points by showing

Permanent Housing (PSH/RRH) Projects:

Threshold Renewal Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Annual Performance Report submitted timely, HUD monitoring, eLOCCS, close-out certificates; new projects will provide relevant information on managing federal grants.	20	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = 10pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	10	
Best Practices/Supportive Services	LOI + supportive documentation (intake packets, lease agreements, service documents) consistent with Housing First, Low Barrier and local prioritization standards (*serving the most vulnerable*), filling vacancies through coordinated entry = 10pts Missing document (-2pts) Inconsistency with documents = 5pts No Housing First = 0 pts	10	
CoC participation, HEARTH compliance	Attendance records or commitment for new partners to participate in CoC meetings (5); compliance with CoC Partner MOU (5)	10	
Project Performance	Bed Utilization (90%+), HMIS Data Quality	10	
System Level Performance	Returns to Homelessness, Length of time Homeless, Increase Income, Exits to Permanent Housing	40	
TOTAL		100	

*New projects will receive a median score for those items not available.

Attachment B

The following will be applied for the performance measures scored for Safe Haven (SH) Projects renewals.
SH Performance Measures - Max. 100 Points with 40 points towards System Performance

- at least 80 percent of project participants exit to a permanent housing or other positive destination;
- at least 55 percent of project participants increased their total income in a given operating year;
- at least 90 percent of project participants obtained mainstream benefits;
- fewer than 5% returns to homelessness within a year of exiting from SH program

Projects meeting:
All 4 performance measures will receive 40 points.
3 of 4 performance measures will receive 30 points.
2 of 4 performance measures will receive 20 points.
1 of 4 performance measures will receive 10 points.
0 or 1 performance measures will receive 0 points.

*Underperforming projects will be discussed in detail with CoC Data and Performance Committee and recommendations will be made for reallocation to the CoC Board when appropriate.

Safe Haven (SH) Projects:

Threshold Renewal Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Annual Performance Report submitted timely, HUD monitoring, eLOCCS, close-out certificates; new projects will provide relevant information on managing federal grants.	20	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = 10pts Commitment to Housing First with some exceptions, based on project type = 5pts No Housing First = 0 pts	10	
Best Practices/Supportive Services	LOI + supportive documentation (intake packets, lease agreements, service documents) consistent with Housing First, Low Barrier and local prioritization standards (*serving the most vulnerable*), filling vacancies through coordinated entry = 10pts Missing document (-2pts) Inconsistency with documents = 5pts No Housing First = 0 pts	10	
CoC participation, HEARTH compliance	Attendance records or commitment for new partners to participate in CoC meetings (5); compliance with CoC Partner MOU (5)	10	
Project Performance	Bed Utilization (90%+), HMIS Data Quality	10	
System Level Performance	Returns to Homelessness, Length of time Homeless, Increase Income, Exits to Permanent Housing	40	
TOTAL		100	

Attachment C

The following will be applied to score the new bonus project applications:

Threshold Points	Source Document	Max Points	Total Scored
Compliance with Grants and Financial Management	Provide relevant information on managing federal grants and demonstrate capacity for success.	**20**	
Housing First/Low Barrier/Harm Reduction	Intake policy consistent with Housing First / Low Barrier / Harm Reduction (including the acceptance of criminal history, domestic violence history, and/or substance use disorders) = 20pts Commitment to Housing First with some exceptions, based on project type = 10pts No Housing First = 0 pts	**20**	
Best Practices/Supportive Services	Supportive documentation consistent with Housing First, Low Barrier and local prioritization standards (*serving the most vulnerable*), filling vacancies through coordinated entry = 10pts Missing document (-2pts) Inconsistency with documents = 5pts No Housing First = 0 pts	**10**	
CoC participation, HEARTH compliance and collaboration	Commitment for new partners to participate in CoC meetings (5); compliance with CoC Partner MOU (5); Collaboration with other organizations and programs to address the needs of the target population (10)	**20**	
Project Performance	Proposed program effectiveness in compliance with HUD and CoC performance standards	**20**	
Cost Efficiency	The average cost per exit to permanent housing based on the total program costs.	**10**	
TOTAL		**100**	

Meeting Notes

Continuum of Care (CoC)
Data. Performance & Evaluation Committee
August 1, 2018
2:00pm - 3:30pm

Ventura Investment Co.
1601 Carmen Drive, Suite 204
Camarillo, CA 93010

1. **Attendees:** Kelly Brown, Tara Carruth, Juan Cordova, Susan Englund, Jennifer Harkey, Caitlin Lebron, Pam Marshall, Alicia Morales, Lynn Oshita, Melissa Perezchica-Ramirez, Michele Pizarro-Ortiguerra

2. **Review FY18 CoC Ranking of CoC-funded projects for FY18 CoC NOFA, make recommendations for final ranking, re-allocation for CoC Program Competition**: Tara Carruth reviewed the process and reminded committee members that only non-conflicting members may vote on the final ranking. The committee members were also reminded that programs should be prioritized to address the needs and gaps of the systemwide CoC. The Committee inquired on the applications which are not funded and a recommendation was made to use any competitive unfunded project applications for any upcoming grant funding opportunities. The administrative scoring was reviewed to assist with the final ranking. CoC staff pointed out that the annual assessment data is missing from many of the renewal projects, due to the submittal timing.
   - The PSH renewal project for Community Action of Ventura County (CAVC) has been recommended for reallocation due to a lack of staffing resources and grant compliance issues. Other PSH providers have been consulted to transition this project as seamlessly as possible. There are currently three clients residing in the CAVC PSH units that will need ongoing case management. Committee members agreed with a transition to another organization.
   - CoC staff also reviewed the HMIS renewal scoring as this project type is not comparable to PSH or RRH project scoring. The committee recommended scoring HMIS at 80 or above to keep this essential project in Tier 1.

   The committee voted unanimously which included the following non-conflicting members: Pam Marshall (advocate), Michele Pizarro-Ortiguerra (VCOE), Juan Cordova (Law Enforcement), Lynn Oshita (City of Thousand Oaks) and Susan Englund (United Way Ventura County).

3. **Review FY18 CoC new project applications including projects for re-allocation, CoC Bonus and Domestic Violence (DV) bonus funding**: CoC staff reviewed all of the received applications with the committee members. The committee discussed the DV bonus funding and inquired on the experience of the applications. Interface Children and Family Services (ICFS) was recommended due to their currently effective DV program. Also, the Housing Authority of the City of San Buenaventura submitted an application to utilize one family unit for DV in collaboration with the Coalition for Family Harmony, which was also recommended by the committee. The committee also inquired on the CoC bonus funding applicants for Supportive Services Only. CoC staff gave an overview of the proposals: one application was received from the Human Services Agency for the expansion of HMIS training and one application was received from ICFS 2-1-1 to expand coordinated entry services. Committee members asked questions about the CoC programs gaps and needs. Each provider was in attendance and had an opportunity to share their project proposals. Ultimately, the expansion of coordinated entry to add supportive services at various sites is a priority and therefore, ICFS 2-1-1 has been recommended for the CoC bonus funding.

The committee voted unanimously which included the following non-conflicting members: Pam Marshall (advocate), Michele Pizarro-Ortiguerra (VCOE), Juan Cordova (Law Enforcement), Lynn Oshita (City of Thousand Oaks) and Susan Englund (United Way Ventura County).

CoC staff clarified that these recommendations will be presented to the CoC Board on August 8, 2018 for final review and approval. Any applicants have the right to appeal the decision after the CoC Board makes their recommendation, in accordance with the CoC Rank and Review policy posted on the CoC website.

Next meeting: September 6, 2018 at 3:00pm at location TBD.

CoC Final Project Ranking for FY18 CoC NOFA

Annual Renewal Demand (ARD) for 2018	$2,189,139		Tier 1 = (94%) $2,057791	Tier 2 = $131,348	PSH Bonus = $219,741 / DV Bonus =$366,236				
Planning Funds	$101,937				CH = Chronically Homeless		HF =Housing First		
Grantee Name	**Project Name**	**Project Type**	**Grant Amount**	**# Beds / Served**	**Population Served**	**HF?**	**CH ?**	**Project Location**	**LOI Score**
Tier 1									
Many Mansions	Casa de Paz	PSH	$63,319	16	CH singles	Yes	Yes	Simi Valley	100
Many Mansions	D Street Apartments	PSH	$20,574	5	Transitional-Age Youth (TAY) CH	Yes	Yes (3)	Oxnard	99
Many Mansions	Richmond Terrance	PSH	$66,561	13	CH	Yes	Yes	T.O.	99
Many Mansions	Peppertree Apartments	PSH	$65,395	11	CH singles and families	Yes	Yes	Simi Valley	97
Many Mansions	Esseff Village	PSH	$77,878	20	CH	Yes	Yes	T.O.	97
St. Vincent de Paul-Ventura County	Rapid Re-Housing	RRH	$42,990	12	families	Yes	No	Countywide	97
Turning Point Foundation	Rapid Re-Housing	RRH	$140,152	48	singles	Yes	Yes	Countywide	95
County of Ventura Human Services Agency	Rapid Re-Housing	RRH	$81,829	48	families	Yes	No	Countywide	94
Lutheran Social Services	It's a New Day RRH Project	RRH	$169,895.00	25	families/singles	Yes	Yes	East County	93
Turning Point Foundation	Our Place Safe Haven	SH	$168,977	10	CH	Yes	Yes	Ventura	91
County of Ventura Human Services Agency	Choices PSH	PSH	$362,211	25	CH	Yes	Yes	Countywide	NEW
Turning Point Foundation	Stephenson Place Permanent Housing	PSH	$30,280	9	CH singles	Yes	Yes	Ventura	81
Turning Point Foundation	Wooley House I Permanent Housing	PSH	$39,566	7	CH	Yes	Yes	Oxnard	80
Turning Point Foundation	Wooley House II Permanent Housing	PSH	$34,234	8	CH singles	Yes	Yes	Oxnard	80
Housing Authority of the City of San Buenaventura	Shelter Plus Care	PSH	$123,933	13	CH	Yes	Yes	Countywide	80
County of Ventura Human Services Agency	HMIS Project	HMIS	$90,778	N/A	N/A	N/A	N/A	Countywide	N/A
County of Ventura Human Services Agency	HMIS for Pathways to Home	HMIS	$150,000	N/A	N/A	N/A	N/A	Countywide	N/A
Ventura County Behavioral Health	East County / Oxnard Shelter Plus Care	PSH	$307,185	22	CH	Yes	Yes	Countywide	74
Ventura County Behavioral Health	Santa Paula PSH	PSH	$28,736	3	CH	Yes	Yes	Santa Paula	74
Tier 2									
County of Ventura County Executive Office	The Salvation Army PSH (transfer from CAVC PSH)	PSH	$125,813	8	CH	Yes	Yes	Ventura/Oxnard	
ICFS 2-1-1	SSO-Coordinated Entry	SSO	$219,741	N/A	N/A	N/A	N/A	Countywide	NEW
Domestic Violence Bonus									
Interface Children & Family Services	DV Rapid Re-Housing	RRH	$345,092	20 units / 50 beds	DV families	Yes	No	Countywide	NEW
Housing Authority of the City of San Buenaventura	DV Transitional Housing - RRH	TH-RRH	$21,144	1 unit / 2 beds	DV families	Yes	No	Countywide	NEW
Planning Grant									
County of Ventura Executive Office		N/A	$109,871	N/A	N/A	N/A		Countywide	NEW

Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, August 8, 2018
1:00pm-2:30pm

Ventura County Office of Education
5189 Verdugo Way, Simi Room
Camarillo, CA 93012

1. Call to Order. CoC Board Chair, Mike Taigman, called the meeting to order at 1:05pm.
   Attendees:
   Board members: Carolyn Briggs, Dawn Dyer, Susan Englund, Pam Marshall, Manuel
   Minjares, Michael Nigh, Drew Powers, Mike Powers, Carmen Ramirez, Nancy Wharfield
   Staff: Tara Carruth, Amy Duganne, Jennifer Harkey, Christy Madden
   Absent: Kevin Clerici (excused)
   Public Attendees: Don Aguilar (Thousand Oaks Police Department), Mark Alvarado (City of
   Oxnard), Nick Birck (HACSB), David Courtland (VC Reporter), Rebecca Evans (HSA), Ingrid
   Hardy (City of Thousand Oaks), Marissa Mach (HSA), Cathi Nye (VCOE), Sandra Troxell
   (Salvation Army)

2. Approval of Minutes of the meeting of Governance Board held June 13, 2018.
   Minutes unanimously approved. Motion by Manuel Minjares, seconded by Drew
   Powers.

3. Board/Staff Comments: Christy Madden spoke to Board of Supervisors' authorization of a
   homeless cost study soliciting an additional $40,000 to fund total costs of approximately
   $120,000. CEO's office is funding $40,000 and $40,000 from Social Finance.

   County Executive Officer, Mike Powers, announced that the City Managers have reviewed
   and provided feedback on the Homeless MOU. He suggested an overview of upcoming
   State funding be provided by the CoC at the next VCOG meeting on August 16th.

   Dawn Dyer thanked all of those who participated and supported the Housing Trust Fund at
   the recent fundraising event in July 2018.

4. Public Comments: Ventura County Office of Education Homeless Liaison, Cathi Nye, has
   just assumed the new position for this school year 2018-19 and will be working closely with
   the CoC and Youth Collaborative. She also announced that a Housing Issues Forum will
   take place on Tuesday, August 14 at 8am at Camarillo Library.

5. Unscheduled vacancy of Sommer Barwick.

   Per staff, Sommer did not indicate any suggestions for her replacement. Discussion regarding upholding Board representation from East County (Simi Valley/Moorpark), and solicitation and submission of nominations via CoC Alliance.

6. Approval of 2-1-1's continued participation as a point of entry to Pathways to Home coordinated entry system and authorization for staff to use $40,000 of CoC Planning grant funding to support 2-1-1 efforts and send letters of support to other counties considering partnering.

   Staff provided an overview of 2-1-1's participation in Pathways to Home and recommended development of a shared funding structure for Interface Children and Family Services 2-1-1 to continue servicing as a 24/7 point of entry for the County's coordinated entry system.

   Mike Nigh moved to approve, seconded by Nancy Wharfield. Manuel Minjares abstained due to conflict of serving on the Interface board.

7. Approval of recommendations from CoC Data Performance & Evaluation Committee on reallocation for FY2018 CoC NOFA, ranking of renewal projects and bonus projects to be included in the FY18 CoC Consolidated Application and direction to staff to notify applicants of final ranking and score including recommendations for improving future scores.

   Staff discussed meeting of the Data Committee on August 1, 2018 to review projects/applications. Committee recommendations included: Transitioning Community Action of Ventura County's (CAVC) CoC Permanent Supportive Housing grant to Salvation Army due to CAVC's challenges with grant compliance and their desired relinquishment of the project; Funding Interface Children and Family Services and Housing Authority City of San Buenaventura for Domestic Violence bonus projects noting Interface's history and experience with domestic violence services; Funding Interface's 2-1-1 program for coordinated entry with CoC Bonus funds noting Interface's application's inclusion of outreach services with expansion of assessments. Discussion included recommendation to hold all applications for potential future state funding, and to support Proposition 41 for Veterans.

   Susan England moved to approve funding recommendations, and Nancy Wharfield seconded. Abstained Manuel Minjares and Mike Powers.

   Drew Powers moved to direct staff to notify applicants of final ranking and score including recommendations for improvement and to keep applications on file for potential additional funding opportunities, seconded by Dawn Dyer. Abstained Manuel Minjares and Mike Powers.

8. Received a report on various State of California funding opportunities to address homeless crisis and affordable housing needs.

Staff provided information on the Homeless Emergency Aid Program intended to provide flexible grants for homeless prevention, emergency housing vouchers, rapid re-housing, and navigation centers. Information also was provided regarding Senate Bill 2 (SB2) Building Jobs and Homes Act, as well as the No Place Like Home Act (AB1827) through the Mental Health Services Act.

9. <u>Authorization of staff to schedule a regional workshop to be facilitated by Dr. Joe Colletti with Urban Initiatives for the development of a data-driven regional plan to address homelessness in Ventura County.</u>

   Staff and Board members discussed the need for workshop participation from service providers, educators, law enforcement, housing providers, community members and advocates, among other stakeholders. Dawn Dyer discussed need for data with geographic areas highlighted. Pam Marshall mentioned the upcoming September 6th faith-based homelessness workshop in Ventura. Carmen Ramirez recommended inclusion of faith-based community at the workshop and the need for preemptive public meetings to inform the communities of the workshop and to solicit participation. CoC Board members stressed the need for resident participation and also a separate community forum (non-governmental presentation). Mike Taigman offered WebEx services for those unable to attend the workshop, and recommended distribution of surveys as an online option to participate. Mike also discussed that integer data would be helpful to evaluate performance over time. Discussion included direction to staff to follow up on state funding that will move through the CoC.

   Manuel Minjares moved to authorize staff to schedule the workshop, Pam Marshall seconding the motion. Unanimous approval.

10. <u>Received a report on racial disparities in homelessness in Ventura County.</u>

    Staff provided a racial disparities assessment in response to the FY18 CoC NOFA's inquiry into whether the CoC has assessed racial disparities in local homeless assistance programs. Such an assessment is needed to receive maximum points for the NOFA. CoC staff have collected demographic data from the Homeless Management Information System, the Human Services Agency public assistance programs, the 2018 Point-In-Time Homeless Count, the Coordinated Entry System (Pathways to Home), and local data from the U.S. Census. Board member discussion and input included hardships associated with evictions, mediation as homeless prevention, the potential need for discrimination and bias training/evaluation, and gaps in data collection.

    Meeting adjourned. Next meeting on September 12th at 1:00pm at Ventura County Office of Education (Simi Room), 5189 Verdugo Way, Camarillo, CA 93012.

Barry and Marissa,

Attached you will find a letter sharing with you the HSA applications that will be submitted in the FY18 Continuum of Care consolidated application. The new application your team submitted for HMIS training was not selected for this round of funding but the CoC Data Committee recommended the Board consider holding this application to be considered for future funding opportunities including new State funding.

Also attached you will see the full ranking of projects to be included in the submission. The HSA projects scored well and the rankings reflect your agency and program's excellent performance.

Please let me know if you have any questions or concerns.

Thank you,
Tara

Tara L. Carruth, MSW
Ventura County Continuum of Care
County of Ventura, County Executive Office
800 S. Victoria Avenue, L#1940
Ventura, CA 93009
805-654-3838 (office)
805-340-4969 (cell)
www.venturacoc.org

Barry and Marissa,

Attached you will find a letter sharing with you the HSA applications that will be submitted in the FY18 Continuum of Care consolidated application. The new application your team submitted for HMIS training was not selected for this round of funding but the CoC Data Committee recommended the Board consider holding this application to be considered for future funding opportunities including new State funding.
Also attached you will see the full ranking of projects to be included in the submission. The HSA projects scored well and the rankings reflect your agency and program's excellent performance.

Please let me know if you have any questions or concerns.

Thank you,
Tara

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From: Carruth, Tara
To: "rdrews@lsssc.org"
Cc: Denise Cortes; Ricardo Forbes
Subject: Ventura County CoC grant applications
Date: Monday, August 27, 2018 3:26:00 PM
Attachments: LSS.pdf
CoC 2018 Final Project Listing.pdf

Dear Mr. Drews,

I'm writing to share with you that the CoC has made funding decisions for the FY18 CoC grant competition. Please see the attached letter for the proposals that will be included in the consolidated application including the LSS Rapid Re-Housing renewal application. The CoC did not select LSS new proposals for expanded Rapid Re-Housing funding or the Domestic Violence Rapid ReHousing proposals because they expressed concern about staff to client ratios (caseload sizes) and organizational capacity to expand services at this time.

Please let me know if you have any questions or concerns.

Thank you,
Tara

Tara L. Carruth, MSW
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Dear Rick,

I'm writing to share with you that the CoC has made funding decisions for the FY18 CoC grant competition. Please see the attached letter for the proposals that will be included in the consolidated application including all of the Many Mansions renewal projects. The CoC did not select the Ormond Beach proposal for this funding cycle but agreed to hold onto the application to consider for upcoming State funding resources.

Please let me know if you have any questions or concerns.

Thank you,
Tara

Tara L. Carruth, MSW
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Dear Community Partners,

We have a lot of information to share with you regarding progress in our community and funding opportunities to serve homeless persons and families.

EMERGENCY SHELTER: There has been exciting progress in the cities of Ventura and Oxnard with commitments from both cities for funding to establish a full service (Year Round) emergency shelter in both communities. CoC staff is working alongside the cities in partnership with County staff to release a RFP to select a qualified shelter operator. Stay tuned for more information in the coming weeks. Thanks to all of you for your advocacy and support!

2018 CoC NOFA: Staff has released a Letter of Intent for all renewal applicants (see attached) and a schedule of events (also attached) for the 2018 NOFA cycle. Information regarding the Rank and Review Policy will be posted on the VC CoC website: www.venturacoc.org

Please also stayed tuned for a release of Request for Proposals for new projects. There is bonus funding available as well as a new Domestic Violence bonus. Please see this link for the full CoC NOFA including a summary of new and changed information: https://www.hudexchange.info/resource/5719/fy-2018-coc-program-nofa/

CoC ALLIANCE MEETING—7/19/18: The next CoC Alliance meeting of the full membership is scheduled for July 19th at 10:30am. We will be meeting at the Ventura County Rescue Mission who have graciously offered to host us as well as to provide lunch following the meeting. Please join us and encourage your friends to join in the efforts to end homelessness in Ventura County. The CoC Alliance is the full membership of stakeholders working together to make homelessness rare, brief and nonrecurring in Ventura County. I have attached a membership application to this email. There are no fees associated with being a member but you need to be an official member to vote and participate in committees and workgroups.

I hope to see you all soon and you will be hearing more from me as this NOFA season continues and we work on many exciting initiatives to address homelessness in Ventura County.

Take care,
Tara

Tara L. Carruth, MSW
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Good Morning!

The Ventura County Continuum of Care Alliance quarterly meeting is scheduled for this Thursday 7/19 and will be held at the Ventura County Rescue Mission. The agenda is attached to this email.

There is parking across 6th street from the Mission and there will be people in bright yellow security shirts directing guests to the parking lot.

We will also be holding a CoC NOFA workshop for new and renewal applications on the same day (7-19 at 2pm) at Ventura County Behavioral Health. Details are posted on the CoC website. http://www.venturacoc.org/calendar/361

Please join us if your team is applying for funds and wants technical assistance or an overview of the CoC application process.

Thank you!
Tara

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Reports

Funding

For current funding opportunities, please see the "News & Announcements" on the home page.

FY18 CoC Funding Calendar

FY18 Ventura County Ranking & Selection Policy

FY18 Letter of Intent for CoC Renewal Projects

CONTACT INFORMATION

Ventura County CoC Alliance
County Executive Office
Community Development
Attn: Continuum of Care
800 South Victoria Avenue,
L#1940
Ventura, CA 93009
tara.carruth@ventura.org

RESOURCES

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MEMORANDUM OF UNDERSTANDING

BETWEEN

COUNTY OF VENTURA HUMAN SERVICES AGENCY,

THE COUNTY EXECUTIVE OFFICE, &

VENTURA COUNTY CONTINUUM OF CARE ALLIANCE

FOR

HOMELESS MANAGEMENT INFORMATION SYSTEM SERVICES

October 1, 2018

Table of Contents

This Memorandum of Understanding (MOU) is entered into effective October 1, 2018 between the County of Ventura Human Services Agency (HSA) as the HMIS Lead Agency, the County of Ventura County Executive Office as the Collaborative Applicant and the Ventura County Continuum of Care Alliance (The Alliance) for the purpose of identifying the agreed upon responsibilities, terms and conditions relating to the provision of Homeless Management Information Systems (HMIS) services to homeless service provider agencies in Ventura County.

PURPOSE

This MOU establishes HSA as the Homeless Management Information System (HMIS) Lead Agency for the Alliance and defines the roles and specific responsibilities of each party related to key aspects of the governance and operation of the HMIS Program. The terms and uses of HUD funds are governed by the HUD CoC grant agreement and applicable rules. The authority to apply for and receive funds as the HMIS designated Lead is not transferable without joint agreement of The Alliance Board and HSA.

HMIS is mandated by the U.S. Department of Housing and Urban Development (HUD) for all communities and agencies receiving HUD Continuum of Care (CoC) and Emergency Solutions Grant Program (ESG) funding. HMIS is essential to efforts to coordinate client services and inform community planning and public policy. Through HMIS, homeless individuals benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. HMIS program level data provides information on utilization of programs and overall system performance. Analysis of information gathered through HMIS is critical to the preparation of a periodic accounting of homelessness in Ventura County, including required HUD reporting.

The parties to this MOU recognize that thorough and accurate capture and analysis of data about homeless services and individuals is a critical program priority for the community to ensure necessary service delivery and systems planning, effective resource allocation and advocacy, and thus share a mutual interest in successfully implementing and operating HMIS countywide.

ORGANIZATION AND MANAGEMENT

I. Joint County Executive Office (Collaborative Applicant) and HSA (HMIS Lead Agency) Responsibilities

The Alliance, Collaborative Applicant and HSA will work cooperatively to:
a. Prepare the Collaborative application and other applications for financial support of the HMIS and ensure both parties are in agreement with the content in any such applications prior to formal submission and
b. Comply with all HUD regulations and locally adopted written standards and any amendments thereto.
c. Comply with all HMIS policies and procedures and any amendments thereto.
d. Comply with all Coordinated Entry System (CES) Pathways to Home policies and procedures and any amendments thereto.

II. Ventura County Continuum of Care Board Responsibilities

The Alliance Board serves as the lead HMIS Program governance body, providing oversight, project direction, policy setting, and guidance for the HMIS Program. The Board exercises all its responsibilities for HMIS governance effective as of the date of the authorization of this MOU. These responsibilities include:

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a. Ensuring and monitoring compliance with relevant HUD regulations and standards;
b. Recording official minutes for all approvals, resolutions, and other key decisions of The Alliance that may be required by HUD rules related to the HMIS governing body;
c. Designating an organization that has the necessary capacity to serve as the HMIS Lead Agency;

Authorizing HSA, as the HMIS Lead Agency, to apply for and administer HUD HMIS funds;
d. Serving as the "gatekeeper" regarding data obtained from HMIS;
e. Approving policies for the use of the software by HMIS and any changes to the software utilized by the HMIS Lead Agency;
f. Reviewing and approving standardized HMIS Program operational agreements, policies, and procedures;
g. Reviewing data quality standards and plans, and establishing protocols for addressing Contributing Homeless Organizations' (CHO) compliance with those standards;
h. Promoting effective use of HMIS data, including the measurement of the extent and nature of homelessness, the utilization of homeless services and programs over time, and the effectiveness of homeless programs;
i. Using HMIS data to inform CoC program and system design and to measure progress toward implementation of the Ventura County regional plan to address homelessness as well as other goals established by The Alliance;
j. In collaboration with HMIS Lead Agency, ensuring that agencies provide local information as necessary for compilation of the annual Housing Inventory Count (HIC) and Annual Homeless Assessment Report (AHAR);
l. In collaboration with HMIS Lead Agency, encouraging participation in the HMIS (and broader Continuum of Care) programs by all those working in homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness;
m. Encouraging support of the policies and procedures approved by the HMIS Steering Committee;
n. Dedicating sufficient financial support to the HMIS Lead Organization and assisting in identifying and advocating for additional resources to maintain the HMIS system;
o. Providing guidance to the HMIS Lead agency pertaining to HUD regulations governing HMIS systems;
p. Responding to inquiries from media in coordination with The Alliance;
q. Holding HSA harmless for any data breach that may occur by CHO and/or other authorized entities through the use of the HMIS; and
r. Adhering to all client confidentiality, regulatory and statutory guidelines.

III. Ventura County Human Services Agency Responsibilities

HSA serves as the Lead Agency for the HMIS Program, managing and administering all HMIS operations and activities. HSA exercises these responsibilities with guidance from the HMIS Steering Committee. The VC HMIS Steering Committee is made up of HMIS users/agencies to provide oversite of overarching and strategic activities enacted by the VC HMIS Team. Members of the VC CoC Staff are also members of the VC HMIS Steering Committee thereby providing input and coordination with VC CoC Staff. These responsibilities are contingent on continued receipt of the appropriate HUD and The Alliance grant funding. These responsibilities include:

1. HMIS Governance
a. Providing staffing for operation of the Homeless Information Management System (HMIS), HMIS program administration and system administration;
b. Collecting participation fees from each CHO;
c. Supporting the consistent contribution of data that meet all HUD-established data standards;

d. Working with The Alliance to facilitate participation by all those working in homelessness prevention and assistance programs and other programs, as designated by The Alliance, to participate in HMIS;

e. Facilitating and managing HMIS Steering Committee meetings;

f. Facilitating and managing HMIS Operations Committee meetings;

g. Responding to The Alliance and HMIS Steering Committee directives;

h. Providing access to data needed to inform The Alliance's progress toward achieving its Updated Ten Year Plan to End Homelessness goals; and

i. Providing access to PTH/CES data needed to inform The Alliance on CHO participation and progress

2. HMIS Program Administration

a. Managing and maintaining mechanisms for soliciting, collecting and analyzing feedback from end users, CHO program managers, directors and homeless persons;

b. Upon adoption by The Alliance, ensuring that HMIS-PTH/CES goals are carried out and regularly reviewed;

c. Upon adoption by The Alliance, implementing written policies and procedures for the operation of the HMIS Program, including requirements and standards for any CHO, and providing for the regular update of these procedures as required due to changes in policy;

d. Ensuring compliance with record retention regulations per HUD standards;

e. Collecting the HMIS participation fee from CHOs;

f. Upon adoption by The Alliance, implementing a security plan consistent with requirements established by HUD, and reviewing and updating this plan annually according to the most current HUD regulations and/or guidance;

g. Upon adoption by The Alliance, implementing a disaster recovery plan consistent with requirements established by HUD, and reviewing and updating this plan annually according to the most current HUD regulations and/or guidance;

h. Upon adoption by The Alliance, implementing a privacy policy specifying data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; process and protections for victims of domestic violence; and reviewing and updating this plan annually according to the most current HUD regulations and/or guidelines; and

i. Upon approval by The Alliance, executing HMIS Participation Agreements with each CHO, including:
   1. Obligations and authority of the HMIS Lead and the CHO;
   2. Protocols for participation in HMIS;
   3. Requirements of the policies and procedures by which the CHO must abide;
   4. Sanctions for violating the HMIS Participation Agreement; and
   5. Terms of sharing and processing Protected Identifying Information between the HMIS Lead and the CHO.

3. HMIS Grant Administration

a. Preparing and submitting Notice of Funding Availability (NOFA) Project Applications for HMIS-PTH/CES HUD grants;

b. Providing the required local match for the HMIS-PTH/CES grant;

c. Creating an annual budget outlining resource allocations to meet HMIS-PTH/CES program requirements;

d. Providing funding to eligible HMIS-PTH-CES activities with eligible matching revenues to serve as the HUD-required match;

e. Managing spending for HUD grant;

f. Managing the reimbursement payment process and maintain records of all reimbursement documents, funds, approvals, denials, and other required or relevant records;

g. Ensuring accurate and regular (quarterly, at minimum) drawdowns of HUD HMIS-PTH/CES grant funds;

h. Completing and submitting the Annual Performance Report (APR) for the HMIS-PTH/CES grant; and

i. Communicating directly with HUD representatives (with copy to Collaborative Applicant from County Executive Office, Community Development) regarding issues and questions relating to HMIS-PTH/CES grant management, application, invoices and other HMIS-PTH/CES related topics.

4. HMIS System Administration

a. Overseeing the day-to-day administration of the HMIS application;

b. Managing training for all authorized users of the system;

c. Coordinating licensing with vendors of all HMIS software;

d. Ensuring all HMIS software meets the minimum data and technical functionality requirements established by HUD in rule or by notice, including non-duplication of data, data collection, maintenance of historical data, reporting and any other requirements established by HUD;

e. Ensuring adequate HMIS data processing capabilities, including collection, maintenance, use, privacy, security, and confidentiality protections;

f. Under the direction of The Alliance, providing access to reports that support the AHAR; ESG Consolidated Annual Performance and Evaluation Report (CAPER); CoC APR; HMIS Data Quality Reports; and additional reports as may be prepared and provided based on business needs as approved by the HMIS Steering Committee;

g. Overseeing changes to the HMIS; and

h. Attending HUD HMIS training as needed and in compliance with **HUD** regulations; and

i. Updating the contact list of HMIS administrators for all CHO in conjunction with annual Participation Agreement updates as reported by the CHO.

5. HMIS End-User Administration

a. Providing technical assistance and support;

b. Documenting technical issues experienced by providers;

c. Developing and delivering a comprehensive training curriculum including accompanying tools and resources, that:
   i. Includes, but is not limited to, data entry requirements and techniques, client confidentiality and privacy requirements, data security and data quality;
   ii. Requires all authorized end users to participate in training as per the Policies and Procedures approved by the HMIS Steering Committee.

d. Managing and evaluating the collection of signed end-users agreements, confidentiality forms and receipt and acceptance of HMIS Policies and Procedures.

6. HMIS Data Quality and Compliance Monitoring

a. Consistent with the data quality plan, providing access to reports that support the established data quality benchmarks for CHOs, including bed coverage rates, service-volume coverage rates, missing/unknown value rates, timeliness criteria, and consistency criteria;

b. Consistent with the data quality plan, running and disseminating data quality reports on a quarterly basis to CHO indicating levels of data entry completion and CES referral data quality for each CHO;

c. Consistent with the data quality plan, providing quarterly reports on HMIS data quality to The

Alliance; and

d. Through access to reports and an annual review process, supporting CHO security officers' compliance with HMIS participation requirements, policies and procedures, privacy standards, security requirements, and data quality standards per the process outlined in the Participation Agreement and approved by the HMIS Steering Committee.

DURATION AND TIMELINE

This MOU shall be in effect from October 1, 2018 to September 30, 2020. An automatic renewal will occur if there are no changes requested by the parties or required changes by HUD regulation.

GENERAL PROVISIONS

1. This MOU may be amended by written mutual consent of the parties.
2. This MOU may be terminated by any of the parties with or without cause upon 30 days' written notice.
3. It is understood that the parties shall be subject to examination and audit by authorized personnel of any records associated with the provision of services, claims to obtain funding, and payment records. The examination and audit shall be confined to those matters connected with the performance of this MOU.
4. This MOU is not in effect until signed by the parties. All parties shall comply with and respect all applicable rules, laws, regulations and policies including those regarding confidentiality of client information.
5. Fees - A participation fee will be charged to each CHO based on a rate schedule proposed to the VCHMIS Steering Committee as approved by the County of Ventura's Board of Supervisors.

NOTICES

Any notice required or permitted to be given under this MOU shall be in writing and shall be served by registered mail or personal service upon the other party. When served by registered mail, delivery shall be conclusively deemed to have occurred three (3) days after deposit in the United States mail, postage prepaid, addressed to the party to whom such notice is to be given as hereinafter provided.

Notice to HSA shall be addressed as follows:
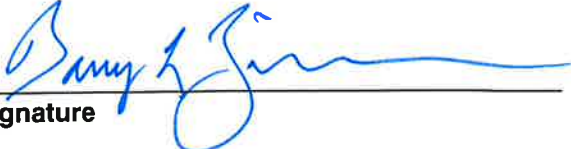
Barry L. Zimmerman, Director
Human Services Agency
855 Partridge Drive
Ventura, CA 93003

Notice to The Alliance shall be addressed as follows:

Mike Taigman, CoC Board Chairperson
Community Development, Continuum of Care
800 S. Victoria Avenue, L#1940
Ventura, CA 93009

(Signatures on next page.)

IN WITNESS WHEREOF, The Alliance, HSA, the Collaborative Applicant of The Alliance, and the HMIS Steering Committee Chair have executed this MOU on the dates indicated and for the parties set forth below.

Ventura County Continuum of Care	County of Ventura Human Services Agency
Signature	Signature
MIKE TAIGMAN Chairperson, CoC Board	**BARRY L. ZIMMERMAN** Director, Human Services Agency
Date:	Date: 8/22/18
Ventura County Collaborative Applicant	Ventura County HMIS Steering Committee
Signature	Signature
CHRISTY MADDEN Deputy Executive Officer Community Development	**MARISSA P. MACH** Deputy Director, Human Services Agency VC HMIS Administration
Date: 8/24/18	Date: 8/22/18

VENTURA COUNTY

HOMELESS MANAGEMENT INFORMATION SYSTEM (VC HMIS)

POLICIES AND PROCEDURES

July 2017

Contents

1. PROJECT SUMMARY

A. Background: The Congressional Directive

A Homeless Management Information System (HMIS) refers to a system for tracking the use of homeless programs and producing an unduplicated count of the people using those programs. For FY2001, Congress directed the U.S. Department of Housing and Urban Development (HUD) to ensure that homeless programs using federal funds participate in local systems to track the use of services and housing.[1]

The Ventura County HMIS programs include:

Homeless Assistance Programs under HEARTH
- Continuum of Care
    1. Permanent Housing - (Permanent Supportive Housing and Rapid Re-Housing)
    2. Transitional Housing
    3. Supportive Services Only

- Emergency Solutions Grant (ESG)
    1. Emergency Shelter
    2. Homeless Prevention
    3. Rapid Re-Housing

Non-HUD Funded Homeless Service Programs
Programs that receive other sources of funding are not required to participate in HMIS, but are strongly encouraged to do so to contribute to a better understanding of homelessness in our communities.

To follow Congress' directive, HUD has told communities to assess their own needs and select the HMIS software that best meets those needs. HUD has provided substantial technical assistance to the Ventura County HMIS to support the planning process.

The VC HMIS is not connected to any federal or national data collection facility and data is not passed electronically to any other national database for homeless or low-income individuals.

B. Operating Procedures

Operating Procedures will provide specific policies and steps necessary to control the operational environment and enforce compliance in the areas of:
    1. Provider Participation

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[1] See HUD Strategy for Homeless Data Collection Conference Report (H.R. Report 106-988), which indicated that "local jurisdictions should be collecting an array of data on homelessness in order to prevent duplicate counting of homeless persons and to analyze their patterns of use of assistance, including how they enter and exit the homeless assistance system and the effectiveness of the systems.
HUD is directed to take the lead in working with communities toward this end and to analyze jurisdictional data within three years."

2. User Authorization
3. Collection of Client Data
4. Release of Client Data
5. Workstation Security
6. Training
7. Technical Support

C. Organization: The Ventura County HMIS (VC HMIS)

Ventura County Human Services Agency (HSA) is the Lead Organization for the Ventura County HMIS. Ventura County HMIS has the "responsibility to establish, support and manage HMIS in a manner that will meet HUD's standards for minimum data quality, privacy, security, and other requirements for organizations participating in HMIS."

Ventura County HMIS's goal is to go beyond the HUD mandate of producing unduplicated counts of homeless persons. Our charter is to provide a comprehensive case management system that allows the Participating Agency User to draw on the collected information to make informed program decisions.

D. Mission Statement & Vision

Mission: The Ventura County HMIS goal is to go beyond the HUD mandate of producing unduplicated counts of homeless persons. Our mission is to provide a comprehensive case management system to advance the provision of quality services for homeless persons, improve data collection, and promote more responsive policies to end homelessness in Ventura County.

HMIS is designed to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will not only meet Federal requirements but also enhance service planning and delivery.

Vision: To develop, implement and administer a countywide information management system that collects client level data on homeless persons and *those at risk of homelessness (per the HEARTH Act Definition)*. This HMIS system will generate reports, inform community service planning processes, increase service delivery efficiencies and, with the client's consent, provide a mechanism to share client needs for service among partnered agencies.

E. Software

Ventura County HMIS has chosen Bowman's ServicePoint product for our HMIS. The modules that are supported as of January 2016 are:
- ServicePoint, which includes:
  - ClientPoint
  - ResourcePoint
  - ShelterPoint
  - ActivityPoint

- SkanPoint
- CallPoint
- EligibilityPoint

The software functionality tracks/records:
- Outcome Management:
  - Households
  - Entry/Exit
  - Assessments
  - Measurements (Self Sufficiency Matrix)
  - Services
  - Goals
  - Referrals
  - Client Demographic Data Collection (HUD)
  - Client Case Management
  - Information and Referral Capabilities
  - Bed Maintenance, Tracking and Assignment Module
  - Customized Reporting Capability
  - Real Time Data Entry
  - Activities Management
  - Case Notes Management
  - Advanced Security Features

2 PARTICIPATION REQUIREMENTS

A. Adherence to Policies

All users and agency representatives must agree to the policies in this document in order to participate in the VC HMIS. A signed agreement to do so is required of all users and Participating Agencies. This section details technical, staffing assignments and training that must be fulfilled prior to being granted access to the system.

The Policies and Procedures manual and all attachments may be amended as needed at any time. Participating Agencies will be notified of any Policies and Procedures manual changes.

B. Participation Agreements

Participating Agencies are those agencies that connect to the VC HMIS for the purposes of data entry, data editing and data reporting. Relationships between the VC HMIS and Participating Agencies are governed by any standing agency-specific agreements and/or contracts already in place. Ventura County HMIS manages the **Partner Agency User Agreement** and the contents of the Policies and Procedures Manual. All Participating Agencies are required to abide by the policies and procedures outlined in this manual.

Prospective Agency:
For prospective agencies, VCHMIS offers an Onboarding Meeting which provides an in depth look at the HMIS system, benefits of using HMIS, requirements for participation with HMIS and licensing information.

VCHMIS Staff will:
1. Meet with provider to determine workflow
2. If interested,
   a. Provide MOU to agency director for approval along with the invoice for payment (if 6 months into the fiscal year, license fees may be prorated)
   b. Set up new users with HMIS training which may be done at Quarterly training or individually (depending on the needs of the agency). The Partner Agency User Agreement and Policies and Procedures are reviewed and signed at training.
3. Set up training environment in HMIS for approval,
4. Provide the training environment to the requestor for their review and approval,
5. Once approved, then full utilization in Production

Existing Agency:
For participating agencies needing to add staff to the HMIS system, the prospective staff member will need to participate in item 2 mentioned above prior to full utilization in production. In addition, if additional licenses are required, agency director will need to request additional license by contacting VCHMIS support.

Prior to obtaining access to the VC HMIS, every agency must adopt the following documents:

- Ventura County Homeless Management Information System Partner Agency User Agreement (PAUA) – The agreement made between the Participating Agency User and the VC HMIS which outlines agency responsibilities regarding their participation in the HMIS. This document is legally binding and encompasses all state and federal laws relating to privacy protections and data sharing of client specific information.
- Ventura County HMIS Client Informed Consent & Release of Information Authorization (ROI) must be implemented and monitored by agencies and would require clients to authorize in writing the entering and/or sharing of their personal information electronically with other Participating Agencies throughout the Ventura County HMIS where applicable.
- Ventura County HMIS Client Rights and Explanation of Data Uses – Client Information document to inform clients how their personal information gathered and entered into HMIS will be utilized for their benefit, should they agree to provide it.
- Ventura County Privacy Notice (PN) – Document provided to inform client the purpose of HMIS and the requirement to gather personal information.
- Ventura County HMIS Revocation of Consent
- Memorandum of Understanding (MOU) – The MOU confirms the responsibilities of the VC HMIS and the Partner Agency for ongoing HMIS activities as defined in the VC HMIS Policy and Procedures.

C. Technical Standards

The VC HMIS is responsible for each Participating Agency's oversight and adherence to the Technical Standards. All agencies will be subject to periodic on-site security assessments to validate compliance of the agency's information security protocols and technical standards. The site visit will also review how the agency uses HMIS, including Processes and workflow related to data entry, for service improvement opportunities. (See Appendix IV for review item checklist).

Site Assessments will ensure you are in compliance with the following Technology Standards.

Network
- High Speed internet access
  - DSL, Cable, T1 Line, etc.
  - No dial up connections
- Firewall
  - Internet security suite recommended
    - Anti-virus
    - Intrusion detection
    - Quarantine
    - Personal firewall at minimum
- Mobile devices
- WiFi recommended
  - 4G/LTE or faster
  - No 3G or older

Device/Hardware
- Windows XP or higher
- Multicore processors
- 4 GB RAM recommended, 2 GB RAM minimum
- Video: 1024x768 minimum
- No Netscape, Mozilla, AOL etc…
- No Mac's, UNIX, Linux etc…

D. Training

All HMIS Users must complete training appropriate to their functions as described in Section 5 prior to gaining access to the VC HMIS. A minimum of one training event per contract year is required for each licensed user. Additional training may be required if there are major system upgrades and/or regulatory changes. This additional training will be communicated as being mandatory at the time that the training is established.

VC HMIS System Administrator will be trained to provide basic user follow-up training to Support agency staff using the VC HMIS. VC HMIS System Administrator trainers will provide periodic refresher training for other users as needed.

Training Tracks include:
- HMIS User training (new and existing users)
- Reports training
- Coordinated Entry Training (Pathways to Home)
- Ethics and Confidentiality training
- Privacy and Security training
- Training related to system releases as necessary

E. Participation Fees

Effective October 1, 2017, participation fees will commence. Fee structure is listed below:
- Initial set up fee for license, this is a one-time fee per license: $250
- User License fee, per user, per year: $250

It is expected that the license fees are paid at the time of set up and will be charged annually per the HMIS Contract Year, which is October 1-September 30. Invoice information is listed in section F.

If an agency is requesting licenses six months into the contract year, license fees may be prorated, subject to approval by the HMIS System Administrator.

F. Invoice & Payment for Participation Fees

Invoices and Memorandum of Understanding (MOU) will be sent August 1st of each fiscal year with a return deadline of September 30th. Payment will be sent to:

> County of Ventura
> Human Services Agency
> Attn: Fiscal Department
> 855 Partridge Dr.
> Ventura, CA 93003

3. SYSTEM ROLES AND RESPONSIBILITIES

A. Ventura County HMIS Organization Chart

Definitions of System Roles and Responsibilities are located under Section 10: Terminology.

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┌─────────────────────────────────────────┐
│           Continuum of Care              │
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                    │
┌─────────────────────────────────────────┐
│        HMIS STEERING COMMITEE            │
└─────────────────────────────────────────┘
                    │
┌─────────────────────────────────────────┐
│      HMIS OPERATIONS COMMITTEE           │
└─────────────────────────────────────────┘
```
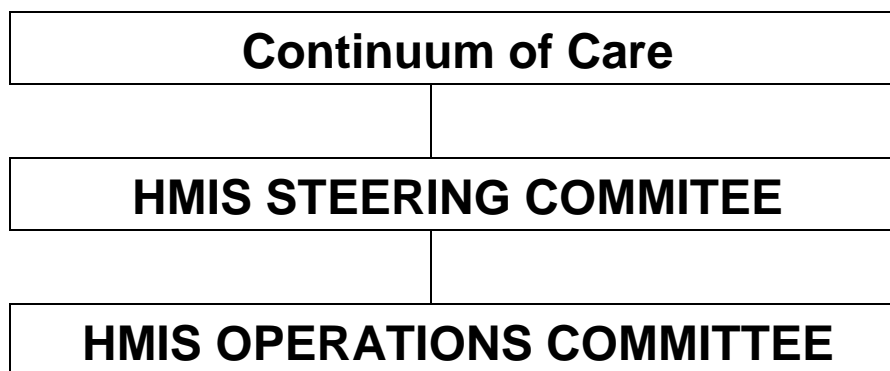
4. CLIENT RIGHTS

Clients served by agencies participating in the VC HMIS have the following rights:

A. Communication
1. Clients have a right to privacy and confidentiality.
2. Clients have a right to not answer any questions unless entry into the Agency's program requires it.
3. Client information may not be shared without informed consent (posting of **Privacy Notice (PN)** and **Mandatory Collection Notice**.
4. Every client has a right to an understandable explanation of the VC HMIS and what "consent to participate" means. The explanation shall include: a) Type of information collected
   b) How the information will be used
   c) Under what circumstances the information will be used
   d) That refusal to provide consent to collect information shall not be grounds for refusing entry to the program.
   e) A copy of the consent shall be given to the client upon request, and a signed copy kept on file at the Participating Agency, if applicable.
   f) A copy of the **Privacy Notice (PN)** shall be made available upon client request.
   g) A copy of the Statement of Client Rights shall be made available upon client request.

B. Participation Opt Out

Clients have a right not to have their personal identifying information in the VC HMIS shared outside the agency, and services cannot be refused if the client chooses to opt out of participation in the HMIS. However, clients may be refused program entry for not meeting other agency eligibility criteria.

In the event that a client previously gave consent to share information in the VC HMIS and chooses at a later date to revoke consent (either to enter or to share), a **HMIS Client Revocation of Consent to Release Information Form** must be completed and kept on file.

C. Access to Records

A client has the right to request access to their personal information stored in the VC HMIS from the authorized agency personnel. The agency, as the custodian of the client data, has the responsibility to provide the client with the requested information except where exempted by state and federal law.

When requested, a client has the right to:

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1. View his or her own data contained within the VC HMIS; No client shall have access to another client's records within the VC HMIS. An agency may not share any information about the client entered by other agencies beyond the agreed upon shared data elements.

D. Grievances

The client has the right to file a grievance with an agency. All Participating Agencies must have written grievance procedures that can be provided to a client on demand. If, after following the grievance procedure, the grievance is not resolved, the complaint may be escalated to the CoC Governing Body.

5. POLICIES FOR USERS & AGENCIES

A. User Access

User access will be granted only to those individuals whose job functions require legitimate access to the VC HMIS. Each HMIS User will attend the appropriate training course, sign a **Participating Agency User Agreement** and satisfy all the conditions herein before being granted access to the VC HMIS.

Explanation: The Participating Agency will determine which of their employees need access to the VC HMIS.

Identified users must:

- Attend the appropriate training course for their position. For example, if the user will be case managing or entering client data, then the "New User" course would be appropriate, whereas if the person were only assigned to running reports, then the "Report Viewer" class would be appropriate.
- Sign the **Participating Agency User Agreement** stating that he/she has received training, will abide by the VC HMIS Policies and Procedures will appropriately maintain the confidentiality of client data, and will only collect, enter and retrieve data in the VC HMIS relevant to the delivery of services to people in housing crisis in the area served by the VC HMIS Collaborative.
- The signed Participating Agency User Agreement must be provided to the HMIS System Administrator prior to receipt of the user account.

B. User Activation

The HMIS System Administrator will provide unique user names and passwords to each Participating Agency user.

Explanation: User names will be unique for each user and will not be shared with other users. The HMIS System Administrator will set up a unique user name and password for each user upon completion of training and receipt of the signed **Participating Agency User Agreement** and the receipt of the signed acknowledgement of the Policies and Procedures Manual from each user via the Agency management. The sharing of user names will be considered a breach of the **Participating Agency User Agreement and** will result in *termination of the user account*.

C. Passwords

Passwords must be no less than eight and no more than sixteen characters in length, and must be alphanumeric upper and lower case with special characters. The HMIS System Administrator will communicate passwords directly to the user.

Forced Password Change (FPC): The FPC will occur every one hundred and eighty (180) consecutive days. Passwords will expire and user will be prompted to enter a new password. Users may not use the same password consecutively, but may use the same password more than once.

Unsuccessful logon: If a User unsuccessfully attempts to logon three times, the User ID will be "locked out", access permission revoked and user will be unable to gain access until their password is reset by the HMIS System Administrator in the manner stated above.

D. User Levels

1. **Case Manager:** This group consists of case managers who provide the day-to-day updating of client files. Case Managers will have access to all records located in Central Intake and in the Client folder, including Program Entry, Case Notes, Track Savings, Assessments, Group Services, and Program Exit.

2. **Reports Only**: This group includes any user at the agency who does not need to have access to client information except in report form. These reports can be canned (already built) reports, ad-hoc reports, and customized reports.

3. **Agency Administrator:** This group has all the access listed above, and additional access to the Agency Folder, in which they will maintain agency set-up information like program set-up, milestones, targets, and contracts/grants.

4. **HMIS System Administrator:** This group of top-level VC HMIS Administrators supports all agencies within the continuum and will have access to every part of the VC HMIS in order to support users.

E. Confidentiality and Informed Consent

All Participating Agencies agree to abide by and uphold all privacy protection standards established by the Ventura County HMIS as well as their respective agency's privacy procedures. The Agency will also uphold relevant Federal and California State confidentiality regulations and laws that protect client records, and the Agency will only release program level client data with written consent by the client, or the client's guardian, unless otherwise provided for in the regulations or laws.

Explanation: Participating Agencies are required to develop procedures for providing oral explanations to clients about the usage of a computerized HMIS and are required

to post a **Mandatory Collection Notice** and a **Privacy Notice (PN)** in order to share Central Intake client information with other HMIS Participating Agencies. HUD Data Standards provide guidance for Participating Agencies regarding certain HMIS policies.

However, in instances of conflict between state or federal law and the HUD Data Standards, the state and/or federal law take precedence.

Oral Explanation: All clients will be provided an oral explanation stating their information will be entered into a computerized record keeping system. The Participating Agency will provide an oral explanation of the Ventura County HMIS and the terms of consent. The agency is responsible for ensuring that this procedure takes place prior to every client interview. The explanation must contain the following information, which is also included in the **Client Rights and Explanation of Data Uses.**

- What VC HMIS is: a web-based information system that homeless service agencies within the Ventura County Region use to capture information about the persons they serve.
- Why Gather and Maintain Data: Data collection supports improved planning and policies including determining whether desired outcomes were achieved and where more or other resources may be needed, identifying best and promising practices, and identifying factors that support or hinder achievement of outcomes.
- Security: only staff who work directly with clients or who have administrative responsibilities can look at, enter, or edit client records.
- Privacy Protection: No program level information will be released to another agency or individual without written consent; client has the right to not answer any question, unless entry into a program requires it; client information is stored encrypted on a central database and information that is transferred over the web is transferred through a secure connection; client has the right to know who has added to, deleted, or edited their VC HMIS record.
- Benefits for Clients: Facilitates streamlined referrals, coordinated services, unduplicated intakes and access to essential services and housing for clients.

Written Explanation: (DRAFT Language; utilizing interim interagency data sharing agreement effective 2/12/2014)
Each client whose program level information is being shared with another Participating Agency must agree via the **Interagency Data Sharing Agreement.** A client must be informed as to what information is being shared and with whom it is being shared.
- Information Release: The Participating Agency agrees not to release client identifiable information to any other organization pursuant to federal and state law without proper client consent. See attached Client Consent Form and Regulations below.
- Regulations: The Participating Agency will uphold all relevant Federal and California State Confidentiality regulations to protect client records and privacy. In addition, the Participating Agency will only release client records with written consent by the client,

unless otherwise provided for in regulations, specifically, but not limited to, the following:

- o The Participating Agency will abide specifically by the federal confidentiality rules as contained in the
  Code of Federal Regulations (CFR) 42 Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records, regarding disclosure of alcohol and/or drug abuse records. In general terms, the Federal regulation prohibits the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by CFR 42 Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Participating Agency understands that the Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.

- o The Participating Agency will abide specifically with the Health Insurance Portability and
  Accountability Act of 1996 and corresponding regulations passed by the U.S. Department of Health and Human Services. In general, the regulations provide consumers with new rights to control the release of medical information, including advance consent for most disclosures of health information, the right to see a copy of health records, the right to request a correction to health records, and the right to obtain documentation of disclosures of information may be used or disclosed. The current regulation provides protection for paper, oral, and electronic information.

- o The Participating Agency will abide specifically with the California Government Code 11015.5 regarding program level Personal Information Collected on the Internet. In general, the Government Code ensures that any electronically collected personal information about clients cannot be shared with any third party without the client's written consent.

- The Participating Agency will not solicit or input information from clients unless it is essential to provide services, or conduct evaluation or research. All client identifiable data is inaccessible to unauthorized users.

- Participating Agencies are bound by all restrictions placed upon the data by the client of any Participating Agency. The Participating Agency shall diligently record in the VC HMIS all restrictions requested. The Participating Agency shall not knowingly enter false or misleading data under any circumstances.

- The Participating Agency shall maintain appropriate documentations of client consent to participate in the VC HMIS.

- If a client withdraws consent for release of information, the Agency remains responsible to ensure that the Client's information is unavailable from date of withdrawal to all other Participating Agencies.

- The Participating Agency shall keep signed copies of the Client Consent Form/Information Release form (if applicable) and/or the **Interagency Data Sharing Agreement** for the VC HMIS for a minimum of seven years from the date of client exit.

- **Postings: Privacy Notice (PN)** and **Mandatory Collection Notice** must be posted at the agency:
  1. The Agency must post **Privacy** and **Mandatory Collection notice**s at each intake desk or comparable location.
  2. The **Privacy Notice (PN)** and **Mandatory Collection Notice** must be made available in writing at the client's request.
  3. If the agency maintains an agency website, a link to the **Privacy Notice (PN)** must be on the homepage of the agency's website.

F. Data Quality

HMIS Users are responsible for the ensuring VC HMIS Data Quality. Data quality refers to the timeliness, accuracy and completeness of information collected and reported in HMIS. All Participating Agencies agree to enter, at a minimum, the VC HMIS required data elements.

Explanation: Participating Agencies will collect as much relevant client data as possible for the purposes of providing services to that client. The Participating Agency agrees to input the collected data no later than one month following the month of program entry. The Participating Agency agrees to the data collection commitment by signing the Agency Agreement and is responsible for updating client's records as needed. The HMIS System Administrators will run quarterly data quality reports. Any patterns of error (including blank entries) will be reported to the Agency Administrator. When patterns of error have been discovered, users will be required to correct data entry errors and processes. Verification by the HMIS System Administrators will occur to ensure the successful correction of data entry errors and processes. Users may be required to attend additional training as needed.

- The Participating Agency shall only enter individuals in the VC HMIS that exist as Clients under the Agency's jurisdiction. The Participating Agency **shall not** misrepresent its Client base in the VC HMIS by entering known inaccurate information.
- The Participating Agency **will not** alter information in the VC HMIS that is entered by another Agency with known inaccurate information.
- The Participating Agency shall not include profanity or offensive language in the VC HMIS.
- The Participating Agency shall utilize the VC HMIS for business purposes only.
- The transmission of material in violation of any federal or California State regulations is **prohibited**. This includes, but is not limited to, copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secrets.
- The Participating Agency **shall not** use the VC HMIS with intent to defraud federal, state or local governments, individuals or entities, or to conduct any illegal activity.

The HMIS Program Manager may request that the local CoC Governing Body sanction any user and/or Participating Agency found to be in violation of the requirements of this

section. If necessary, sanctions by the local CoC include, but not limited to: ☐ A formal letter of warning to the Agency

- Suspension of system privileges
- Revocation of system privileges

The Participating Agency or End User has the right to file a Grievance regarding Sanctions from the HMIS Program Manager/CoC Governing Body. The HMIS Steering Committee will review the grievance, research the nature of the infraction, and will respond to the grievant within 30 days.

G. Data Use by Ventura County HMIS

The Continuum within the Ventura County HMIS shall have access to its respective agencies' client data contained within the VC HMIS.

Explanation: For the purposes of system administration, user support, and program compliance, VC HMIS will use the data contained within the VC HMIS for analytical purposes only and will not disseminate client level data. The Continuum may release **aggregate** data contained within the VC HMIS for research and regional reporting purposes only. The **System Administrator Agreement** must be signed by all HMIS System Administrators.

H. Data Use by Vendor

The Vendor and its authorized subcontractor(s) shall not use or disseminate data contained within the VC HMIS.

Explanation: To enforce information security protocols and to ensure that VC HMIS data is used only with explicit permission and if permission is granted, will only be used in the context of interpreting data for research and for system troubleshooting purposes, the contract signed by the HMIS Lead Agency and the software vendor contains language that prohibits access to VC HMIS data.

I. Data Use by Agency

Data contained in the VC HMIS will only be used to support the delivery of services to at risk and homeless clients in the VC areas. Each HMIS User will affirm the principles of ethical data use and client confidentiality as noted below and contained in the **HMIS User Agreement.**

Explanation: As the guardians entrusted with client personal data, HMIS Users have a moral and a legal obligation to ensure that the data they collect is being gathered, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission of the agency and the VC HMIS to assist families and individuals to resolve their housing crisis. Proper user training, adherence to the VC HMIS Policies and Procedures Manual, and a clear understanding of client confidentiality are vital to achieving these goals. All HMIS Users

will sign an **HMIS User Agreement** before being given access to the system. Any individual or Participating Agency misusing, or attempting to misuse the VC HMIS data can be denied access to VC HMIS. Sanctions exist if users violate any laws related to client confidentiality, as outlined in Section 8: Violations.

J. Maintenance of Onsite Computer Equipment

Participating Agencies commit to a reasonable program of data storage and equipment maintenance in order to sustain an efficient level of system operation. Participating Agencies must meet the technical standards for minimum computer equipment configuration; Internet connectivity, antivirus and firewall.

Explanation: The Participating Agency Leadership designee will be responsible for the maintenance and disposal of on-site computer equipment and data used for participation in the VC HMIS including the following:
1. Computer Equipment: The Participating Agency is responsible for maintenance of onsite computer equipment. This includes the following:
   - Purchase of and upgrades to all existing and new computer equipment for utilization in the VC HMIS.
   - Workstation(s) accessing the VC HMIS must have a locking, password-protected screen saver
   - All workstations and computer hardware (including agency network equipment) must be stored in
     a secure location (locked office area)
2. Data Storage: The Participating Agency agrees to only download and store data in a secure environment. Refer to Section 2.C: Technical Standards for more information.
3. Data Disposal: The Participating Agency agrees to dispose of documents that contain identifiable client level data by shredding paper records, deleting any information from diskette before disposal, and deleting any copies of client level data from the hard drive of any machine before transfer or disposal of property.

K. Downloading of Data

HMIS Users will maintain the security of any client data extracted from the VC HMIS and stored locally, including all data contained in custom reports. HMIS Users may not electronically transmit unencrypted client data across a public network.

Explanation: To ensure that the VC HMIS is a confidential and secure environment, data extracted from the VC HMIS and stored locally will be stored in a secure location and will not be transmitted outside of the private local area network unless it is properly protected. Security questions can be addressed to the HMIS System Administrator. Any personally identifiable information will not be distributed through email.

L. Data Sharing

Data within the system will be shared based upon the level of consent designated by the client within the VC HMIS. A Client may choose to limit the period of time for which their

data will be shared. As of January 2016, the following data elements will be shared amongst participating providers (with the exception of Runaway Homeless Youth; no RHY data will be shared):

- Assessments (dynamic data elements)
- Action Steps
- Case Manager
- Case Plans
- Client data
- Entry/Exit data
- File Attachments
- Goals
- Incidents
- Measurement Tools
- Needs/Services

Explanation: Data sharing refers to the sharing of information between Participating Agencies for the coordination of case management and client service delivery. Specific data elements to be shared are limited to those as outlined in HMIS Data and Technical Standards Final Notice – (69 FR 146), as revised in HMIS Data Standards Revised Notice-March 2010, Section 1.6. This includes: Universal Data Elements, Household Demographics, Employment and Education Information.

Program level information in either electronic or paper form will never be shared outside of originating agency without written client consent. Information that is shared with written consent will only be used for the purpose of service delivery.   End users found to be sharing program level client data without written consent will have their access terminated.

Protocol for data corrections or modifications during implementation phase: When HMIS data needs to be modified, the viewing agency shall contact the VCHMIS Technical Support staff by telephone or via e-mail to report the discrepancy. VC HMIS Technical Support staff will coordinate the necessary correction/modification with the creating agency. This is an interim process that will remain in place until September 30, 2016.

Protocol for data corrections or modifications post implementation (Beginning October 1, 2016): When HMIS data needs to be modified, the Viewing Agency shall contact the Creating Agency directly to report the discrepancy and request the required correction/modification. The Viewing Agency will do the necessary follow up with the Creating Agency to confirm that the requested corrections are made.

Creating agency: The creating agency refers to the agency creating the client record, entry/exit, needs/services, case plans, etc. The creating agency is responsible for their data.

Viewing agency: The viewing agency refers to the agency reviewing client data. While the viewing agency has access rights in HMIS to edit data, best practice is not to modify other providers' data.

Data entry and modifications are tracked and may be periodically reviewed or monitored in order to safeguard data quality and data integrity.

M. Data Release

Aggregate level (client de-identified) data may be released by Agencies, the local Continuum of Care and/or by the Ventura County HMIS under certain criteria. Client-level data may only be released by written consent from the client for a specified purpose.

Explanation: Data release refers to the dissemination of aggregate and/or client-level information for statistical, analytical, reporting, advocacy, regional needs assessment, trend analysis, etc.

1.   **Agency Release:** Each Participating Agency owns all data it enters into the VC HMIS. The agency may not release any client level information without the express written consent of the client. Agencies may release program and/or aggregate level data for all clients to whom the agency provided services with the express written permission of the CoC or assigned authorized entity. No individual client data will be provided to any group or individual that is neither the Participating Agency that entered the data nor the client without proper authorization or consent by the client. This consent includes the express written authorization for each individual or group requiring access to the client's data.

2.   **Continuum of Care Release:** The Continuum of Care (CoC) may release **aggregate** information about the Continuum at the program, sub-regional and regional level. Continuum level aggregate data may be released without agency permission at the discretion of the agency's continuum. The VC HMIS will not release agency- or client- specific data to outside groups or individuals.

3.   **Ventura County HMIS Release:** The Ventura County HMIS, with the consent of the CoC, will develop an annual release of aggregate data in a summary report format, which will be the standard response for all requests for collaborative data. The Ventura County HMIS will not release agency- or client- specific data to outside groups or individuals.

N. Agency Customization

A Participating Agency will have the ability to request system customization at the Agency level to reflect the data collection needs for their specific programs(s). The VC HMIS contains certain fields that can be tailored at no cost to the agency. Additional

customization as performed by the software vendor or VC HMIS System Administrators may be purchased at the expense of the agency.

Explanation: Participating Agencies have some ability to customize VC HMIS fields to meet the specific needs of their program at the discretion of the Continuum of Care (CoC). At the request of the Agency Administrator, the HMIS System Administrator will evaluate the request and implement the changes as warranted.

6. TECHNICAL SUPPORT AND SYSTEM AVAILABILITY

A. Technical Support

The Ventura County HMIS will provide technical support to all Agency Administrators and HMIS Users as needed.

Explanation: The Agencies that have an Agency Administrator are expected to provide first level technical support. The Ventura County HMIS System Administrators will provide all other technical support to the Agency Administrators and HMIS Users.

Technical Support Hours – 8:00 a.m. – 5:00 p.m. (PST), Monday through Friday (Excluding Holidays). While the winter warming shelter is active, after hours support is negotiated.
Staff will respond in a timely manner to any requests for support made during the above hours. For technical support, please contact:
Ventura County HMIS telephone number: (805) 477-5156
HMIS-Support@ventura.org

Assistance will be provided in the following areas:
*   **Help Desk Support:** Help Desk support is provided to help HMIS Users access and utilize HMIS application.
*   **Training:** Agency Administrator training, User training, and Report training is provided quarterly. The schedule is posted one month in advance of the training and registration instructions are provided once the schedule is posted.
*   **System Customization:** HMIS contains certain fields that can be tailored at no cost to the agency.
*   **Reporting:** Training and technical assistance in accessing standardized reports and the creation of ad hoc (custom reports).
*   **Data Analysis**: Interpreting reports.

Additional costs may apply in the following areas:
*   **System Customization:** Agency-specific customization requests.
*   **Reporting:** Agency-specific customized reports.
*   **Data Conversion**: Assist in the development of a data conversion/migration plan, and provide support in data conversion/migration implementation.
*   **Data Analysis**: Extensive analysis of agency's data.

Requests should be delineated as follows:

Technical Assistance Flow Chart
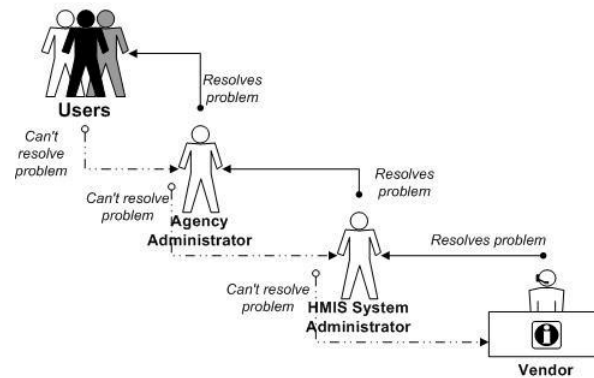
B. System Availability and Scheduled Maintenance
The Ventura County HMIS will be available to users at a minimum of 97.5% of the year.

Explanation: Necessary downtime for HMIS upgrades and patches will be communicated by HMIS System Administrators system-wide and performed in the late hours when possible.

C. Unplanned Interruption to Service
In the event of unplanned interruption to service, HMIS System Administrators will notify all Participating Agencies as soon as possible.

Explanation: When an event occurs that makes HMIS inaccessible, the HMIS System Administrator will analyze and determine the problem. In the event it is determined that HMIS accessibility is disabled system wide, then the HMIS System Administrators will work with the software vendor to repair the problem. Within two hours of problem awareness, Participating Agencies will be informed of the estimated system availability. HMIS System Administrators will notify Participating Agencies via e-mail when service has resumed.

D. Conversion of Existing Data
Data migration from legacy systems is allowed upon approval from the local HMIS System Administrators. Migrated data must be non-duplicated and an exact match to the existing HMIS field type. The Participating Agency is responsible for the accuracy, completeness and quality of the migrated data.

Explanation: Data migration (or conversion) is the one-time process of transferring data from any existing system to the Ventura County HMIS. Upon transfer, the agency

abandons its existing system and uses Ventura County HMIS for recording all client-related data.

The Agency's existing system must be an ODBC-compliant database platform in order for migration to be possible. The HMIS System Administrator can help the Agency determine the ODBC compatibility for any legacy systems. Only data that is an exact match with VC HMIS data fields may be migrated. Data must be unduplicated prior to data migration. All required fields in the VC HMIS are required for migration. A data dictionary will be provided upon request. This activity is provided by the System Vendor and will incur an additional cost. Cost will be determined prior to the service being rendered and will be agreed upon by requesting Agency, CoC Lead and Program Manager.

If the agency's data cannot be migrated, manual conversion (data entry by the agency's personnel) may be necessary to move data from legacy systems into the Ventura County HMIS.

7. SYSTEM ARCHITECTURE & SECURITY

A. Password Management Procedure

An HMIS End User must notify the Agency Administrator or HMIS System Administrator immediately upon realization that his or her password has been lost, forgotten or made public to others. The Agency Administrator is responsible for notification of password breach to the HMIS System Administrator. Upon notification, the HMIS System Administrator will immediately reset the user's password. A new HMIS End User will not receive an initial password without training.

Explanation: The HMIS System Administrator will reset the user password. The new password will be valid from the time of the reset until the next logon.
- Passwords need to be 8 characters minimum and contain a number, upper and lowercase letters, and 1 or more special characters.
- Passwords expire after 60 days (after expiration interval the user is required to provide a new password upon logon)
- Passwords cannot be reused.
- If system is dormant for 20 minutes, user will be forced to log back in.

B. Virus Protection

Agency Responsibilities: All Participating Agency computers and networks must have up-to-date anti-virus software.

Explanation: All Participating Agency computers should be protected by anti-virus software. The anti-virus software should be updated regularly to maintain maximum protection from the most recently released viruses.

C. Backup and Recovery Procedures

Ventura County HMIS is routinely backed up and saved to redundant systems by the vendor pursuant to the contract term and agreement to prevent loss of data.

D. Auditing and Monitoring

HMIS System Administrators have access to activity logs of changes made to the information contained within the database by end users. HMIS System Administrators can upon request or notice of suspicious/questionable behavior monitor access to the system by an end user that could potentially reveal a violation of information security protocols. Any request for auditing and monitoring will be evaluated for justification, investigated, and be kept confidential.

8. VIOLATIONS

A. Right to Deny Access

The HMIS System Administrator has the right to deny user access to the HMIS if an end user has violated any of the policies in this document. Any user or Participating Agency suspected of violating a policy may be subject to suspension of HMIS privileges until the violation can be resolved.

Explanation: If deemed necessary for the immediate security and safety of Ventura County HMIS data, the
HMIS System Administrator has the right to deny or revoke user access to HMIS. The HMIS System Administrator will report access revocations to the HMIS Program Manager. The HMIS Program Manager will report all revocations to the CoC, HMIS Steering Committee and the Participating Agency.

B. Reporting a Violation

HMIS Users should report any suspected or alleged privacy or security violations to the HMIS System Administrator immediately.

Explanation: All HMIS Users are obligated to report suspected instances of noncompliance. For the
Agencies that have an Agency Administrator, users should report security violations to the Agency
Administrator first and then the Agency Administrator has the responsibility of providing that information to the HMIS System Administrator. If the Agency does not have an Agency Administrator, then the HMIS User is to report violations to the HMIS System Administrator directly.

C. Possible Sanctions

The HMIS Program Manager may request that the local CoC Governing Body sanction any user and/or Participating Agency found to be in violation of the privacy and/or security protocols.

Sanctions by the local CoC include, but are not limited to:

- A formal letter of reprimand
- Suspension of system privileges
- Revocation of system privileges
- Recommendation for corrective action for employee
- Referral for potential criminal prosecution

9. GRIEVANCES

A. Client Grievance Process

Clients will contact the Participating Agency with which they have a grievance for resolution of VC HMIS problems. Participating Agencies will report all client grievances to the local CoC Governing Body.

Explanation: Each Participating Agency is responsible for answering questions and responding to grievances from their own clients regarding the VC HMIS. After client has brought a VC HMIS-related complaint to the Participating Agency, the Participating Agency must have a process to respond to the complaint. The Participating Agency will provide a copy of the portion of the VC HMIS Policies and Procedures and the Client Revocation of Consent to Release Information to the client.

The Participating Agency must keep all grievances and responses on file at the agency site. The Participating
Agency will send written notice of the grievance and response to the grievance to the local CoC Governing Body. The HMIS System Administrator will record all grievances and report them to the VC HMIS Steering Committee. Appropriate action will be taken as required by the local CoC Governing Body.

The CoC has overall responsibility for their local VC HMIS effectiveness and will respond if users and/or
Participating Agencies fail to follow the terms set forth in the VC HMIS Policies and Procedures Manual, Agency Agreements, and User Agreement or if a breach of client confidentiality or the intentional misuse of client data occurs.

B. Agency Grievance Process

Participating Agencies will report all agency-generated VC HMIS-related grievances to the local CoC Governing Body. If the grievance is related to a problem with the VC HMIS, it must be reported to the HMIS System Administrator. Corrective action will be taken if system-wide changes are warranted.

Explanation: In order for the VC HMIS to serve as an adequate tool for agencies and provide a more accurate picture of our region's homelessness, any grievances related to problems with the VC HMIS must be addressed by the agency in conjunction with the CoC Governing Body with the goal of affecting systemic change where necessary. The local CoC will report grievance problems to the HMIS Administrator. If systemwide

changes are warranted for a corrective action, it will be forwarded to the HMIS Steering Committee for approval.

The Participating Agency or End User has the right to file a Grievance regarding Sanctions from the HMIS Program Manager/CoC Governing Body. The HMIS Steering Committee will review the grievance, research the nature of the infraction, and will respond to the grievant within 30 days.

10. TERMINOLOGY

Agency Administrator: The person responsible for some system administration at the agency level. Responsibilities include informing HMIS System Administration of the need to add and delete users, basic trouble-shooting, and escalation of issues to their HMIS System Administrator. This person is the agency user's first line of contact for HMIS issues.

Agency Executive Management: The high-level management staff that is responsible for organization level decision making, for example, the agency President or Executive Director.

Aggregate Data: Data with identifying elements removed and concentrated at a central server. Aggregate data are used for analytical purposes and reporting.

Anti-Virus Software: Programs to detect and remove computer viruses. The anti-virus software should always include a regular update services allowing it to keep up with the latest viruses as they are released.

Application Service Provider (ASP): A 3rd party entity that manages and distributes softwarebased services to customers across a wide area network.

Audit Trail: A history of all access to the system, including viewing, additions and updates made to a client record.

Authentication: The process of identifying a user in order to grant access to a system or resource. Usually based on a username and password.

Cable: A type of modem that allows people to access the Internet via their cable television service.

Coordinated Assessment Level Data: Client information collected at intake, including the following system screens: Client Intake, Household/Demographics, Referral, Eligibility, Education/Employment and Documents.

Customer: The person receiving services whose information is entered into HMIS.

Continuum of Care (CoC):   Continuum of Care; refers to the range of services (outreach, emergency transitional and permanent housing and supportive services) available to assist people out of homelessness.

CoC Governing Body: the entity responsible for policy decisions for a Continuum of Care system.

Database: An electronic system for organizing data so it can easily be searched and retrieved. The data within the HMIS is accessible through the web-based interface.

Decryption: Conversion of scrambled text back into understandable, plain text form. Decryption uses an algorithm that reverses the process used during encryption.

Dedicated IP: a reserve IP (see IP)

Dynamic Host Configuration Protocol (DHCP): A protocol that provides a means to dynamically allocate IP addresses to computers on a local area network (LAN).
Digital Certificate: An attachment to a message or data that verifies the identity of a sender.

Digital Subscriber Line (DSL): A digital telecommunications protocol designed to allow high-speed data communication over the existing copper telephone lines.

Encryption: Conversion of plain text into encrypted data by scrambling it using a code that masks the meaning of the data to any unauthorized viewer. Encrypted data are not readable unless they are converted back into plan text via decryption.

Firewall: A method of controlling access to a private network, to provide security of data. Firewalls can use software, hardware, or a combination of both to control access.

HMIS: Homeless Management Information System. This is a generic term for any System used to manage data about the use of homeless services.

HMIS Operations Committee: Meets on the first Wednesday of the even numbered months, at 855 Partridge. The goal of the meeting is to develop needed business processes, policies, and/or workflow that will support the users in their use of HMIS.

HMIS Steering Committee: Meets Quarterly, on the third Wednesday, at 855 Partridge. The goal of the meeting is to provide the committee with updates related to HMIS utilization, HMIS HUD Updates, Operations Committee updates and approve matters affecting the HMIS community.

HMIS System Administrator: The person(s) with the highest level of user access. This user has full access to all user and administrative functions in the CoC and will serve as the liaison between Participating Agencies and the vendor. There is at least one HMIS System Administrator in each CoC.

HMIS User: A person who has a unique user identification (ID) and directly accesses HMIS to assist in data collection, reporting or administration as part of their job function in homeless service delivery. Users are classified as either system users who perform administration functions at the system or aggregate level or agency users who perform functions at the agency level.

Host: A computer system or organization that plays a central role providing data storage and/or application services for HMIS.

Internet: A set of interconnected networks that form the basis for the World Wide Web.

Internet Protocol Address (IP Address): A unique address assigned to a user's connection based on the TCP/IP network. The Internet address is usually expressed in dot notation, e.g.: 128.121.4.5.

Internet Service Provider (ISP): A company that provides individuals or organization with access to the internet.

Local Area Network (LAN): A network that is geographically limited, allowing easy interconnection of computers within offices or buildings.

Network: Several computers connected to each other.

Network Address Translation (NAT) is the translation of an Internet Protocol address (IP address) used within one network to a different IP address known within another network. One network is designated the inside network and the other is the outside. Typically, a company maps its local inside network addresses to one or more global outside IP addresses and unmaps the global IP addresses on incoming packets back into local IP addresses. This helps ensure security since each outgoing or incoming request must go through a translation process that also offers the opportunity to qualify or authenticate the request or match it to a previous request. NAT also conserves on the number of global IP addresses that a company needs and it lets the company use a single IP address in its communication with the world.

On-site: The location that uses the HMIS and provides services to at-risk and homeless clients.

Participating Agency: An agency, organization, or group that has signed an

HMIS Agency Agreement with their respective CoC Governing Body.

Program Level Data: Client information collected during the course of the client's program enrollment, including the following system screens:
Program Entry, Services Provided, Client Profile,

Case Notes, Track Savings, Bed Assignments, Bed Maintenance, Daily Services, Sessions, and Program Exit.

Real-Time: Data that is processed and available to other users as it is entered into the system.

Server: A computer that provides a service for other computers connected to it via a network. Servers can host and send files, data or programs to client computers.

Static IP Address: see Dedicated IP

T1 Line: Communication line that can carry voice or data at transmission speeds that are 25 times the speed of a modem.

Transmission Control Protocol/Internet Protocol (TCP/IP) –The protocol that enables two or more computers to establish a connection via the internet.

User ID: The unique identifier assigned to an authorized HMIS User.

Virtual Private Network (VPN): A group of computer systems that communicate securely over a public network.

Wide Area Network (WAN): A network that is not geographically limited, can link computers in different locales, and extend requests for web pages.

Wired Equivalent Privacy (WEP): is a security protocol, specified in the IEEE Wireless Fidelity (Wi-Fi) Standard, 802.11b, that is designed to provide a wireless local area network (WLAN) with a level of security and privacy comparable to what is usually expected of a wired LAN. A wired local area network (LAN) is generally protected by physical security mechanisms (controlled access to a building, for example) that are effective for a controlled physical environment, but may be ineffective for WLANs because radio waves are not necessarily bound by the walls containing the network. WEP seeks to establish similar protection to that offered by the wired network's physical security measures by encrypting data transmitted over the WLAN. Data encryption protects the vulnerable wireless link between clients and access points; once this measure has been taken, other typical LAN security mechanisms such as password protection, end-to-end encryption, virtual private networks (VPNs), and authentication can be put in place to ensure privacy.

11. ACKNOWLEDGEMENT

I acknowledge that I have received a written copy of the Ventura County HMIS Policies and Procedures. I understand the terms of the Ventura County HMIS Policies and Procedures and I agree to abide by them. I understand that any violation of the policies or procedures could lead to CoC sanctions or even criminal prosecution.

Agency Name: _____

Printed Name: _____

Signature:

Date:

2018 HDX Competition Report
PIT Count Data for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count	1271	1152	1308
Emergency Shelter Total	306	283	289
Safe Haven Total	10	10	11
Transitional Housing Total	178	195	178
Total Sheltered Count	494	488	478
Total Unsheltered Count	777	664	830

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	303	385	280
Sheltered Count of Chronically Homeless Persons	42	101	51
Unsheltered Count of Chronically Homeless Persons	261	284	229

2018 HDX Competition Report
PIT Count Data for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	62	79	74
Sheltered Count of Homeless Households with Children	40	67	68
Unsheltered Count of Homeless Households with Children	22	12	6

Homeless Veteran PIT Counts

	2011	2016	2017	2018
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	41	78	80	62
Sheltered Count of Homeless Veterans	14	21	30	23
Unsheltered Count of Homeless Veterans	27	57	50	39

2018 HDX Competition Report
HIC Data for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	171	37	72	53.73%
Safe Haven (SH) Beds	10	0	10	100.00%
Transitional Housing (TH) Beds	204	91	111	98.23%
Rapid Re-Housing (RRH) Beds	617	0	617	100.00%
Permanent Supportive Housing (PSH) Beds	547	0	365	66.73%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	1,549	128	1175	82.69%

2018 HDX Competition Report
HIC Data for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	159	202	395

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC
RRH units available to serve families on the HIC	374	111	138

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC
RRH beds available to serve all populations on the HIC	374	399	617

FY2017 - Performance Measurement Module (Sys PM)

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

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	911	348	43	107	64	17	65	48
1.2 Persons in ES, SH, and TH	1155	505	94	166	72	39	116	77

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)				Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference		Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	916	333	80	405	325		21	257	236
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	1163	511	155	419	264		46	267	221

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	118	7	6%	2	2%	4	3%	13	11%
Exit was from ES	81	2	2%	6	7%	5	6%	13	16%
Exit was from TH	151	0	0%	1	1%	4	3%	5	3%
Exit was from SH	11	0	0%	0	0%	0	0%	0	0%
Exit was from PH	215	2	1%	4	2%	4	2%	10	5%
TOTAL Returns to Homelessness	576	11	2%	13	2%	17	3%	41	7%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	1271	1152	-119
Emergency Shelter Total	306	283	-23
Safe Haven Total	10	10	0
Transitional Housing Total	178	195	17
Total Sheltered Count	494	488	-6
Unsheltered Count	777	664	-113

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	1163	557	-606
Emergency Shelter Total	902	334	-568
Safe Haven Total	51	45	-6
Transitional Housing Total	316	216	-100

FY2017 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	73	104	31
Number of adults with increased earned income	5	15	10
Percentage of adults who increased earned income	7%	14%	7%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	73	104	31
Number of adults with increased non-employment cash income	10	17	7
Percentage of adults who increased non-employment cash income	14%	16%	2%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	73	104	31
Number of adults with increased total income	15	32	17
Percentage of adults who increased total income	21%	31%	10%

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	105	79	-26
Number of adults who exited with increased earned income	33	27	-6
Percentage of adults who increased earned income	31%	34%	3%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	105	79	-26
Number of adults who exited with increased non-employment cash income	26	13	-13
Percentage of adults who increased non-employment cash income	25%	16%	-9%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	105	79	-26
Number of adults who exited with increased total income	59	40	-19
Percentage of adults who increased total income	56%	51%	-5%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	991	404	-587
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	231	46	-185
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	760	358	-402

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1168	699	-469
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	246	64	-182
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	922	635	-287

FY2017 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	239	294	55
Of persons above, those who exited to temporary & some institutional destinations	62	50	-12
Of the persons above, those who exited to permanent housing destinations	71	130	59
% Successful exits	56%	61%	5%

Metric 7b.1 – Change in exits to permanent housing destinations

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing.	1142	548	-594
Of the persons above, those who exited to permanent housing destinations	462	319	-143
% Successful exits	40%	58%	18%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	212	223	11
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	207	222	15
% Successful exits/retention	98%	100%	2%

2018 HDX Competition Report

FY2017 - SysPM Data Quality

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

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2018 HDX Competition Report
FY2017 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	91	112	91	103	309	267	151	175	332	335	498	522		91	374	399				
2. Number of HMIS Beds	23	44	16	47	206	179	85	131	190	213	151	318		91	3	399				
3. HMIS Participation Rate from HIC (%)	25.27	39.29	17.58	45.63	66.67	67.04	56.29	74.86	57.23	63.58	30.32	60.92		100.00	0.80	100.00				
4. Unduplicated Persons Served (HMIS)	549	995	782	257	331	307	275	192	195	235	231	214		55	195	897	75	55	37	1215
5. Total Leavers (HMIS)	487	786	694	161	116	103	105	98	114	26	21	15		20	114	536	32	31	24	307
6. Destination of Don't Know, Refused, or Missing (HMIS)	23	20	13	12	11	13	8	6	1	1	2	1		0	1	23	1	1	1	28
7. Destination Error Rate (%)	4.72	2.54	1.87	7.45	9.48	12.62	7.62	6.12	0.88	3.85	9.52	6.67		0.00	0.88	4.29	3.13	3.23	4.17	9.12

2018 HDX Competition Report
Submission and Count Dates for CA-611 - Oxnard, San Buenaventura/Ventura County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	2/21/2018	Yes

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/27/2018	Yes
2018 HIC Count Submittal Date	4/27/2018	Yes
2017 System PM Submittal Date	5/30/2018	Yes

VENTURA COUNTY
CONTINUUM OF
CARE ALLIANCE

ENDING HOMELESSNESS
IN VENTURA COUNTY

Ventura County Continuum of Care
Written Standards for HUD CoC and ESG

Updated and Approved August 2018

Table of Contents

The County of Ventura is the Collaborative Applicant (CA) for the Ventura County Continuum of Care. Staff support is provided to the Ventura County Continuum of Care Alliance and Board by the County of Ventura County Executive Office. The standards contained within this document shall be applied to all projects funded within the Ventura County Continuum of Care. Standards that apply only to subrecipients of Ventura County will be differentiated by the term "Subrecipient"; all other standards will refer to "recipient."

I. Introduction

Purpose for Standards

The purpose of the *Standards* is to:

- ✓ **Provide detail** on participant eligibility;
- ✓ **Outline the allowable** activities; and
- ✓ **Provide standards** for documenting eligibility.

For Subrecipients of Ventura County, this document is incorporated into the Specific Terms and Conditions (Exhibit A) of the signed agreement (hereinafter Contract) between the County and its Subrecipient. Local policies and procedures are subject to change at any time.

Overview of the HEARTH Act

The U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) was signed into law on May 20, 2009. The HEARTH Act reauthorizes the McKinney-Vento Homeless Assistance Act of 1987, but with some important changes, including:

- ➤ The consolidation of HUD's competitive grant programs, the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
- ➤ The revision of the Emergency Shelter Grants Program and renaming it as the Emergency Solutions Grants (ESG) Program;
- ➤ The creation of a Rural Housing Stability Assistance Program;
- ➤ A change in HUD's definition of homelessness and chronic homelessness;
- ➤ A simplified match requirement;
- ➤ An increase in prevention resources; and,
- ➤ An increased emphasis on performance.

The HEARTH Act implementation is occurring in stages, including the publication of the following regulations:

❖ **Definition of Homeless (Final Rule) Docket No. FR–5333–F–02**
This final rule was published on December 5, 2011 and provided the definition of "homeless", "disability", and "developmental disability". Additionally, the rule established clear recordkeeping requirements for verifying eligibility to receive assistance.

❖ **Defining "Chronically Homeless" (Final Rule) Docket No. FR–5809–F–01**
This final rule was effective on January 4, 2016, and HUD expected compliance with this definition for all new admissions as of January 16, 2016. The final rule changed the definition that was in effect in the CoC Program interim rule: key changes included requiring an individual or head of household to have been living in a place not meant for human habitation, in an emergency shelter, or in a safe haven for the last 12 months continuously or on at least four occasions in the last three years *where those occasions cumulatively total at least 12 months*; replacing the term "disabling condition" with "homeless individual with a disability"; and defining an occasion by a break of at least seven nights not residing in an emergency shelter, safe haven, or a place not meant for human habitation. The final rule also established recordkeeping requirements for documenting chronic homelessness.

❖ Emergency Solutions Grant (Interim Rule) 24 CFR § 576

The interim rule revises the Emergency Shelter Grants Program and renames it the Emergency Solutions Grants Program to broaden existing emergency shelter and homelessness prevention activities and to add short- and medium-term rental assistance and support services to rapidly rehouse homeless people. There is now a greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes that reflect this new emphasis are the expansion of the homeless prevention component and the addition of the rapid rehousing assistance component.

❖ Conforming Amendments to the Consolidated Plan (Interim Rule) 24 CFR § 91

This interim rule updated the annual action plan requirements, revising the homeless needs narrative to describe the local one-year goals and specific action steps for reducing and ending homelessness. In addition, the ESG narrative section was revised to include new requirements such as written standards for the provision of ESG assistance, performance standards for evaluating ESG activities, and a homeless outreach and consultation strategy.

The annual report requirements were updated to include an evaluation of the jurisdiction's progress in meeting its specific objectives in reducing and ending homelessness. The ESG narrative section was also revised to include additional reporting information on ESG, including the evaluation of the outcomes for ESG activities measured under the new performance standards developed.

❖ Homeless Management Information System

The HEARTH Act requires that CoC and ESG funded projects participate in the Homeless Management Information System (HMIS). The HMIS component varies between the CoC and ESG Program regulations. County policy is to share HMIS funds with Subrecipients.

❖ Continuum of Care (Interim Rule) 24 CFR § 578

The Continuum of Care (CoC) Interim Rule was published on July 31, 2012 and took effect on August 30, 2012. The purpose of the regulation is to:

✓ Codify the CoC Planning Process;
✓ Return individuals and families who experience homelessness to permanent housing in less than 30 days;
✓ Consolidate the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
✓ Promote a community wide commitment to the goal of ending homelessness;
✓ Provide funding to quickly rehouse homeless individuals and families while minimizing trauma and dislocation;
✓ Promote access to mainstream benefits;
✓ Optimize self-sufficiency;
✓ Provide funding to support the CoC structure & process; and
✓ Codify the CoC structure & process.

❖ Rural Housing Stability Assistance Program (Proposed Rule)

The overall goal of the HEARTH Act is to reduce and ultimately end homelessness by reducing the duration of time people spend homeless and reducing recidivism back into homelessness. Currently, Ventura County has funding through the Emergency Solutions Grants Program and the Continuum of Care Program to undertake projects that work toward this goal.

II. Program Overviews

a. Emergency Solutions Grants Program

The Emergency Solutions Grants (ESG) Program is designed to respond to crisis and provide emergency assistance to prevent homelessness and enable homeless households to move toward independent living. ESG funds are authorized under the McKinney-Vento Homeless Assistance Act and are intended to help improve the quality of existing emergency shelters for the homeless, make additional shelters available, meet the costs of operating these facilities, rapidly rehouse homeless individuals and families, provide essential services to them, and to prevent homelessness. ESG projects will be required to assist people in moving to permanent housing and reduce the time spent in shelters and on the streets.

Recent changes to ESG funding have further defined the purpose and expanded the breadth of activities and going forward, the funds will be used for a variety of assistance, including: *Emergency Shelter, short- or medium-term Rental Assistance, Housing Search and Placement, and Housing Stability Case Management.* The Homelessness Prevention component includes various housing relocation and stabilization services and short- and medium-term rental assistance. The Rapid Rehousing component includes similar services and assistance to help people who are homeless move quickly into permanent housing and achieve stability in that housing. The funds under this program are intended to target households who would be unsheltered but for this assistance. The County of Ventura and the City of Oxnard are recipients of HUD ESG Program funds and will administer this award for eligible agencies referred to as Subrecipients. The County of Ventura acts as the administrative entity for State of California ESG funds. All funded agencies are required to follow federal guidelines in the implementation of ESG funding.

Policy on Project Selection
The County will notify community members and key stakeholders that ESG funding is available and will publish applications on the Ventura County CoC (www.venturacoc.org) website with a deadline for project applications to be submitted to the County. The CoC Data Performance & Evaluation Committee scores projects locally and recommends projects for funding. The CoC Data recommendations are taken to the CoC Board for final recommendations and approved by the local entity administering this funding (County Board of Supervisors or City of Oxnard).

b. Continuum of Care Program

The Continuum of Care (CoC) Program consists of projects that provide housing and supportive services to formerly homeless individuals and families. The goal of projects funded under the CoC Program is to assist households with attaining and sustaining permanent housing as quickly as possible. In Ventura County, CoC Program funds are currently used to support various projects, including Permanent Supportive Housing and Rapid Rehousing. In addition to these allowable project components, the interim rule also allows funding to be used to provide, to a limited degree, Prevention.

Ventura County is the Collaborative Applicant for the VCCoC. The County, along with non-profit entities, are directly awarded projects under the CoC Program. The County also passes funds on to subrecipients to carry out activities under the CoC Program.

III. Coordination Among Providers

The County and the Continuum of Care have been engaged in planning activities to:

- ✓ Increase systems coordination among the various housing and service providers;
- ✓ Improve access for participants;
- ✓ Better target funding; and
- ✓ Better address the housing and service needs in our community.

The County, CoC and ESG (Sub)/Recipients will coordinate and integrate, to the maximum extent practicable, CoC- and ESG-funded activities as well as other homeless programs within the area covered by the Ventura County CoC with other mainstream housing, health, social services, employment, education, and youth programs, including those identified in 24 CFR § 576.400(b) and (c).

a. Coordinated Entry and Assessment System

The Continuum of Care's Coordinated Entry System, Pathways to Home, has been developed in accordance with the HUD Continuum of Care Regulations. Participation in this system is mandatory for ESG and CoC (Sub)/Recipients. See the Ventura County Continuum of Care: Coordinated Entry Process and Policies, incorporated herein by reference.

The CoC uses the coordinated entry process to prioritize homeless persons within the CoC's geographic area. Prioritization is based on a specific and definable set of criteria that are documented, made publicly available and applied consistently throughout the CoC for all populations. The CoC prioritization policies and procedures are consistent with CoC and ESG written standards under 24 CFR 578(a) (9) and 24 CFR 576.4. The following criteria establish how homeless individuals/families will be prioritized for shelter and housing programs in the CoC. The VI-SPDAT will be used by the Coordinated Entry Assessment Sites to assess individuals experiencing homelessness. The first three serve as the primary methods of ranking individuals and the remaining two prioritizations serve as tie breakers if the first three prioritization methods result in tied rankings:

1. **Chronic Homeless Status:** This first prioritization criteria focuses on those individuals with a disability who have experienced long-term or multiple episodes of homelessness and are generally those with the highest need and vulnerability. In addition, this population has been identified as being the largest user of homeless system resources. This will be determined by the documented length of time of homelessness (episodic or continuous) and the reported service needs of individuals including chronic health, mental health, substance use or other service needs that impact vulnerability. Persons with the document longest length of time homeless and documented highest service needs will receive first priority.
2. **VI-SPDAT Score:** This second prioritization factor targets the most vulnerable clients in the homeless system as determined by their total VI-SPDAT score. VI-SPDAT score will be utilized in determining the ranking on the prioritization list in combination with the factors in the section above.
3. **Length of Time Homeless:** The third prioritization factor is the length of time an individual has experienced homelessness, giving priority to the person that has experienced homelessness the longest.

4. **Service Level Needs:** The fourth prioritization factor targets individuals with medical needs who will be prioritized when they have behavioral health conditions or histories of substance use which may either mask or exacerbate medical conditions.
5. **Date of VI-SPDAT Assessment:** The final prioritization criteria will be the date of the individual's assessment, giving priority to the earliest date of assessment.

Prioritizing chronically homeless persons in CoC program-funded Permanent Supportive Housing beds dedicated or prioritized by persons experiencing chronic homelessness:

1 (a) First Priority–Homeless Individuals and Families with a Disability experiencing chronic homelessness that is based on the length of time in which an individual or family has resided in a place not meant for human habitation, a safe haven, or an emergency shelter and the severity of the individual or families' service needs.
(b)If there is not a person that meets specific program eligibility criteria of a target population (i.e.: mental illness), the agency would then accept the next prioritized person on the list. This means, if the CoC has served everyone with self-reported target disability (i.e. mental illness), the agency may be referred another person that meets the chronic homeless status (i.e. with a different disability).

Prioritizing when there are no chronically homeless individuals and families within the VCCoC's geographic area:

1. First Priority-Homeless Individuals and Families with a Disability with long-term or multiple episodes of homelessness (may not meet chronic homelessness definition) and Severe Service Needs.

2. Second Priority–Homeless Individuals and Families with a Disability with Severe Service Needs.

3. Third Priority—Homeless Individuals and Families with a Disability Coming from Places Not Meant for Human Habitation, Safe Haven, or Emergency Shelter Without Severe Service Needs

4. Fourth Priority–Homeless Individuals and Families with a Disability Coming from Transitional Housing

Unsheltered persons receive first priority for emergency shelter and rapid re-housing. In order to expedite referrals in placing individuals with emergent needs, a direct referral for Transitional Housing can occur if there are three or more vacancies, with a case update at the next case conference meeting.

b. Fair Housing and Equal Opportunity

i. Affirmatively Furthering Fair Housing
Recipients shall market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap; and, shall provide program applicants and participants with information, in writing, on their rights and remedies under applicable federal, state, and local fair housing and civil rights laws. 24 CFR § 578.93(c). Subrecipients shall submit these written materials to the County as an attachment to the Subrecipient's Management Plan, as required by the Statement of Work (Exhibit B) of the Contract, effective FY2013. The County shall review these documents for potential violations of fair housing laws and shall assist Subrecipients in coming into compliance with this requirement. If the County encounters a condition or action that

impedes fair housing choice, the County shall work with the applicable jurisdiction(s) that provided the Certification of Consistency with the Consolidated Plan to address and remedy the violation(s). 24 CFR § 578.93(c)(2).

ii. Integration and Accessibility

Housing and supportive services must be offered in an integrated manner, such that persons with disabilities may enjoy a meaningful life within the community. See Olmstead v. L.C. (527 U.S. 581 (1999) 138 F.3d 893). Recipients shall offer housing and supportive services to enable individuals with disabilities to interact with nondisabled persons to the fullest extent possible. 24 CFR § 578.93(d). Reasonable accommodations and modifications must be offered when appropriate. *See Reasonable Accommodations and Modifications below*.

iii. Reasonable Accommodations and Modifications for Persons with Disabilities

Recipients are required to provide reasonable accommodations and modifications for persons with disabilities. A reasonable accommodation is defined as changing the rules, policies, or services so that a person with a disability has equal opportunity to use and enjoy a dwelling unit or common space. Permitting a person with a disability to have a service animal is an example of a reasonable accommodation. A reasonable modification is defined as modifying a structure so that a person with a disability has the full enjoyment of the housing and related facilities. Installing a grab bar in the bathroom of a person with a disability is an example of a reasonable modification. For federally-funded housing, the recipient bears the burden of paying for the modification. Recipients must inform applicants during the intake process of their right to request a reasonable accommodation or modification.

iv. Discrimination Based on Household Composition

A recipient receiving funds under the ESG or CoC Programs cannot discriminate against a group of persons presenting as a family based on the composition of the family, the age of any members of the family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity. However, housing *may* be limited to families with children who are under the age of 18.

Refer to the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, "Equal Access Rule," (77 FR 5662) and HUD's Frequently Asked Question regarding the definition of "family," https://www.hudexchange.info/faqs/1529/how-is-the-definition-of-family-that-was-included.
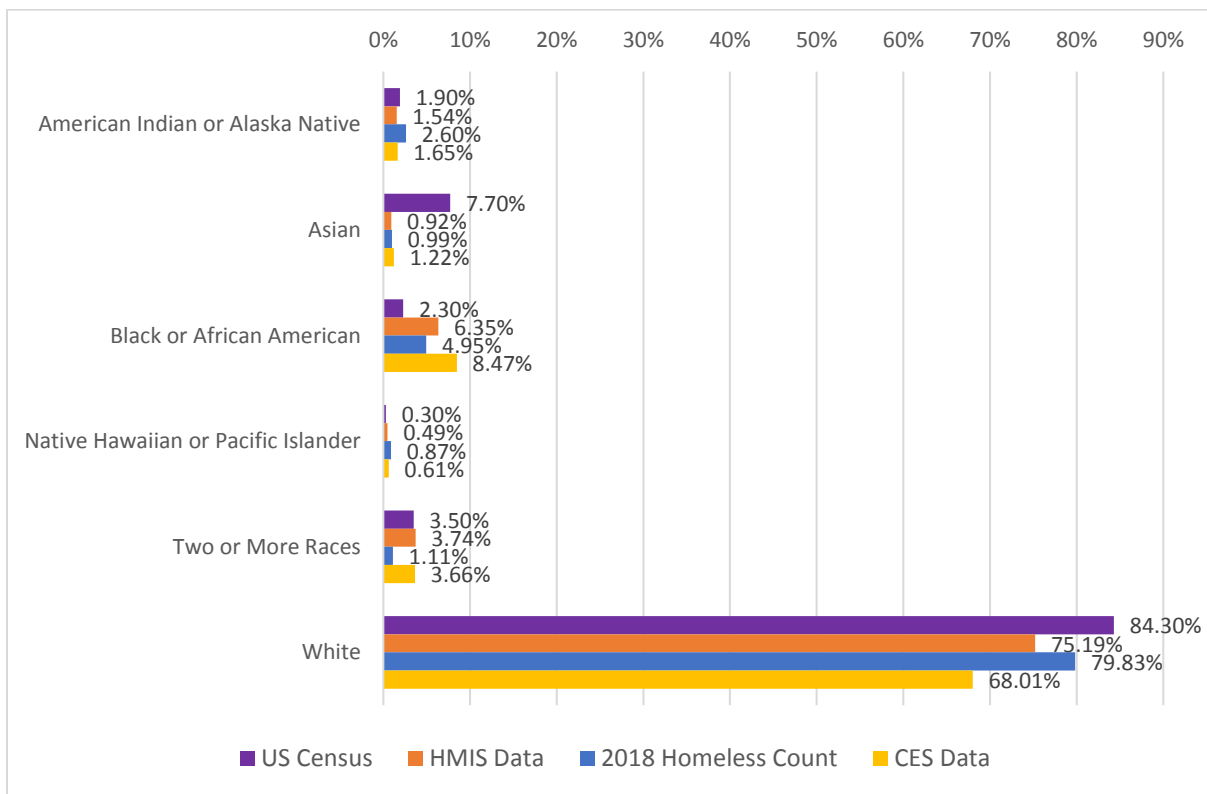
v. Preventing Involuntary Family Separation

In an effort to maintain family unity, for housing serving families with children, the age and gender of a child under age 18 shall not be used as a basis for denying any family's admission. 24 CFR § 578.93(e). Additionally, recipients may not deny admission to any member of the family (e.g., 15-year old son). If a family is involuntarily separated for any reason, a report must be sent to the Ventura County Continuum of Care staff. Please contact Tara Carruth at 805-654-3838 or tara.carruth@ventura.org

2018 Racial Disparities Assessment

According to the National Alliance to End Homelessness, most minority groups in the United States experience homelessness at higher rates, and therefore make up a disproportionate share of the homeless population. The Ventura County Continuum of Care (VC CoC) recognizes that affordable housing and homeless service programs should eliminate disparities by monitoring outcomes and ensuring equitable access to housing and services.

The latest Ventura County HMIS data shows approximately 7,385 people experiencing homelessness in our community, of whom 6.35% are Black or African-American, 1.54% are American Indian or Alaska Native, 0.92% are Asian, 0.49% are Native Hawaiian or Pacific Islander, 3.74% are two or more races, and 75.19% are white. In comparison to local data from the U.S. Census data, the most disproportionate racial disparity in our County is African Americans.

American Indian or Alaska Native
- 1.90%
- 1.54%
- 2.60%
- 1.65%

Asian
- 7.70%
- 0.92%
- 0.99%
- 1.22%

Black or African American
- 2.30%
- 6.35%
- 4.95%
- 8.47%

Native Hawaiian or Pacific Islander
- 0.30%
- 0.49%
- 0.87%
- 0.61%

Two or More Races
- 3.50%
- 3.74%
- 1.11%
- 3.66%

White
- 84.30%
- 75.19%
- 79.83%
- 68.01%

■ US Census   ■ HMIS Data   ■ 2018 Homeless Count   ■ CES Data

In addition to HMIS data, the Ventura County Human Services Agency provided data on households enrolled in public benefits programs, including CalFresh, CalWORKs, General Relief and Medi-Cal. Based on the ethnicity records in the CalWIN system, approximately 69% are Hispanic/Latinos, 25% White, 4% Asian, 2% Black or African American and <1% American Indian or Pacific Islander.

Also, the percentage of Hispanic/Latinos in VC CoC permanent housing projects is significantly higher than the overall census data, with 59% Hispanic/Latinos in supportive housing compared to 43% according to the census data for Ventura County.

According to a study completed by the Center for Social Innovation's Supporting Partnerships for Anti-Racist Communities (SPARC), there are five major themes among minorities experiencing homelessness: a lack of financial resources combined with a lack of social support; high housing costs; criminal backgrounds; mental health challenges; and family disintegration. Based on these barriers, there is a significant need for more low-barrier, affordable housing and behavioral health interventions. The VC CoC has been working with the County of Ventura to develop partnerships with landlords and property managers for supportive housing placements. One recent initiative is the master-leasing program that will secure more units for voucher placements, regardless of barriers.

In regards to outreach, the Ventura County Health Care Agency has been successfully implementing the Whole Person Care program which addresses the mental and physical health needs of those experiencing homelessness and connects them through the VC CoC Coordinated Entry System for housing and services. Street outreach teams are assisting with connecting people to services, including those who are least likely to access the system.